

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
<http://www.blm.gov>

April 21, 2008

In Reply Refer To:
1400-800 (700) P

EMS TRANSMISSION 04/23/2008
Instruction Memorandum No. 2008-115
Expires: 09/30/2009

To: ADs, SDs, and CDs
Attn: Human Resources Officers and Fire Management Officers

From: Assistant Director, Human Capital Management

Subject: Professional Liability Insurance Reimbursement Policy

Program Area: Human Resources

Purpose: This updates the previous Professional Liability Insurance Reimbursement Policy (PLI) and includes Temporary Fire Line Managers as individuals who are eligible to receive reimbursement for coverage.

Policy/Action: The attached Department of the Interior (DOI) Personnel Bulletin provides definitions of what constitutes professional liability insurance and which employees are eligible. Servicing Human Resources Offices and Supervisors and Managers within the Bureau of Land Management (BLM) are delegated the authority to determine which positions and incumbents meet these criteria and are delegated the authority to determine whether the insurance coverage meets the definition. Also attached is the Department of the Interior (DOI), Personnel Bulletin No. 08-07, dated March 20, 2008.

Qualified employees are responsible for obtaining coverage, paying the insurance company, renewing the policy, and claiming reimbursement on an annual basis.

The following are the procedures for receiving reimbursement through Electronic Funds Transfer (EFT):

- a. Complete a Claim for Reimbursement for Expenditures and Official Business (Standard Form 1164).
- b. Attach a copy of the invoice or statement from the insurance company showing the amount of the premium to the SF-1164.
- c. Process the SF-1164 through normal channels.

Timeframe: This IM is effective immediately.

Budget Impact: The budget impact is minimal and will primarily affect offices that employ Temporary Fire Line Managers.

Background: On December 26, 2007, President Bush signed Public Law 110-161, the Consolidated Appropriation Act of 2008. Section 429 of this act expanded coverage for reimbursement of professional liability insurance to our "temporary fire line managers." A provision in the Treasury Postal Service Appropriations Act, Public Law 106-58, made it mandatory for agencies to reimburse qualified employees for professional liability insurance.

Manual/Handbook Sections Affected: None

Coordination: This policy was coordinated with the National Interagency Fire Center in Boise, ID.

Contact: If you have any questions, please contact Tracy Ware at 202-208-6262.

Signed by:
Janine Velasco
Assistant Director
Human Capital Management

Authenticated by:
Robert M. Williams
Division of IRM Governance,WO-560

2 Attachments

- 1 - List of Definitions (1 p)
- 2 - DOI, Personnel Bulletin No. 08-07, dated March 20, 2008 (2 pp)

Last updated: 10-21-2009