



Title: X, Office of Personnel Management, Federal Employees Health Benefits, Centralized Enrollment Clearinghouse System (CLER) Manual

Chapter: 1, CLER for Agencies

Bulletin: CLER 03-1, Revision of the CLER for Agencies procedure

Date: November 6, 2003

To: Holders of the CLER for Agencies procedure

The CLER for Agencies procedure has been updated to incorporate system enhancements implemented prior to September 22, 2003. The primary system enhancements are summarized below.

**System Enhancements (Payroll Office-Related)**

- When viewing a selected payroll office enrollee record, users can now click the Matching button to view certain data from the matching carrier enrollee record or click the Duplicate button to view certain data from a duplicate record submitted by another payroll office.
- An Other ID field has been added to the Payroll Office Enrollees, Discrepancy Listing (Report 1), and Payroll Office Reconciliation (Report 3) Web pages. This field is for use only by the Office of Retirement Programs (ORP) and the Office of Workers' Compensation Programs (OWCP). ORP uses this field to enter the enrollee's civil service annuitant number or civil service final number; OWCP uses it to enter the enrollee's claim number.
- The Payroll Office Enrollees Search Results Web page now displays color-coded check marks next to discrepancy codes that have been addressed by agencies and carriers.
- The Year and Quarter fields on the following Web pages now default to the current year and quarter if no other value is selected: Payroll Office Enrollees, Form 2809, Part A of Form 2809 (Add and Update), Form 2810, Part A of Form 2810 (Add and Update), Transmission Online Entry (Add and Update), and all Reports search criteria data entry Web pages.
- Entering search criteria in two additional fields is now unnecessary when a complete SSN or Other ID is entered on the following Web pages: Payroll Office Enrollees, Discrepancy Listing (Report 1), Payroll Office Reconciliation (Report 3), and Carrier Reconciliation (Report 4).

**System Enhancements (Carrier-Related)**

- The Carrier field on the Carrier Plan Contacts Web page has been expanded to 7 positions to accommodate the carrier identification code.

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Filing Instructions: File with the CLER for Agencies procedure.

Expiration Date: When superseded

### Other System Enhancements

- Users can now create data files for the current quarter's transmission using the previous quarter's enrollment data from the Transmission Online Entries Search Results Web page.
- The following are now required on the specified Web pages: completion of the SSN field on Part A of both Forms 2809 and 2810 (Add and Update); selection of a Nature of Action radio button on Part A of Form 2809 (Add and Update); and completion of one of the parts (Parts B through F) on Form 2810 (Add and Update).
- All Country data entry fields are now conditional and contain drop-down menus for selecting a 2-position country code.
- The ZIP field is now conditional on the following Web pages: Parts A and E of Form 2809 (Add and Update), and Parts A and H of Form 2810 (Add and Update).

### Procedure Enhancements

- The Browser Compatibility section has been updated to make users aware that CLER is compatible with the following browsers: MicroSoft Internet Explorer Version 5.5 (Service Pack 2) and above, and Netscape Version 6.2 and above.

The CLER for Agencies procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. Changes in the procedure are identified by "►◀". To view and/or print this procedure, go to the Web site ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by System Acronym**, then search for **CLER for Agencies** on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

For questions about the CLER system, contact the CLER Operations and Reconciliation Unit at **504-255-3270** or [nfc.cler@usda.gov](mailto:nfc.cler@usda.gov). Refer questions about this bulletin to the Government Employees Services Branch at **504-255-5322** or via e-mail to [nfc.pvct@usda.gov](mailto:nfc.pvct@usda.gov).



HOWARD P. TAMBORELLA, Acting Director  
Government Employees Services Division