National Finance Center (NFC)
Office of Personnel Management, Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System (CLER)

FEHB CARRIER QUESTIONNAIRE

The information below will be documented in CLER.

Carrier Identification Number _____

*Number of locations from which the quarterly enrollment data will be submitted? **_____.**

> **If quarterly enrollment data for all plans will be submitted from one location, only one carrier identification number will be assigned. If the data will be submitted from different locations, then each submitting location will be assigned a separate identification number.**

Carrier Enrollment Code(s) (only the first 2 characters of the code) _____

Carrier Name _____
Carrier Address (First Line)_____
(Second Line)_____
(Third Line)_____
(City)_____(State/Country)_____
(ZIP/Foreign Mail Code)_____

Number of FEHB enrollee's serviced_____(only if readily available)

CLER Security Officer
(Name)_____
(Telephone Number)_____
(Fax Number)_____
(E-mail Address)_____

CLER Alternate Security Officer
(Name)_____
(Telephone Number)_____
(Fax Number)_____
(E-mail Address)_____

CLER Primary Contact

(Name)_____

(Telephone Number)_____

(Fax Number)_____

(E-mail Address)_____

Operations/Reconciliation Lead

(Name)_____

(Telephone Number)_____

(Fax Number)_____

(E-mail Address)_____

Reconciliation Contact

(Name)_____

(Telephone Number)_____

(Fax Number)_____

(E-mail Address)_____

Training Coordinator

(Name)_____

(Telephone Number)_____

(Fax Number)_____

(E-Mail Address)_____

PROGRAMMING/TECHNICAL INFORMATION

Programmer

(Name)_____

(Telephone Number)_____

(Fax Number)_____

(E-Mail Address)_____

<u>Your Contact representative that deals with the OPM Macon HUB</u>

(Name)_____

(Telephone Number)_____

(Fax Number)_____

(E-mail Address)_____

Your Contact representative that deals with the OPM Contract Area

(Name)_____
(Telephone Number)_____
(Fax Number)_____
(E-mail Address)_____

Please refer questions about NFC's CLER operation, coordination of training, implementation, and file layouts to the CLER Operations and Reconciliation Unit at 1-855-NFC4GOV (1-855-632-4468 or via e-mail at nfc.cler@nfc.usda.gov.