TSA MANAGEMENT DIRECTIVE No. 1100.61-1
EMERGENCY DISMISSALS AND CLOSURES

1. **PURPOSE:** This directive revises the policies and procedures on delayed arrivals, emergency dismissals and closures for emergency and non-emergency employees. This directive revises Management Directive (MD) 1100.61-1, Emergency Dismissals and Closures, dated February 3, 2004, and rescinds and supersedes Aviation Operations Directive (AVO) 400.34-1, Lodging During Inclement Weather.

2. **SCOPE:** This directive applies to all Transportation Security Administration (TSA) employees and provides guidance to be followed during an emergency.

3. **AUTHORITIES:** The Aviation and Transportation Security Act.

4. **DEFINITIONS:**

   A. Emergency Employee: This is an employee who will not be dismissed or excused from duty if an emergency arises because the employee encumbers a position that management has identified as necessary to continue TSA operations during emergencies.

   B. Non-emergency Employee: This is an employee who may be dismissed or excused from duty during an emergency.

   C. Unscheduled Leave: Leave that has not been requested in accordance with normal leave requesting procedures but is approved for eligible employees. Employees who use unscheduled leave under this policy must call their office to report they will be using unscheduled leave and they must follow the procedures of this policy.

5. **RESPONSIBILITIES**

   Assistant Administrators and Office Directors, or their designees, are responsible for designating an employee or categories of employees as “emergency.”

6. **POLICY & PROCEDURES:**

   A. Policy

      (1) An emergency is generally defined as any event that causes TSA, in whole or in part, to be closed. This may include, but is not limited to, adverse weather conditions, natural disasters, air pollution, major fires, widespread disruption of power, or interruption of public transportation.

      (2) Non-emergency employees will be granted excused absence if TSA is closed, in whole or in part, because of an emergency. Employees who are on approved leave when their TSA office is closed before the start of the workday will also be granted excused absence for that day.

(3) Employees who are on leave, paid or unpaid, when the agency is closed after the beginning of the workday will be charged leave for the entire day.

(4) Employees who are on leave without pay (LWOP), military leave, suspension, or in a nonpay status on the workday before and after a closure are not entitled to excused absence.

(5) If a holiday, in lieu of holiday, or an employee's regular day off falls on the day the agency is closed because of an emergency, the employee does not receive excused absence nor does the employee receive another day off.

(6) If a holiday or an in lieu of holiday falls on the day the agency is closed because of an emergency, only employees who were scheduled to work will receive excused absence. All employees who were not scheduled to work – and who are otherwise entitled – will receive holiday leave.

B. Procedures

(1) Employees in Non-Emergency Positions – Washington, DC Area

(a) Non-emergency TSA employees in the Washington, DC area will follow the dismissal procedures announced by the Office of Personnel Management.

(b) The following charts identify the announcements that employees in the Washington, DC area should listen for on local radio, television and/or the Internet.

DISRUPTIONS BEFORE THE WORKDAY BEGINS

ANNOUNCEMENT	WHAT ANNOUNCEMENT MEANS
1. "Federal agencies in the Washington, DC area are **OPEN**; employees are expected to report for work on time."	Employees are expected to report to work on time. Supervisors may grant employees a reasonable amount of excused absence if they are unavoidably delayed.
2. "Federal agencies in the Washington, DC area are **OPEN** under an **UNSCHEDULED LEAVE** policy."	The agency will open on time but non-emergency employees may take leave without prior approval. Employees who use leave under this policy must call their office to report that they will be on leave. Employees designated as "emergency" are expected to report to work on time.
3. "Federal agencies in the Washington, DC area are **OPEN** under a **DELAYED ARRIVAL** policy. Employees should plan to arrive for work no more than (__) hour(s)	Employees should plan to arrive for work no more than (__) hour(s) later than they would normally arrive.

later than they would normally arrive."	Employees who arrive later than usual but within the designated delayed arrival period will be granted excused absence. Employees designated as "emergency" are expected to report to work on time.
4. "Federal agencies in the Washington, DC area are open under a **DELAYED ARRIVAL/UNSCHEDULED LEAVE** policy. Employees should plan to arrive for work no more than (__) hour(s) later than they would normally arrive, and employees who cannot report for work may take unscheduled leave."	Employees should plan to arrive for work no more than (__) hour(s) later than they would normally arrive. Non-emergency employees unable to report to work may take leave without prior approval. Employees who use leave under this policy must call their office to report that they will be on leave. Employees designated as "emergency" are expected to report to work on time.
5. "Federal agencies are **CLOSED**."	Non-emergency employees are not to report for duty and are granted excused absence. Employees who are on approved leave when this announcement is made shall also be granted excused absence. Employees designated as "emergency" are expected to report to work on time.

DISRUPTIONS AFTER THE WORKDAY BEGINS

ANNOUNCEMENT	WHAT ANNOUNCEMENT MEANS
"Federal agencies in the Washington, DC area are operating under an **EARLY DISMISSAL** policy. Employees should be dismissed by their agencies (__) hour(s) earlier than their normal departure time from work."	Employees should be dismissed by their agencies (__) hour(s) earlier than their normal departure time from work. *For example*, if a 3-hour early dismissal policy were announced, workers who normally leave their offices at 4:00 pm would be dismissed at 1:00 pm. Employees on leave when this announcement is made will <u>not</u> be granted excused absence.

(2) Employees in Non-Emergency Positions – Outside Washington, DC Area

(a) Federal Executive Boards (FEB) and/or local governments in some areas have developed emergency dismissal plans similar to those identified for the Washington,

DC area. TSA employees in areas where the local government and/or FEB have developed such policies are directed to follow those dismissal policies.

(b) TSA offices in locations that do not have an emergency dismissal plan developed by local governments must develop their own plan and disseminate the plan to employees. The plan must identify how employees will be notified of closings, early dismissals and delayed arrivals. The plan must also specify what procedures are to be followed when a closing, early dismissal or delayed arrival is announced.

(3) Employees in Emergency Positions

(a) Employees who occupy positions designated, as "emergency" because they are necessary to continue TSA operations even during emergencies will not be dismissed or excused from duty if an emergency arises.

(b) The following have been identified as emergency positions:

(i) Federal Security Directors;

(ii) Criminal Investigators;

(iii) Baggage and Passenger Screeners, including lead screeners and screening supervisors; and

(iv) Screening Managers.

(c) Assistant Administrators and Office Directors, or their designees, may designate other categories of employees as emergency when necessary to ensure the efficient and effective continuation of TSA operations.

(d) All employees in emergency positions should receive an annual written notification (memorandum, electronic mail, etc.) of their "emergency" designation and the requirement for them to report to duty and/or remain on duty during emergencies. A sample memorandum is attached.

(e) If a TSA office is closed before the workday begins due to an emergency situation, employees in emergency positions must report for work unless specifically notified otherwise by the appropriate management official. If a TSA office has an early dismissal, employees in emergency positions will continue through their normal tour of duty.

(f) Employees in emergency positions will not receive additional compensation for working during their normal tour of duty.

(g) In the event that employees in emergency positions are excused from duty during an emergency, these employees must be granted excused absence – the same as non-emergency employees. Organizations are not authorized to charge annual leave, sick

leave, compensatory time, or LWOP when the absence is approved and other employees have been granted excused absence.

(h) Employees in emergency positions who are not excused from duty and do not report to duty or continue on duty during an emergency must be charged as absent without leave (AWOL).

(i) Emergency employees who are unable to report for duty or remain on duty during an emergency will have their requests to be excused reviewed on a case-by-case basis. If the request is approved, the employee must be placed on excused absence. If the request is not approved and the employee does not report or continue on duty, the employee's absence will be charged as AWOL.

(4) Evacuation of Screeners Who Remain on Duty at the Airport When the General Public is Evacuated

(a) When screeners have remained on duty at the airport during a period in which an authorized Federal, State or local official has issued an evacuation order to evacuate other residents through the airport and now can no longer safely evacuate by personal means, the manager may authorize the screeners to travel either on one of the last flights out of the airport or by Government provided transportation.

(b) The manager shall authorize the screeners to travel using a travel order or written authorization, and shall authorize reimbursement for the screeners' travel to and from the airport and subsistence costs during the period of travel.

(c) The period of time of travel shall not exceed a reasonable time required for the resolution of the serious inclement weather and resumption of flights into the airport.

(d) The manager shall excuse the screeners from duty without charge to leave or loss of pay during the time that they are prevented from reporting to work because of their evacuation from the airport. The manager has the flexibility to grant additional excused absence as appropriate for the situation.

(5) Payment for Hotel Rooms for Screeners

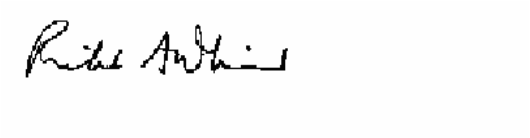
(a) As a general rule, managers may not use agency funds to pay for local lodging accommodations for TSA employees, including screeners, during inclement weather (e.g., snow storm, ice storm, etc.) or other contingencies. Additionally, TSA management officials may not require employees to obtain lodging accommodations using personal funds.

(b) The Assistant Secretary may in exceptional circumstances – such as those involving danger to human life and destruction of Federal property – determine that it is necessary to authorize the use of agency funds to pay for hotel accommodations when TSA employees cannot return to their homes and it is necessary and prudent to have the employees remain available near the airport.

7. EFFECTIVE DATE AND IMPLEMENTATION:

This policy is effective immediately upon signature.

APPROVAL



_____ 11/17/04
Richard A. Whitford Date
Assistant Administrator for Human Resources

Filing Instructions:	File with OHR Management Directives
Effective Date:	November 17, 2004
Review Date:	November 17, 2005
Distribution:	Assistant Administrators and Office Directors
Point of Contact:	TSA OHR/DeShawn Shepard /(571) 227-2469

Attachment

Transportation Security Administration

MEMORANDUM FOR

FROM:

SUBJECT: Designation as an Emergency Employee

The purpose of this memorandum is to inform you that your position has been identified as "emergency" with duties that must be performed even in emergency circumstances to continue the mission of TSA. In the event of an emergency that results in a media announcement that instructs employees that the Federal Government has delayed arrivals, early dismissals or agency closings, you must continue on duty or report to duty as normal.

If you have any questions on your designation as an emergency employee, please let me know.