

CIRCULAR

DATE March 16, 2015

REIMBURSEMENT PROCEDURES FOR PROFESSIONAL LIABILITY INSURANCE

REVIEW DATE: March 16, 2020

1.0 PURPOSE

This circular outlines Bureau of Engraving and Printing (BEP/Bureau) policy and procedures for obtaining partial reimbursement for professional liability insurance (PLI).

2.0 POLICY

The Bureau will reimburse an employee one-half of the cost of the professional liability insurance premium, the maximum allowable under the law, for qualified Bureau employees who elect to purchase PLI.

3.0 SCOPE

For purposes of this circular, the following categories of employees are considered to be "qualified Bureau employees."

3.1 Law enforcement officers

as defined in [5 United States Code \(U.S.C.\) 8331\(20\)](#) or [8401\(17\)](#) and [22 U.S.C. 4823](#).

3.2 Supervisors or management officials

as defined in [5 U.S.C. 7103\(a\) \(10\)](#) and [\(11\)](#).

4.0 REFERENCES

Section 636 of the Treasury, Postal Service and General Appropriations Act, 1996, contained in [Public Law No. 104-208](#) (5 U.S.C. prec. 5941 note) and Public Law No. 106-58, Title IV, Section 642(a).

4.1 [5 U.S.C.8331\(20\)](#) or [8401\(17\)](#) and [22 U.S.C.4823](#).

4.2 [5 U.S.C. 7103\(a\) \(10\)](#) and [\(11\)](#).

5.0 DEFINITIONS

5.1 Professional Liability Insurance (PLI).

Insurance coverage for legal expenses incurred by Federal managers or law enforcement officers while defending themselves against allegations of wrongdoing while carrying out official duties.

6.0 RESPONSIBILITIES

6.1 The qualified Bureau employee

must submit a receipt from the insurance company indicating the full amount paid and the period covered.

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6.2 The Office of Financial Management

will be responsible for providing a timely turnaround service to reimburse the employee for one-half of the cost of the professional liability insurance (PLI) premium, the limitation imposed by Section 636 of [Public Law No. 104-208](#).

7.0 PROCEDURES

In order to receive reimbursement for the purchase of professional liability insurance (PLI), the following procedure will be followed:

7.1 Reimbursement

for professional liability insurance premiums will be processed with an appropriately authorized Standard Form 1164 (SF 1164), "Claim for Reimbursement for Expenditures on Official Business."

7.2 The Office of Financial Management, Accounting Division,

is responsible for the timely processing of an appropriately authorized and completed SF1164.

7.3 All payments

will be made by electronic funds transfer (EFT) to the employee's financial institution of record.

8.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Financial Management

<SIGNED>

Leonard R. Olijar

Associate Director (Chief Financial Officer)