



DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

23 February 2001

MEMORANDUM FOR DISTRIBUTION

Subj: REIMBURSEMENT FOR PROFESSIONAL LIABILITY INSURANCE (PLI)

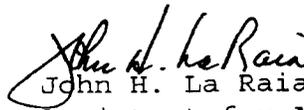
Encl: (1) PLI Information Sheet
(2) SF-1164 and Instructions

Enclosure (1) provides information for determining eligibility for reimbursement of expenses for professional liability insurance (PLI). Qualified employees may receive up to one-half the cost of a covered premium, not to exceed \$150 per year. Qualified employees are law enforcement officers and supervisors and management officials as defined by 5 USC 7103(a). This includes members of the Senior Executive Service. Non-appropriated fund (NAF) employees and military personnel are not eligible for reimbursement.

The Naval Criminal Investigative Service (NCIS) will make position eligibility determinations for law enforcement officers. Other activities serviced by the Secretariat/Headquarters Human Resources Office (S/HHRO) may either appoint an official to make position eligibility determinations, or ask S/HHRO to make such determinations. Eligibility determinations for Senior Executive positions are not required.

Employees requesting PLI reimbursement should submit a completed SF-1164, Claim for Reimbursement for Expenditures on Official Business, and supporting documentation listed in enclosure (1) through their chain of command to AA/USN, Financial Management Division. Enclosure (2) contains a SF-1164 with instructions on its completion.

Questions regarding eligibility determinations and reimbursement procedures may be directed to NSIC Code 25, (202) 433-4027 for law enforcement officer positions and to S/HHRO 01, (703) 693-0886 for all other positions.


John H. La Raia
Assistant for Administration

Distribution:
(See next page)

Subj: REINBURSEMENT FOR PROFESSIONAL LIABILITY INSURANCE (PLI)

Distribution:

SECNAV

CNO

UNSECNAV

ASN (FM&C)

ASN (I&E)

ASN (M&RA)

ASN (RD&A)

GC

DUSN

AUDGEN

BCNR

CHINFO

CIO

HROC

IG

IPO

JAG

NCCA

NCIS

NCPB

OLA

OPA

RSC

SADBU

SS

COMNAVRES

BUPERS

AA/USN Divisions

Professional Liability Insurance

The Department of Defense defines "Professional Liability Insurance" as insurance that covers:

1. Legal liability for damages due to injuries to other persons, damage to their property, or other damage or loss to such other persons (including the expenses of litigation and settlement) resulting from or arising out of any tortuous act, error, or omission of the covered individual (whether common law, statutory, or constitutional) while in the performance of such individual's official duties as a qualified employee; and
2. The cost of legal representation for the covered individual in the connection with any administrative or judicial proceeding (including any investigation or disciplinary 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, and other legal costs and fees relating to any such administrative or judicial proceeding.

The AA/USN will reimburse up to one-half the cost of a covered premium, not to exceed \$150 a year.

For more information go to:

http://www.cpms.osd.mil/fas/benefits/pdf/pli_all.pdf

INSTRUCTIONS

Enclosure (2), is a SF-1164 attached as a *.pdf file that may be printed and typed for the PLI Reimbursement. Please ensure the following blocks are completed:

- 4(a) your name
- 4(b) social security number (SSN)
- 4(c) mailing address
- 6(a) date of claim
- 6(b) type Code C for Other Expenses
- 6(c) type PLI Reimbursement
- 6(i) type the amount

Also block 8 must be signed by an Approving Official within your chain of command, block 9 must be left blank for the Financial Management Division (FMD), Director, to authorize funds, and block 10 must be signed by the Claimant, the individual that is being reimbursed. Please make sure all mentioned blocks are completed before forwarding to FMD office for final approval. Documents must be delivered or mailed to the Assistant for Administration, Office of the Under Secretary of the Navy, Attn: Tiniki Jackson/Room 2507, 2 Navy Annex, Washington, DC 20370-5240. Original signatures are required for reimbursements.