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**ARC Monthly Bulletin August 2016**  
*Valuable information for ARC's customers*

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**1. Sensitive Emails**

Due to our employees regularly communicating with our customer agencies, we want to make you aware that emails from our employees may include new language in the body of the email. This is to ensure our employees are compliant with our new policy. If Sensitive but Unclassified (SBU) information, including Personally Identifiable Information (PII), is contained in an email, it shall be marked by beginning the body of the email with “\*\*\****SENSITIVE BUT UNCLASSIFIED***\*\*\*.”

For additional information, contact Michael Satterfield at 304-480-5527 or [Michael.Satterfield@Fiscal.Treasury.Gov](mailto:Michael.Satterfield@Fiscal.Treasury.Gov).

**2. Awards Submission Deadline**

This is a reminder of our end of the fiscal year policy concerning **Special Act, On-the-Spot, and Time Off Awards**.

- **September 2, 2016**, is the deadline for submitting Special Act, On-the-Spot, and Time Off Awards.
- Please verify that the correct accounting code is provided for each award and each award contains the proper approval levels.

For additional information, contact our Processing Call Center at 304-480-8276 or [Processing@Fiscal.Treasury.Gov](mailto:Processing@Fiscal.Treasury.Gov).

### **3. 2016 FEGLI Open Season**

The Office of Personnel Management (OPM) has announced an upcoming Open Season for the Federal Employees' Group Life Insurance (FEGLI) Program.

The FEGLI open season will be September 1-30, 2016. During this time federal employees, who are eligible, can elect or increase their FEGLI life insurance by submitting an election form to the Employee Benefits Branch (EBB). The effective date for changes to FEGLI coverage under an open season election will be delayed one full year to the beginning of the first full pay period on or after October 1, 2017.

Enrollees who are satisfied with their current FEGLI coverage do not need to make any elections during the 2016 FEGLI open season. More reminders and information will be provided by EBB as the FEGLI Open Season draws closer.

For additional information, contact the Benefits Service Center at 304-480-8275 or [Benefits@Fiscal.Treasury.Gov](mailto:Benefits@Fiscal.Treasury.Gov).

### **4. Return Un-deposited Checks to the Sender**

Each month, we receive hundreds of checks from customer agencies in an attempt to pay a balance owed. Many of these checks come to the Accounts Receivable Branch complete with identifying information allowing them to be posted to the appropriate receivable, which in turn, reduces the customer's receivable balance (if no receivable is established, we contact the customer to obtain further information). Some of the checks we receive, however, have incomplete or incorrect identifying information which requires us to contact the customer agency before the payment can be processed. Currently, we are holding checks that are several months old because (1) we can't identify the customer agency, or (2) the customer agency doesn't respond once we contact them. For these reasons, we are updating our policy regarding these types of situations. Our new policy will state that if the appropriate customer agency and necessary identifying information is not identified within two weeks of receipt, the check will be returned to the sender.

We appreciate your support and understanding regarding this new process.

For additional information, contact Kimberley Krupinski at 304-480-6278 or [Kimberley.Krupinski@Fiscal.Treasury.Gov](mailto:Kimberley.Krupinski@Fiscal.Treasury.Gov).

### **5. Travel Fiscal Year End Guidance**

The Fiscal Year 2016-2017 Travel Year End Guidance will post to your ARC customer page ([https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm)) the first week of August. The Year End Guidance is accessible by selecting your agency>Guidance/References>Travel>ARC Travel Guide/General Travel Guidance or General Travel Guidance.

For additional information, contact Travel at 304-480-8000 (Option 1) or [Travel@Fiscal.Treasury.Gov](mailto:Travel@Fiscal.Treasury.Gov).

## **6. PRISM Requisition Refresher Training**

We will provide PRISM Requisition training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct virtual PRISM Requisition refresher training sessions August 30, 2016 - September 1, 2016. All current PRISM Requisitioners will receive information, via email, about how to sign up for the classes.

For additional information, contact PRISM Support at 304-480-8000 (Option 2) or [PrismSupportTeam@Fiscal.Treasury.Gov](mailto:PrismSupportTeam@Fiscal.Treasury.Gov).

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