



PROFESSIONAL LIABILITY INSURANCE

AUG 14 2008

1. REFERENCES

- a. Section 636 of the Treasury, Postal Service, and General Appropriations Act for Fiscal Year 1997.
- b. United States Code, Section 8331(20), Section 8401(17), Section 7103(a) (10), Section 7103(a) (11).
- c. DoD Guidance on Professional Liability Insurance, 08 Jun 2000.

2. PURPOSE

To establish policy and procedures for Professional Liability Insurance as per Section 636 of the Treasury, Postal Service, and General Government Appropriations Act for Fiscal Year 1997, as amended for all personnel assigned or attached to the Defense Human Resources Activity (DHRA).

3. APPLICABILITY

This procedure applies to all employees assigned or attached to DHRA.

4. POLICY

All U.S. Civilian Government qualified employees will be reimbursed for up to one half of the costs incurred for professional liability insurance, not to exceed \$150 per fiscal year, if they elect to obtain this insurance.

5. RESPONSIBILITIES

- a. Eligible employees shall:
 - (1) Locate a licensed insurance company that provides this service to Federal Employees.
 - (2) Work with company to obtain desired amount of coverage and payment arrangements.
 - (3) Submit insurance company's reimbursement certification to DHRA Headquarters for approval and processing.

b. The DHRA Headquarters Office will:

(1) Determine eligibility. If not found eligible, a written notification of denial will be provided to the employee.

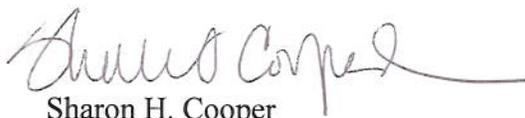
(2) Submit a reimbursement voucher within Defense Travel System (DTS) for the employee.

(a) Employees at DHRA Headquarters, Office of the Actuary (OACT), Defense Personnel Security Research Center (PERSEREC), Federal Voting Assistance Program (FVAP), Personnel & Readiness Information Management (P&RIM), Defense Language Office (DLO), Sexual Assault Prevention & Response Office (SAPRO), Defense Travel Management Office (DTMO), Per Diem Travel and Transportation Allowance Committee (PDTATAC), and National Security Education Program (NSEP) should submit their voucher to DHRA HQ.

(b) Defense Manpower Data Center (DMDC), Civilian Personnel Management Services (CPMS), and National Committee for Employer Support for the Guard and Reserve (ESGR) employees should submit their vouchers to the appropriate staff-member within their Component.

6. ELIGIBILITY

Supervisors and Managers qualify based on 5 USC §7103(a) definitions. These definitions are separate and distinct from a position classification determination of supervisory or managerial duties and responsibilities in accordance with 5 USC Chapter 51. It is possible to be qualified and occupy a position that is not titled "supervisory" or "managerial".



Sharon H. Cooper
Executive Director

Encl:

1. Statutory and United States Code Provisions
2. Reimbursement Certification Sample

ENCLOSURE 1-1
STATUTORY AND UNITED STATES CODE PROVISIONS

Sec. 636 of the Treasury, Postal Service, and General Appropriations Act for Fiscal Year 1997. REIMBURSEMENTS RELATING TO PROFESSIONAL LIABILITY INSURANCE –

(a) AUTHORITY – Notwithstanding any other provision of law, amounts appropriated by this Act (or any other Act for fiscal year 1997 or any fiscal year thereafter) for salaries and expenses shall be used to reimburse any qualified employee for not to exceed one-half the costs incurred by such employee for professional liability insurance. A payment under this section shall be contingent upon the submission of such information or documentation as the employing agency may require.

Sec. 636(b) of the 1997 Act defines “qualified employee” as an agency employee whose position is that of law enforcement officer or a supervisor or management official.

Section 636(c) of the 1997 Act defines a “supervisor” or “management official” using the same meanings given them by section 7103(a) of title 5, United States Code:

Sec. 7103(a) (10): "supervisor" means “an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment, except that, with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority.”

Sec. 7103 (a)(11): "management official" means an “individual employed by an agency in a position the duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the agency.”

ENCLOSURE 2-1
REIMBURSEMENT CERTIFICATION SAMPLE



2300 Clarendon Boulevard, Suite 705
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703-373-7003
800-424-9801
703-341-4480 (fax)
www.wrightandco.com

Reimbursement Certification
Professional Liability Benefit Plan

Alexandria VA 22314

Policy Status: *Active*

ID Number:

<u>Policy Number</u>	<u>Description</u>	<u>Receipt Dates</u>	<u>Paid in Full</u>
	Professional Liability	04/01/07-03/31/08	\$292.00

Amount paid includes \$15.00 annualized policy administration fee (admin fee will be pro-rated if the receipt dates are pro-rated – Agencies will deduct any part of or all of the admin fee from your total reimbursement)

Prepared by: Wright & Co.

Signature: Sherita Jackson
5/9/07

Prepared On: 5/9/07

For additional information regarding this Benefit Plan or other Plans offered by Wright & Co, please visit our web site at www.wrightandco.com.

Insurance Agency and Administrators