

**OFFICE OF MANAGEMENT**

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**Reimbursement for Professional Liability Insurance**

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**CONTENTS**

**PURPOSE**  
**APPLICABILITY**  
**REFERENCE**  
**DEFINITIONS**  
**POLICY**  
**FORM USED**  
**RESPONSIBILITIES**  
**PROCEDURES**  
**AUTHORITY**  
**EFFECTIVE DATE**

**Attachment A** – Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business

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**PURPOSE**

- This MAPP outlines the policies and procedures for obtaining reimbursement for professional liability insurance (PLI) in the Center for Drug Evaluation and Research (CDER).
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**APPLICABILITY**

- This MAPP applies to CDER supervisors, managers, law enforcement officers, and Commissioned Corps personnel who are supervisors or managers.
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**REFERENCE**

- FDA memo from Director, Division of Compensation, Benefits and Training, Office of Human Resources and Management Services (OHRMS), dated March 6, 2000.
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**DEFINITIONS**

- **Professional Liability Insurance (PLI):** Insurance coverage for legal costs incurred by Federal managers or law enforcement officers when defending themselves against allegations of wrongdoing while carrying out official duties.

- **Supervisor:** An individual employed by the Agency having authority in the interest of the Agency to hire, direct, assign, promote, reward, transfer, furlough, lay off, 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. A code of either 2 or 4 in block 41 on the employee's SF-50 will indicate supervisory status.

In lieu of a code indicating supervisory status, FDA Commissioned Officers must provide a letter of verification of supervisory status stating that they are assigned to a supervisory billet. The letter can be obtained from the Division of Commissioned Personnel.

- **Manager:** An individual employed by the Agency whose duties and responsibilities require or authorize the individual to formulate, determine, or influence the policies of the Agency. A code of 5 in block 41 on the employee's SF-50 will indicate managerial status.
  - **Law Enforcement Officer:** An employee whose duties are primarily the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States, including an employee engaged in this activity who is transferred to a supervisory or administrative position. Law enforcement officers will typically be in the 1811 personnel series.
  - **Super Office:** Office of the Center Director (OCD), Office of the Executive Programs (OEP), Office of Regulatory Policy (ORP), Office of Medical Policy (OMP), Office of Management (OM), Office of Information Technology (OIT), Office of Compliance (OC), Office of Training and Communications (OTCOM), Office of New Drugs (OND), Office of Pharmaceutical Science (OPS), Office of Pharmacoepidemiology and Statistical Science (OPSS).
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## POLICY

- The FDA will pay 50 percent of the Professional Liability Insurance (PLI) premium, the maximum allowable under the law, for qualified employees who elect to purchase PLI.
  - Employees who are covered by PLI and wish to be reimbursed must submit the required paperwork. FDA will reimburse one half of the premium on a prorated basis from October 1, 1999.
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## FORMS USED

- Claim for Reimbursement for Expenditures on Official Business (SF-1164)
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## RESPONSIBILITIES AND PROCEDURES

**The Employee will:**

- Complete a Claim for Reimbursement for Expenditures on Official Business (SF-1164). See attached sample (Attachment A)
- Indicate purpose of reimbursement of SF-1164
- Provide original signature in block 10 on the SF-1164
- Attach the original receipt from the insurance company indicating the full amount paid and the period covered
- Forward claim with attachment to the supervisor

**The Supervisor will:**

- Review claim and initial in Approving Official block (8)
- Forward claim to Management Officer

**The Management Officer will:**

- Create a Miscellaneous Obligating Document (MOD) for PLI cost reimbursement transactions
  - Review the claim to ensure the SF-1164 is complete and the employee qualifies for reimbursement as a supervisor, manager, or law enforcement official. If the claim is justified, the Management Officer will sign SF-1164 in block 8.
  - Enter accounting information in the appropriate area at the bottom of the SF-1164. The **object class code** for PLI has been identified as 252Z; however, the appropriation number, transaction number, and the CAN number are specific to the organization.
  - Attach a copy of the MOD and original receipt of payment from the insurance company and forward the claim to OFM, Travel Audit Branch (HFA-123), for payment.
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**APPROVAL AUTHORITY**

- Approval rests with each Super Office. Super Offices may delegate to the Office Level.
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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.