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# FEHB Program Carrier Letter

## Experience-rated Carriers

U.S. Office of Personnel Management  
Healthcare and Insurance

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**Letter No. 2011-14**

**Date: June 23, 2011**

Fee-for-service [11]   Experience-rated HMO [ 11 ]   Community-rated HMO [ n/a ]

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**SUBJECT: Additional Information on Contract Security Clauses**

This letter provides updated information on *Carrier Letter 2010-22 New 2011 FEHB Contract Security Clauses* issued December 10, 2010. Carrier Letter 2010-22 included the 2011 FEHB contract security clauses, information about security clearances, and information on completing a monthly staffing change report. The information in this Carrier Letter is intended for Letter of Credit (LOC) System users.

**2011 Contract Security Clauses**

Attachment A includes amendments to the 2011 FEHB contract with changes noted. You will receive a clean copy of these amendments from your Contract Specialist for signature soon. Failure to comply with the requirements in these clauses may result in losing access to the LOC System.

**Access Determinations**

Carrier personnel who have access to OPM's LOC System are required to obtain a National Agency Check with Written Inquiries (NACI) access determination using the e-QIP system. Carrier personnel will receive an email with instructions on how to log into the e-QIP system to begin the access determination process. Once carrier personnel are initiated into e-QIP, they will be required to be fingerprinted, either at a local police station or a Federal building in their area. If carrier personnel are in the DC area or Boyers area they can be printed in one of OPM's Security offices.

OPM's Federal Investigative Services (FIS) will conduct carrier's access determination. The standard cost of an NACI access determination is \$125; however, the cost could increase if an issue arises that is not able to be resolved within the basic scope of the NACI. As FIS is unable to bill carriers directly for the cost of the access determination, OPM will deduct the cost of each access determination from the individual carrier's LOC System account.

We expect carriers to complete the access determination process by July 31, 2011.

## **Monthly Staffing Report**

Carriers are required to provide monthly updates on staffing changes to Ted Kuchlewski at [Ted.Kuchlewski@opm.gov](mailto:Ted.Kuchlewski@opm.gov) using Attachment B: Contractor Staffing Change Report.

If you have any questions, please contact Ted Kuchlewski at [Ted.Kuchlewski@opm.gov](mailto:Ted.Kuchlewski@opm.gov) .

Sincerely,

John O'Brien  
Director  
Healthcare and Insurance