



***Retirement and Insurance Service  
Benefits Administration Letter***

Number: 02-202

Date: March 22, 2002

**Subject:** Training for the FEHB Enrollment Reconciliation Clearinghouse

This BAL follows-up BAL 01-223, issued December 10, 2001. The National Finance Center (NFC) has announced dates for conducting training on using the FEHB Centralized Enrollment Reconciliation Clearinghouse, known as CLER. Agency Human Resources (HR) office personnel who will use CLER directly should attend one of the one-day training sessions.

Training sessions are scheduled in both New Orleans and Washington, DC. At this time, the dates for training are as follows:

In New Orleans

March 11-15, 2002  
April 8-12, 2002  
May 20-24, 2002  
June 17-21, 2002

In Washington, DC

March 18-22, 2002  
April 15-19, 2002  
April 29-May 3, 2002 (Health Benefits Carriers Only)  
May 20-24, 2002  
June 10-14, 2002

This training schedule is posted on the CLER web site. Additional sessions may be scheduled at a later date. Any changes to the schedule will be shown on the web site. The web site address is [www.nfc.usda.gov](http://www.nfc.usda.gov). Click on the CLER button, then click on the Newsletter button.

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*Civil Service  
Retirement  
System*

*Federal Employees'  
Group Life  
Insurance Program*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*

*Long Term  
Care Insurance  
Program*

Space is limited at either location and reservations are required. Please sign-up for a training session by calling Ms. Barbara Carney of NFC at 504-255-4972, or via email at [barbara.carney@usda.gov](mailto:barbara.carney@usda.gov).

The physical location of the training sites are:

New Orleans, LA

U.S. Department of Agriculture  
National Finance Center, Conf Rm 3  
13800 Old Gentilly Road  
New Orleans, LA 70160

Washington, DC

U.S. Department of Agriculture  
South Building, Room 1623  
1400 Independence Avenue, SW  
Washington, D.C. 20250

Full implementation of the CLER project is still scheduled for June 1, 2002.

If you have any questions on CLER, please call Mr. Eric Figg at OPM at 202-606-4083, or email at [edfigg@opm.gov](mailto:edfigg@opm.gov).



Abby L. Block  
Assistant Director  
for Insurance Programs