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# FEHB Program Carrier Letter

## Experience-rated Carriers

U.S. Office of Personnel Management  
Office of Insurance Programs

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**Letter No. 2010-22**

**Date: December 10, 2010**

Fee-for-service [ 18]    Experience-rated HMO [ 18]    Community-rated HMO [ n/a ]

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**SUBJECT: New 2011 FEHB Contract Security Clauses**

This letter provides information on new 2011 FEHB contract clauses addressing personnel security requirements, information technology (IT) systems security, carrier's access to OPM's IT systems, and procedures for reporting a security breach. These clauses are included in Attachment A.

The requirements included in these clauses are the result of the U.S. Office of Management and Budget (OMB) Memorandum M-05-24, referenced in paragraph (a) of FAR 52.204-9, Personal Identity Verification of Contractor Personnel. These clauses will be included in experience-rated health maintenance organizations (HMO) and fee-for-service standard contracts. Requirements indicated in Carrier Letter 2009-14 OPM's Letter of Credit System remain in effect.

Carrier personnel who have access to OPM's Letter of Credit System are required to obtain a Moderate Risk, Public Trust Background Investigation (MBI) using the eQIP system. Carrier personnel with supervisory-type responsibilities require a High Risk, Public Trust Background Investigation (BI). The deadline to meet this requirement is June 30, 2011. Carrier personnel are also required to complete OPM's annual security awareness training.

Carriers are required to provide an initial and complete list of employees' names that require access to OPM's Letter of Credit System and 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 or need additional information, please contact your Contract Specialist.

Sincerely,

John O'Brien  
Director  
Healthcare and Insurance