

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

Version No: 001

Date: 3/28/22

SUBJECT: Series: Administrative
Part 340: Management Accountability and Control
Chapter 10: Professional Liability Insurance Reimbursement

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter updates Bureau of Ocean Energy Management (BOEM) Professional Liability Insurance Reimbursement policy for BOEM managers and supervisors. This chapter replaces Minerals Management Service 340.10 Professional Liability Insurance Reimbursement, dated April 11, 2004.

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FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
MMS 340	10	3	4/11/04

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340	10	3	001

Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date:

Version: 001

Series: Administrative

Part 340: Management Accountability and Control

Chapter 10: Professional Liability Insurance Reimbursement

Originating Office: Office of Budget and Administration

- 1. Purpose and Scope.** This chapter establishes the Bureau of Ocean Energy Management (BOEM) policy and procedures for the use of appropriated funds to reimburse eligible employees up to 50 percent of the premium for professional liability insurance.
- 2. Authority.**
 - A.** Public Law 106-58, Section 662, as amended by Public Law 110-161, Section 429, mandates the use of agency funds to reimburse qualified employees.
 - B.** Personnel Bulletin 08-07 delegates the authority to bureau heads to pay up to 50 percent of the premium for a professional liability insurance policy.
- 3. Policy.** It is the policy of BOEM to reimburse eligible employees up to 50 percent of the annual premium paid for a professional liability insurance policy. The employee must be a BOEM employee (or will be) for the time covered by the professional liability insurance (otherwise reimbursement will be prorated for the actual time the individual was employed). Only fully paid professional liability insurance premiums are reimbursed. If the annual premium for the professional liability insurance is paid in installments, reimbursement is made when the premium for a full plan year has been paid. If the annual premium for the professional liability insurance is prorated for a partial year of coverage, only one-half of the premium amount paid is reimbursed.
- 4. Definitions.**
 - A. Professional Liability Insurance** provides coverage for:
 - 1)** Legal liability for damages due to injuries to other persons, damages to their property, or other damage or loss to such other persons (including the expense 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 BOEM employee.
 - 2)** The cost of legal representation for the covered individual in 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.

- 3) Qualified individuals include a "Supervisor" or "Manager", and are defined in Section 7103 of Title 5, U.S.C. The Servicing Human Resources Office can assist in determining whether an employee is a supervisor or manager.
5. **Procedures.** Employees are responsible for obtaining their own insurance and submitting claims for reimbursement to the Bureau of Safety and Environmental Enforcement (BSEE) Finance Division. The claim for reimbursement shall include the Worksheet to Claim Reimbursement for Professional Liability Insurance Coverage ([Form BOEM-1600](#)), accompanied by the insurance provider's invoice, and the Claim for Reimbursement for Expenditures on Official Business (OF-1164). Claims can be emailed to Finance-Invoice@bsee.gov. After processing, the BSEE Finance Division will reimburse the employee through electronic funds transfer to the employee's financial institution of record.



**Department of the Interior
Bureau of Ocean Energy Management
Worksheet to Claim Reimbursement for Professional Liability Insurance Coverage**

Date: _____

Employee Name: _____

Coverage Period: (from) _____ (to) _____

1. Annual Premium amount _____

* Only fully paid premiums are eligible

* Attach a copy of insurance provider's invoice and proof of payment

2. Annual Premium divided by 12 _____

3. Line 2 multiplied by number of months covered _____

4. Line 3 divided by 2 (50% of Premium amount) _____

(Amount to be reimbursed)

Employee Signature: _____

Privacy Act Statement:

Purpose: Agency officials will review this worksheet and other required materials in accordance with BOEM policy to process the requests of eligible employees for the reimbursement of up to 50 percent of their annual professional liability insurance premium.

Routine Uses: The collected information may be shared outside the Department in accordance with the routine uses outlined in INTERIOR/DOI-85, Payroll, Attendance, Retirement, and Leave Records, July 19, 2018 (83 FR 34156).

Disclosure: Providing the information is voluntary, but failure to provide the required information may result in the delay or loss of reimbursement.

Form BOEM-1600 (February 2022)