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. Click on the CLER button, then click on the Newsletter button.
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.

The physical location of the training sites are:

<table>
<thead>
<tr>
<th>New Orleans, LA</th>
<th>Washington, DC</th>
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<tr>
<td>U.S. Department of Agriculture</td>
<td>U.S. Department of Agriculture</td>
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<tr>
<td>National Finance Center, Conf Rm 3</td>
<td>South Building, Room 1623</td>
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<tr>
<td>13800 Old Gentilly Road</td>
<td>1400 Independence Avenue, SW</td>
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<tr>
<td>New Orleans, LA 70160</td>
<td>Washington, D.C. 20250</td>
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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.

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for Insurance Programs