



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY CRIMINAL INVESTIGATION COMMAND  
27130 TELEGRAPH ROAD  
QUANTICO, VA 22134-2253

CISP-HR

AUG 24 2012

POLICY LETTER # 25-12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USACIDC Professional Liability Insurance (PLI) Reimbursement Program Policy

1. References:

a. Section 636 of the Treasury, Postal Service, and General Appropriations Act for Fiscal Year (FY) 97, Public Law 104-208.

b. Memorandum, Assistant G-1 for Civilian Personnel, 29 Sep 00, subject: Delegation of Authority to Approve Professional Liability Insurance (PLI) Reimbursement Requests.

c. DoD Guidance on Professional Liability Insurance, dated 8 Jun 00.

2. Purpose. To update the PLI Reimbursement Program Policy, dated 26 Jan 07, for the United States Army Criminal Investigation Command (USACIDC). This policy prescribes guidance for execution of the PLI Reimbursement Program within the command.

3. Applicability. Employees eligible to receive reimbursement for PLI are (1) law enforcement officers who occupy positions that have been determined to qualify, and have been approved for special law enforcement retirement coverage; and (2) supervisors and management officials.

4. Proponent. The HQUSACIDC, Deputy Chief of Staff for Support (G-1/4), 27130 Telegraph Road, Quantico, VA 22134-2253.

5. Background. Section 636 of the Treasury, Postal Service, and General Appropriations Act for Fiscal Year 1997, Public Law 104-208, as amended, requires agencies to reimburse qualified employees for a portion of the cost incurred for PLI. The provisions of this authority became effective 1 Oct 99. Professional Liability Insurance is defined as liability insurance that covers:

a. "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.

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b. 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."

6. The USACIDC Policy: In accordance with the provisions of section 636 of the 1997 Act, as amended, USACIDC will reimburse covered employees up to one-half the cost of a covered premium, not to exceed \$150 per year. The reimbursement will be on a fiscal year basis. This program will be centrally funded and managed by the Civilian Personnel Division, HQUSACIDC.

7. Responsibilities.

a. Command PLI Reimbursement Program Administrator. The G-1/4, Civilian Personnel Division shall:

(1) Oversee the PLI Reimbursement Program for compliance with DA, and command policy and procedures.

(2) Process PLI Reimbursement requests.

(a) Determine eligibility.

(b) If eligibility is confirmed, then G-1/4 will sign as the approving official in block 8 of the SF-1164, Claim for Reimbursement for Expenditures on Official Business, and forward to the Headquarters Budget Office (G-8).

(c) If eligibility requirements are not met, the request will be denied and the employee will be notified of reasons for denial.

(3) Disseminate program information.

b. Employees. Employees shall:

(1) Submit the following:

(a) A completed SF-1164.

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- (b) An invoice from the insurance carrier (to verify the cost of the premium).
- (c) The policy number.
- (d) The name of the insurance company.
- (e) Proof of payment.
- (f) First time applicants should submit the electronic fund transfer (EFT) information.
- (g) A completed General Fund Enterprise Business System (GFEBS) Vendor ID Request Form.

(2) Maintain a copy of the completed SF-1164 and supporting documentation so that he/she does not inadvertently submit a request for reimbursement that may exceed the maximum allowance of \$150 per year. An EFT for PLI reimbursement is required. Employees must provide the EFT data before payment will be made.

c. The G-8, Headquarters Budget Office. The G-8 shall:

(1) Process PLI reimbursement as a miscellaneous payment through vendor pay, and verify the completion of the SF-1164, cost of the premium and receipt of documentation providing proof of payment.

(2) Sign and put the accounting classification on the form, and then submit the form through the GFEBS for payment.

8. This policy is effective on the date of this memorandum and supersedes all previous policy letters regarding the USACIDC PLI Reimbursement Program.

9. The point of contact is Sharon A. Reed Ortega, Human Resources Specialist, commercial (571) 305-4107, email: sharon.a.reedortega.civ2@mail.mil.

  
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