

9820.1 CPO Professional Liability Insurance

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GENERAL SERVICES ADMINISTRATION
Washington, DC 20417

CPO 9820.1
October 4, 2011

GSA ORDER

SUBJECT: Professional Liability Insurance

1. Purpose. This order implements policy within the General Services Administration for the reimbursement of costs incurred by covered employees for professional liability insurance, providing coverage for certain acts and omissions. This policy is issued under the authority of and to implement the permanent provisions of Section 642 of the Treasury, Postal Service, and General Government Appropriations Act, 2000, Public Law 106-58, 113 Stat. 430 (1999) (the "Act"). The Act requires agencies to reimburse covered employees "for not to exceed one-half the costs incurred by such employee(s) for professional liability insurance."

2. Employees covered. The Act limits coverage to employees who are: (1) members of the Senior Executive Service; (2) supervisors or management officials as defined in 5 U.S.C. Section 7103 (a); and/or (3) primarily responsible for the investigation, apprehension, prosecution, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States. (In GSA, all employees in the GS-083 and GS-1811 occupational series and all Law Enforcement and Security Officers in the GS-080 occupational series fall within category (3).)

3. Definition. In the Act, professional liability insurance is defined as insurance which provides coverage for:

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; and

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.

4. Policy. GSA will reimburse a covered employee (see paragraph 2 above) not more than one-half of the annual policy cost or \$150 per year, whichever is less, for professional liability insurance coverage as described in paragraph 3 above.

5. Effective date. Implementation with respect to employees represented by a labor organization is contingent upon completion of appropriate labor relations obligations, if any.

6. Cancellation. This order cancels OAD 9820.1, Professional Liability Insurance, dated May 18, 2000.

7. Procedure. Employees covered by this policy who purchase or have purchased professional liability insurance coverage with an effective date on or after October 1, 1997, and who wish to obtain reimbursement, must obtain a receipt showing the annual premium amount, the period the policy covers, the effective date, and a certification of "coverage" as defined in paragraph 3, above. The receipt form below may be used for this purpose. The claim for reimbursement must be submitted through normal administrative channels for payment.

Anthony E. Costa
Chief People Officer

Receipt for and Certification of Purchase of Personal Liability Insurance

I certify that _____ (name) purchased a personal liability insurance policy which provides the coverage discussed in Public Law 106-58. The effective date of the policy is/was _____(date). The annual premium amount for this policy is \$_____. This policy expires on _____(date) unless renewed.

Agent Name and Signature

Date

Firm Name and Telephone Number

I am a covered employee as described in GSA Order CPO-9820.1, dated October 4, 2011.

Employee Name and Signature Date Official Title, Series and Grade