

**Minerals Management Service  
Minerals Management Service Manual**

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**Effective Date:** August 11, 2004

**Series:** Administrative

**Part 340:** Management Accountability and Control

**Chapter 10:** Professional Liability Insurance Reimbursement

**Originating Office:** Personnel Division, Office of Administration and Budget

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**1. Purpose and Scope.** This chapter establishes the Minerals Management Service (MMS) policy and procedures for the use of appropriated funds to reimburse supervisors and managers up to 50 percent of the premium for professional liability insurance.

**2. Authority.**

A. Public Law 104-208, Section 636, as amended by Public Law 106-58, Section 642, authorizes the use of agency funds to reimburse law enforcement officials, supervisors, and managers up to 50 percent of the premium for professional liability insurance.

B. Personnel Bulletin 99-3 delegates the authority to bureau heads to pay up to 50 percent of the premium for a professional liability insurance premium, or \$150 per year, whichever is less.

**3. Policy.** It is the policy of the MMS to reimburse supervisors and managers up to 50 percent of the premium for a professional liability insurance premium, or \$150 per year, whichever is less.

**4. Definitions.**

A. "Professional Liability Insurance" provides coverage for legal liability for damages due to injuries to other persons, their property, or other damage or loss resulting from or arising out of an act, error, or omission of the covered individual while in the performance of such individual's official duties; and for the cost of legal representation for the covered individual in connection with any administrative or judicial proceeding relating to any act, error, or omission of the covered individual while in the performance of such individual's official duties as a qualified employee.

B. "Supervisor" and "Manager" are defined in Section 7103 of Title 5, U.S.C. Servicing Personnel Offices can assist in determining whether an employee is a supervisor or manager.

**5. Responsibilities.**

- A. Employees are responsible for obtaining their own insurance and submitting claims for reimbursement to the Finance Division.
- B. The Finance Division will process all properly documented claims for reimbursement.

**6. Procedures.**

- A. Employees are responsible for obtaining their own insurance and submitting claims for reimbursement to the Finance Division. The claim for reimbursement shall include the Worksheet to Claim Reimbursement for Professional Liability Insurance Coverage (Appendix A), accompanied by the insurance provider's invoice, and the Claim for Reimbursement for Expenditures on Official Business, SF-1164.
- B. After processing, the Finance Division will reimburse the employee through electronic funds transfer to the employee's financial institution of record.

**Department of the Interior  
Minerals Management Service  
Worksheet to Claim Reimbursement for  
Professional Liability Insurance Coverage**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Coverage Period:                      From: \_\_\_\_\_                      To: \_\_\_\_\_

1. Premium amount (Attach a copy of insurance provider's invoice.)                      \_\_\_\_\_

2. 50% of premium amount                      \_\_\_\_\_

3. Lesser of line 2, or \$150.00                      \_\_\_\_\_

4. Amount claimed in last 12 months                      \_\_\_\_\_

5. Line 3 plus line 4                      \_\_\_\_\_

6. Line 5 minus \$150.00 (Enter 0 if negative.)                      \_\_\_\_\_

7. Line 3 minus line 6 = **Amount to be reimbursed**                      \_\_\_\_\_

Employee Signature                      \_\_\_\_\_