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

PAYROLL OFFICE QUESTIONNAIRE

The information below will be documented in CLER.

Payroll Office Identification Number_____
Payroll Office Name_____
Payroll Office Address (First Line)_____
               (Second Line)_____
               (Third Line)_____
               (City)_____(State/Country)_____
               (ZIP/Foreign Mail Code)_____

Date Payroll Office was established: _____

Number of FEHB enrollees serviced: _____

CLER Primary Contact (Name)_____
               (Telephone Number)_____
               (Fax Number)_____
               (E-mail Address)_____

Operations/Reconciliation Lead (Name)_____
               (Telephone Number)_____
               (Fax Number)_____
               (E-mail Address)_____

Training Coordinator (Name)_____
               (Telephone Number)_____
               (Fax Number)_____
               (E-Mail Address)_____

TELECOMMUNICATIONS INFORMATION

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

Security Officer   (Name)_____

                               (Telephone Number)_____

                               (Fax Number)_____

                               (E-mail Address)_____

Alternate Security Officer (Name)_____

                               (Telephone Number)_____

                               (Fax Number)_____

                               (E-mail Address)_____

Please place a check mark in front of the option listed below that describes the method your payroll office will use to transmit files. Some payroll offices will need to submit an electronic file, but may also use the Web input option for a special group of payrolled enrollees or for a supplemental submission(s).

        ____1. Secure Remote from NT 4.0 workstation

        ____2. Time Step (Alcatel) Virtual Private Network (VPN)

        ____3. Checkpoint to Checkpoint VPN

        ____4. Dedicated Line, either Systems Network Architecture (SNA) using Connect Direct or Transmission Control Protocol/Internet Protocol (TCP/IP)

        ____5. Web input directly into the CLER Application (for small volume users)

1. Is your payroll office currently communicating with NFC electronically?

    ____Yes

    ____No

2. Do you have a dedicated circuit to NFC?

    ____Yes

    ____No

3. What type of network connection do you have (SNA/TCP)?

    _____

4. What is the speed of your network connection?

    _____

5. If you do not have a dedicated circuit to NFC, do you have Internet access?

    ____Yes

    ____No

6. What type of file transfer would your payroll office prefer?
    _____PC
    _____Mainframe

7. If PC, what type of operating system is used?

    _____

8. If applicable, please provide the IP address and name of the workstation for each PC.
    (If you need additional space, please provide the additional information on a separate
    page and attach it to this questionnaire.)

    _____
    _____
    _____

9. Does your payroll office have a firewall?
    _____Yes
    _____No

10. Are your payroll office's routers filtering?
    _____Yes
    _____No

11. If filtering is used, can Web traffic (port 80 and 443) pass?
    _____Yes
    _____No

PROGRAMMING/TECHNICAL INFORMATION

Programmer (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.