

**Procedure for Claiming Reimbursement for Professional Liability Insurance**

**I. Qualified Employees that are Eligible for Reimbursement of Professional Liability Insurance includes:**

1. **Law enforcement employees** who are eligible for Law Enforcement Availability Pay (LEAP) or Administratively Uncontrollable Overtime (AUO);
2. **Supervisors and managers** as defined in Section 7103(a) of Title 5 of the U.S. Code; or
3. **Temporary fire line managers** meeting one of the following three criteria:
  - (a) Temporary supervision or management of personnel engaged in wildland or managed fire activities;
  - (b) Providing analysis or information that affects a decision by a supervisor or manager about a wildland or managed fire;
  - (c) Directing the deployment of equipment for a wildland or managed fire, such as a base camp manager, an equipment manager, a helicopter coordinator, or an initial attach dispatcher;

**II. Process for Law Enforcement, Supervisors and Managers to Obtain Reimbursement:**

1. Employee does the following:
  - (a) Completes the FS-6500-229, Request for Reimbursement Form. The form can be found at: <http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/payments/miscellaneous/Forms.php>.
  - (b) Attaches a copy of the first couple of pages of the professional liability insurance policy issued in his/her name and proof that he/she has paid the annual premium (or partial year's premium if starting coverage mid-year) for the policy. If he/she has paid by payroll deductions, he/she will have to wait until he/she has paid for the whole year (or partial year if starting midyear). The insurance company should be able to provide the employee with proof of payment.

- (c) Gives to Supervisor for approval and transmittal to ASC-BF Miscellaneous Payments.
2. The Supervisor does the following:
- (a) Supervisor reviews for completeness and accuracy, approves, and transmits to ASC-BF Miscellaneous Payments. Transmittal instructions are located under Reimbursements on the ASC-BF Payments Miscellaneous web page:  
<http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/payments/miscellaneous/Procedures-QuickGuides.php>
  - (b) The FS-6500-229 Request for Reimbursement Form and supporting documentation is an official payment document and must be securely filed and held per retention period found in FSH 6209.11 Records Management Handbook. Currently, original documentation is mailed to the ASC-B&F. Revisions are being made to the instructions to allow for faxing of the form and supporting documentation. Once the new procedures are implemented, the original documents will be maintained and securely filed at the units per the records retention requirements.
3. The ASC-BF Office will review the information to verify that the employee:
- (a) Is on a listing provided by ASC-HCM of eligible employees. This listing is pulled from the personnel records. A supervisor/manager as indicated by IRIS screen 102, Position Supervisory Code: 2, 4, 5 **or** a Law Enforcement employee who is eligible for Law Enforcement Availability Pay (LEAP) or Administratively Uncontrollable Overtime (AUO) as indicated by IRIS Screen 101, LEO Indicator: Y or A;
  - (b) Is claiming no more than ½ of the total cost of the PLI, including the administrative processing fee charged by the insurance company;
  - (c) Submitted the request for reimbursement as soon as possible after completing payment, but no later than the end of the calendar year following the year in which the cost for professional liability insurance was incurred.
  - (d) Submitted the FS-6500-229, Request for Reimbursement Form with required signatures and supporting documentation.

### **III. Procedure For Temporary Fire Line Employees to Obtain Reimbursement:**

1. Employees shall follow all the Steps in Section II above. In addition, employees must enter the title of their temporary fire position in the Remarks section, Block 9, of the FS-6500-229 Request for Reimbursement. They must also provide a copy of their

Red Card for the current year, showing their name and the Incident Command System positions for which they are qualified.

2. Your documentation will be reviewed to determine if your temporary position meets the criteria of a temporary fire line manager (as determined by the Forest Service) for the time period covered by the professional liability insurance.
3. Your documentation will also be reviewed to see that you meet items specified in Section II. 3. (b), (c), and (d) of this document.

References: Section 636 of the Treasury, Postal Service and General Appropriations Act For Fiscal Year 1997 (Public Law 104-208)

Section 429 of the Consolidated Appropriation Act, 2008 (Public Law 110-161)

Department Regulation No. 4060-001, Professional Liability Partial Premium Reimbursement Program, dated February 7, 2002

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