



Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Emergency Evacuation Planning and Procedures issued under the FAA personnel management system.

1. **PURPOSE:** This directive provides TSA policy and procedures for releasing, relocating, and returning TSA employees who are evacuated from their permanent duty station in connection with emergency situations. It requires all TSA employees to identify a primary and alternate safe haven in advance of emergency situations and to ensure these designations remain current. This directive also serves as a vehicle for subject-matter appendices, which set out specific details on security operations, personnel actions, and pay options when evacuations occur.
2. **SCOPE:** This directive applies to all TSA employees. Although this directive focuses on TSA headquarters and airport operations, other TSA offices (e.g., Federal Air Marshal Service (FAMS) field offices, the Transportation Security Operations Center (TSOC), the Terrorist Screening Center (TSC), and international offices) will apply these policies and procedures to the maximum extent possible, consistent with other specific guidance (e.g., the Department of State Foreign Affairs Manual for international offices) and specific operational requirements and considerations (for FAMS, TSOC and TSC). This directive does not apply to other Federal (non-TSA) personnel, State or local government personnel, Federal contractors, or volunteers.
3. **AUTHORITIES:**
 - A. Sections 101 and 111(d) of the Aviation and Transportation Security Act (ATSA), Pub.L. 107-71 (ATSA), November 19, 2001 (49 U.S.C. §§ 114(n), 40122, 44935, and 44935 note)
 - B. The Homeland Security Act of 2002, Pub.L. 107-296
 - C. 5 C.F.R. Part 550 – Pay Administration, Subpart D (Payments During Evacuation)

NOTE: This CFR part is only referenced due to the fact that portions of the cite have been used as a policy guide. This cite is not binding on TSA.
 - D. 14 C.F.R. Sec. 139.325 – Airport Emergency Plan
 - E. Federal Aviation Administration Travel Policy (FAATP), found at:
http://www.employees.faa.gov/employee_services/travel/travel_policy/301/
 - F. [TSA MD 1000.5, Government Travel Cards](#)
 - G. [TSA MD 1000.6, Temporary Duty Travel Policy](#)
 - H. [TSA MD 1100.61-1, Emergency Dismissals and Closures](#)
 - I. [TSA MD 1100.63-1, Absence and Leave](#)

4. DEFINITIONS:

- A. Evacuation: The authorized, ordered or approved departure of all people residing in, working in or visiting an area either in the expected path of a natural disaster or that has already experienced a natural disaster or other emergency situation. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in this directive.
- B. Evacuation Order: An oral or written communication from the TSA Administrator or his designee, which authorizes or orders the departure from the permanent duty station. This evacuation order may authorize evacuation travel pay, excused absence, or both. Evacuations ordered by non-TSA officials do not trigger the evacuation travel pay or excused absence provisions described herein.
- C. Evacuation Travel Pay: Reimbursement for travel expenses and per diem for an evacuee and his or her dependents, *when authorized* by the TSA Administrator, in accordance with the FAATP and this Management Directive.
- D. Evacuee: A TSA employee who, because of a situation that creates imminent danger to the life of the employee or the employee's family,
 - (1) Has departed his or her permanent duty station under an evacuation order; or
 - (2) Is prevented from returning to his or her permanent duty station while temporarily absent from his or her post, but otherwise intends to return.
- E. Excused Absence: Administratively approved absence from duty without loss of pay and without charge to an employee's personal leave account.
- F. Family Member/Dependent: For the purposes of this directive, "family member" and "dependent" have the same meaning and include only "immediate family" as that term is defined in § 301-1.3, Authority E.
- G. Organization Administrator (OA): An individual designated within each TSA program or field office responsible for oversight of the contractor-issued government travel card activity within his/her respective area.
- H. Permanent Duty Station (PDS): The airport, headquarters, or facility where the TSA employee ordinarily works.
- I. Safe Haven:
 - (1) A location or place designated in advance by the employee and approved by appropriate TSA officials as a place of a safety during an emergency, or
 - (2) An undesignated location of safety approved by the appropriate TSA official based on unforeseen or intervening circumstances, when doing so will further the safety of the employee and the interests of the U.S. Government.

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- (3) Safe havens are presumed to be located within a 400-mile radius of the employee's PDS and within commuting distance (50 mile or less) from an operational airport with TSA employees. Any deviations from this standard must be approved by an appropriate TSA official on a case-by-case basis.
- J. TSA Supervisor: As used in this MD, a TSA Supervisor is the office director for TSA Headquarters employees. For employees in the field, the TSA Supervisor is the Federal Security Director (FSD), Federal Air Marshal Service Special Agent in Charge (FAMS SAC), and the head of any other TSA Field Office.
- K. Undesignated Safe Haven: An alternate location of safety not previously selected by the employee on the [TSA Form 1141, *Emergency Safe Haven Location Designation*](#), but subsequently selected as the best relocation, given unforeseen conditions. Undesignated safe havens must be approved (or ratified) by TSA officials on a case-by-case basis in advance, if possible, but within five calendar days after evacuation at the latest.

5. RESPONSIBILITIES:

- A. The TSA Administrator will monitor local conditions affecting TSA operations and shall coordinate, as necessary, with local, state and Federal officials involved in emergency preparations and responses. Although other Federal, state and local officials may exercise legal authority to order evacuations in emergencies, only the DHS Secretary, the TSA Administrator, or their designee, may authorize TSA employees to evacuate for purposes of subsequent evacuation travel pay and/or excused absence.
- B. The Assistant Administrator for Security Operations is responsible for advising the TSA Administrator on how to continue TSA operations before, during and after the emergency has occurred. This includes planning for emergency conditions or natural disasters, the continuation of TSA operations as a foreseeable event (hurricane) nears, and the resumption of operations after the immediate threat to life and Government property have subsided. This official is also responsible for preparing Appendix A, *TSA Security Operations*.
- C. The Assistant Administrator for Human Capital is responsible for exercising headquarters-level oversight of emergency evaluation plans and policies affecting TSA personnel. This official is also responsible for instituting procedures to ensure that TSA Forms 1100.x are available to TSA officials during pre-planning periods and emergencies. This official is also responsible for preparing the personnel portion of Appendix B, *TSA Personnel and Pay*.
- D. The Assistant Administrator for Finance and Administration is responsible for exercising headquarters-level oversight of emergency evacuation plans and policies affecting the pay and allowances of TSA personnel. This official is also responsible for preparing the travel pay portion of Appendix B.

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E. TSA Supervisors are responsible for:

- (1) Ensuring that all TSA employees under their supervision designate a primary and alternate safe haven on the TSA Form 1141. All safe haven designations are subject to TSA Supervisor approval.
- (2) Providing employees with the opportunity to apply for a government travel card. Priority will be given to those employees who do not routinely travel, but who are in areas in which emergencies are more likely to occur. Those employees will be offered a travel card for emergency purposes only, which will not be funded unless required for the emergency.

F. TSA employees are responsible for designating a primary and alternate safe haven in the event of an evacuation. Employees will document their plans on the TSA Form 1141 and will keep the forms current. In the event of an evacuation, employees may temporarily relocate to *any* area of safety. However, no employee will be eligible for any evacuation travel pay and/or excused absence, *if authorized* unless the employee relocates to a designated safe haven (or has an undesignated safe haven approved). TSA employees are also responsible for complying with all security operations requirements, lawful orders, and personnel procedures before, during and after an emergency.

Note: Millions of people live in areas prone to hurricanes and other natural disasters. TSA employees, like any other residents of an area, have the *primary* responsibility to plan for the evacuation of themselves and their families and to safeguard their home and possessions. These preparations include doing everything within their means and capabilities to have reliable source of transportation and access to emergency cash and supplies. Although Federal, state and local assistance *may* be available, everyone should plan for evacuation without relying on such assistance. See www.ready.gov for additional information.

6. POLICY:

A. Designation of Safe Havens

- (1) Within 30 days of the effective date of this directive, all TSA employees will designate a primary and alternate safe haven location in advance of any actual or possible evacuation. Safe haven selections, together with all other requested information, will be documented on the TSA Form 1141. A safe haven is presumed to be one located within **400 miles** of the employee's PDS. In addition, safe haven locations must meet the following criteria:
 - (a) Safe havens must be far enough away geographically to avoid threatening conditions generated by a major natural or manmade disaster, but not so far as to be unreasonably removed from the PDS.
 - (b) Safe havens must also be within commuting distance (50 mile or less) to an operational airport (one that is supported by TSA employees) in order to permit evacuated employees to perform duties while they are temporarily displaced;

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- (c) The primary and alternate safe havens should be located in different directions from the employee's PDS, so that if the primary choice cannot be reached (due to the storm path, wind currents, traffic congestion, road conditions, etc.), the alternate safe haven will still be viable.
- (2) An employee's relocation to an undesignated safe haven (i.e., a location other than the employee's primary or alternate choice), may be approved by the employee's TSA Supervisor, on a case-by-case basis, based on unforeseen or intervening circumstances, when such action will further the interests of the U.S. Government and the employee concerned. Relocation to an undesignated safe haven must be approved by the appropriate official in advance if possible, but within five calendar days after evacuation at the latest. If an undesignated safe haven is disapproved, the employee may be ineligible for evacuation travel pay.
- (3) Once designated, employees are responsible for keeping their safe haven information current, to include valid addresses, points of contact, and contact telephone numbers. All changes to the form must be reviewed and approved by the employee's TSA Supervisor or designee.
- (4) TSA Supervisors will ensure that all completed TSA Form 1141 are maintained in a separate, easy to retrieve file or database (for quick access prior to and during an emergency). Any electronic files should be backed up on moveable media (e.g., CD or flash drive).

B. Issuance of Government Travel Cards

- (1) TSA Supervisors are responsible for giving employees the opportunity to apply for a government travel card in advance of an emergency. Priority will be given to those employees who do not routinely travel, but who are in areas in which emergencies are reasonably possible. These government travel cards will not be funded until the designated TSA official authorizes its use for an emergency.
- (2) See Appendix B for more information on use of the government travel card.

C. Emergency Operations

- (1) TSA Supervisors are responsible for not only carrying out TSA responsibilities during an emergency, but also for any additional missions authorized to be accomplished by Federal officials who are responding to the emergency and approved by TSA HQ.
- (2) TSA officials must balance the primary mission (safeguarding travel) with the need to safeguard the lives and property of TSA employees. To the greatest extent possible, TSA officials will continue to provide essential services at airports, at headquarters, and other transportation facilities until such time as the life and/or property of TSA employees is imminently threatened. After the emergency subsides, TSA officials will act to recover essential transportation security services as soon as possible.

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- (3) Specific guidance on coordinating transportation operations with emergency response requirements is found in Appendix A.
- (4) For airport operations, Security Operations and FSDs should consider a three-phase approach to emergency response and airport operations:
 - (a) Phase 1 – Early Preparation: This involves differentiating between the TSA personnel who can or will stay at their PDS throughout the emergency and those who wish to leave the area. Personnel who stay must be afforded the most protection possible under the circumstances to ensure their safety. Personnel who are authorized to leave must be given reasonable time to gather family members, collect emergency provisions, and travel to their designated safe haven. Any employees who wish to evacuate during a TSA authorized or ordered evacuation should be released to do so.
 - (b) Phase 2 – Late Preparation: This involves insertion of a pre-emergency response force of TSA personnel from a supporting airport. This will allow airport operations to continue to the last possible moment (until all operations must cease for safety reasons). These TSA personnel will be the last to leave the area.
 - (c) Phase 3 – Recovery: This involves insertion of a post-emergency recovery force from a supporting airport, which will allow airport operations to resume, subject to local conditions, immediately after the emergency has subsided. These personnel will keep airport operations going until the permanent work force returns.
- (5) TSA Supervisors are responsible for ensuring that the TSA Form 1141 are maintained in a separate, easy to retrieve file or database for quick removal and on-going access during and following the emergency. Any electronic files should be backed up on moveable media (e.g., CD or flash drive).

D. Evacuation Travel Pay and Excused Absence

- (1) Excused absence may be authorized in accordance with Authorities H and I, when TSA operations are closed because of severe weather or other contingencies.
- (2) Excused absence may also be authorized by the TSA Supervisors for short periods of time to permit TSA employees to evacuate to a safe haven and return.
- (3) Evacuation travel pay is *not an entitlement*. It is authorized *very infrequently* and is available only to the extent approved by the TSA Administrator and only for those employees who satisfy established criteria. All TSA employees should plan for and expect evacuations during which the employees will receive *no* evacuation travel pay.
- (4) If evacuation travel pay is approved, it will be available only to those employees who comply with the policies, procedures and requirements of this directive, including the appendices. In addition, an employee's failure to report to his or her safe haven within a reasonable amount of time (no more than three (3) days of excused absence after

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departing the PDS) may cause the employee to be placed in a “absent without leave” (AWOL) status.

- (a) Any extensions of excused absence will be at the discretion of appropriate TSA officials (the Assistant Administrator for Security Operations in coordination with other TSA officials).
 - (b) As they deem appropriate, those officials may delegate extension approval authority to the PDS FSD, the gaining (safe haven) FSD, or other TSA officials.
 - (c) For employees placed in AWOL status, the PDS or gaining (safe haven) FSD may approve, if circumstances warrant, a retroactive change to an authorized absence status (annual leave, sick leave, leave without pay, etc.) and the effective date of such change.
- (5) Entitlement to evacuation travel pay shall cease when appropriate officials determine that the emergency has ended, unless payment is earlier terminated as provided in Appendix B, under any other Federal pay or personnel directive, or otherwise determined to be terminated by the TSA Administrator. As a general rule, the end of an emergency will be determined based on when the immediate threat to human life and Government property has ceased. Such determinations will not be based on damage to or availability of housing in an affected area.
- (6) Details on evacuation travel pay can be found in the Appendix B.

7. PROCEDURES:

A. Preparing for Emergencies and Designating Safe Havens

- (1) Safe haven designations will be accomplished on TSA Form 1141. These forms will be maintained in a combined file or database that permits continued access before, during and after an emergency. All safe haven designations are subject to TSA Supervisor’s approval.
- (2) Safe havens should be located within a 400-mile radius of the employee’s PDS and within commuting distance (50 miles or less) of an operational airport with a TSA screening force. Designated safe havens beyond this radius must be approved in advance by the TSA Supervisor on a case-by-case basis.
- (3) TSA Supervisors will provide employees with the opportunity to obtain a travel card in accordance with guidance in Appendix B.

B. Reporting to Safe Havens

- (1) Employees and their dependents are expected to travel, by the most direct route possible, to their designated Safe Haven when an evacuation order is given. Deviations from the most direct route to the safe haven, or to an undesignated safe haven without approval,

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may impact an employee's entitlement to pay and benefits. *All evacuating employees are required to contact TSA Headquarters at 1-866-289-9673 within 24 hours of evacuation to receive updated information and to provide interim contact information.*

- (2) Upon arrival at the designated safe haven, TSA employees must immediately contact the nearest airport with TSA personnel, or if that is not possible, then TSA Headquarters at 1-866-289-9673, with information on his or her temporary location. In addition to personal assistance, the 1-866 number will provide a recorded message with the current, TSA-approved updates. An employee who fails to report in within three (3) days of departure from the PDS will be placed in an AWOL status.
- (3) TSA employees must be available to report to work at the nearest TSA-supported airport. This will require all employees to have all necessary identification badges; all uniformed employees must have all necessary uniform items. Unless additional excused absence has been authorized (by the Assistant Administrator for Security Operations in coordination with the Assistant Administrator for Human Capital) or the employee has *approved* annual leave, sick leave, or leave without pay, *all evacuated employees must report for duty at their safe haven airport on the fourth day after departure from the PDS.* Unless notified in person or writing (including e-mail) by the PDS or safe haven FSD, employees should not assume that any additional excused absence or leave status has been approved.

C. Returning to PDS

- (1) After most evacuations, employees will be able to return to their PDS within a few days. In addition to information available through the PDS and safe haven FSD, the 1-866 number will provide a recorded message with the current, TSA-approved information on when it is safe to return to the PDS and the date on which return to PDS duty is required. Failure to report to work as ordered may result in administrative or punitive action.
- (2) In situations where the immediate return to the PDS is not feasible, the Office of Security Operations will provide further guidance through the PDS and gaining FSDs.

8. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately upon signature.

APPROVAL



Richard A. Whitford
Assistant Administrator for Human Capital

7/21/2006

Date

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Appendix A

TSA Security Operations – Emergency Evacuation Planning

[RESERVED]

Appendix A is reserved. The Office of Security Operations will provide on-going, tailored emergency operations guidance to affected airports based on nature and extent of the emergency.

Appendix B

TSA Personnel and Pay – Emergency Evacuation Planning

- 1. PURPOSE:** This appendix provides detailed guidance on TSA’s policy on providing excused absence and evacuation travel pay during an evacuation.
- 2. SCOPE:** This policy applies to all TSA employees.
- 3. PROPONENTS:** This appendix is published jointly by OHC and the Office of Finance and Administration (OFA).
- 4. REFERENCES:**
 - A. [TSA MD 1000.4, Waiver of Collection of Employee Indebtedness](#)
 - B. [TSA MD 1000.5, Government Travel Cards](#)
 - C. [TSA MD 1000.6, Temporary Duty Travel Policy](#)
 - D. [TSA MD 1100.61-1, Emergency Dismissals and Closures](#)
 - E. [TSA MD 1100.63-1, Absence and Leave](#)
 - F. [HRM Letter 550-5, Interim Policy on Remission or Cancellation of Screener Debt](#)
 - G. *Citibank Cardholder Account Agreement*
 - H. Federal Aviation Administration Travel Policy (FAATP), found at:
http://www.employees.faa.gov/employee_services/travel/travel_policy/301/
- 5. DEFINITIONS:** See Section 4 of TSA MD 1100.61-6
- 6. RESPONSIBILITIES:** See Section 5 of TSA MD 1100.61-6. Responsibilities applicable to executing this Appendix are described below.
- 7. POLICIES & PROCEDURES:**
 - A. Funding Evacuation Travel Pay:
 - (1) Every TSA employee will be offered the opportunity to apply for a government travel card. Priority will be given to employees who do not routinely travel, but who are in areas in which emergencies are reasonably possible. Those employees will be offered a government travel card for emergency purposes only, with a credit limit of \$1 placed on such cards. In the unlikely event that evacuation travel pay is authorized, card limits may be increased.
 - (2) Responsibilities:
 - (a) The airport or office Organization Administrators will be responsible to increase the credit limit on such cards at such time as evacuation travel pay is authorized.
 - (b) The Office of Financial Management (OFM), Financial Policy, Travel and Procedures Branch will serve as a secondary and backup support to the airport Organization Administrator to increase the credit limit on the applicable government travel cards.

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- (c) The Cardholders are subject to all currently existing policies and procedures for using a Government Travel card. Such policies and procedures include, but are not limited to, preparing a travel authorization and voucher in a timely manner as practicable in the circumstances. Those TSA employees who do not have an individual travel card (and who are covered by travel authorized as provided in paragraph D below) will be required to fund their own evacuation and request reimbursement by filing the appropriate vouchers.

(3) Detailed Procedures:

#	What	When	Who
PRELIMINARY PREPARATION STEPS:			
1	Offer a Government Travel Card to each TSA employee, with a priority to employees located in areas in which emergencies are reasonably possible.	Upon hiring at airport or transferring in from another TSA location.	Organization Administrator
2	Estimate the funding level per employee for Evacuation Travel Pay under various disaster scenarios (e.g., Category 1, 2, 3, 4, & 5 hurricanes). <i>(Note: The estimate is the same for all airport employees for a given disaster.)</i>	Upon issuance of this Management Directive.	Organization Administrator
FUNDING FOR EVACUATION TRAVEL AND SUBSISTENCE EXPENSES:			
3	Authorize funding for Evacuation Travel Pay.	At the discretion of the TSA Administrator.	TSA Administrator
4	Determine the funding level per employee based on best available information.	Immediately upon receiving written notification from a designated TSA official that Evacuation Travel Pay has been authorized.	FSD and Organization Administrator
5	Increase the credit limit on all Government Travel Cardholders who hold such card solely for purposes of funding Evacuation Travel Pay.	Immediately upon determining the funding level per employee.	Organization Administrator with assistance from TSA OFM, Financial Policy, Travel, & Procedures Branch, as necessary.
6	Decrease the credit limit to \$1 on Government Travel Cardholders whose cards are only for evacuation.	Upon termination of evacuation.	Organization Administrator

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B. Excused absence:

- (1) As provided by References D and E, non-emergency employees will be granted excused absence if their TSA duty station is closed, in whole or in part, because of an emergency, unless they are on a leave status when the agency is closed after the beginning of the day, in which case they will be charged leave for the entire day.
- (2) TSA employees who are on leave, paid or unpaid, when TSA is closed, in whole or in part, for more than one day because of an emergency will be charged leave for the entire period of time that TSA is closed to the extent that the employees are scheduled for leave or otherwise not available to work.
- (3) Also as provided by Reference D, emergency essential employees, which include all Assistant Administrator-level officials, Transportation Security Operations Center (TSOC) Operations Management and Watch Officers/Analysts, Federal Air Marshals, Criminal Investigators, Federal Security Directors, Security Managers, and Transportation Security Officers (TSOs), must normally report to work even if an emergency arises, unless specifically excused by their supervisor or authorized to evacuate by the designated TSA official. A TSA Supervisor (as defined in this Management Directive) may specifically excuse employees, including emergency essential employees, in response to a state or local evacuation order, even though the designated TSA official has not authorized evacuation travel pay.
- (4) TSA employees who are excused from duty as a result of an emergency or evacuation will receive excused absence for the period of time that they are excused from duty. This period of excused absence is limited to the time necessary to go to a safe haven and return after the evacuation is ended. This period of excused absence will not normally exceed three (3) days, unless extended by the designated TSA officials (the Assistant Administrator for Security Operations in coordination with the Assistant Administrator for Human Capital).
- (5) Evacuating employees are not entitled to and shall not receive overtime pay, compensatory time off in lieu of overtime pay, or compensatory time for travel for any travel related to evacuation or return to the permanent duty station (PDS).

C. Payment of Evacuation Travel Pay: TSA will pay evacuation travel pay only if authorized by the DHS Secretary, the TSA Administrator, or designee. Evacuation pursuant to a state or local mandatory evacuation order does not entitle TSA employees to evacuation travel pay in the absence of approval by a designated TSA official.

D. Documenting the Authorization and Payment of evacuation travel pay:

- (1) If evacuation travel pay is authorized, the affected FSD or other TSA Supervisor shall prepare one paper travel authorization and attach spreadsheet reflecting the following information for evacuating employees: name, address, phone numbers; the location of safe haven to which they are traveling; the names, dates of birth of children and relationships of identified dependents; and the date on which the employee evacuated. The affected FSD or TSA Supervisor will then immediately send this authorization with the spreadsheet either electronically or by facsimile to the OFM Support Center, as directed by contact with 1-866-289-9673.

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- (2) OFM will assist in creating TEServ travel authorizations for each affected employee using information from the spreadsheet referenced above, updated with employee information obtained from the employees' contact through the 1-866 number. OFM will obtain funding codes and distribute these codes as necessary.
- (3) OFM will also assist affected TSA employees with the filing of vouchers through TEServ so that the employees may be reimbursed for authorized and approved evacuation pay expenses.
- (4) The OFM Support Center may accomplish the creation of TEServ authorizations and vouchers, at its discretion, using in-house resources or by constituting an Emergency Response Team comprised of field volunteers, representatives of the Finance and Human Capital offices, assisted by representatives of Security Operations, Office of Chief Counsel, Ombudsman, and other organizations as necessary.

E. General Guidance for the Evacuation Travel Pay:

- (1) Although not applicable to TSA, TSA has instituted the substance of the government-wide guidance for evacuation travel pay that is found at 5 Code of Federal Regulations Part 550, Subpart D.
- (2) All evacuation travel pay computations will be based on FAATP guidance unless otherwise identified.
- (3) Travel to and from the safe haven:
 - (a) Use of a privately owned vehicle (POV) from the PDS to the safe haven will generally be determined to be more advantageous. Travel will be accomplished using the most direct route. If an excess number of days are required to complete the travel from the employee's PDS to the safe haven, approval must be obtained from OFM before reimbursement for the excess travel time will be permitted.
 - (b) An authorized employee may be reimbursed for the expenses of only one POV.
 - (c) Any authorized reimbursement of lodging, meals and incidental expenses (M&IE) during this travel period will be based on the actual lodging location area.
 - (d) All expenses, to the extent possible, should be charged on the employee's individually issued government travel card.
- (4) Lodging and Other Expenses
 - (a) The applicable safe haven per diem rate will be used to determine daily entitlement rates. (FAATP 301-11.20).
 - (b) The lodging plus method of payment will be used. (FAATP 301-11.100 to .108).
 - (c) Lodging with friends and families. The employee may be reimbursed for the additional costs incurred by the employee's host only if those costs can be substantiated and TSA determines the costs to be reasonable. An employee may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount. Costs may be substantiated, for example, by demonstrating additional costs in water, electricity and other utilities by comparison with earlier bills from the same period of time. Employees staying with family or friends may receive M&IE for themselves and their dependents.

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- (d) Rental cars are not authorized. Any employee, who is already on temporary duty (TDY) when an evacuation is ordered, must turn in the rental car immediately and work through their safe haven airport to arrange for transportation to and from work.
 - (e) Other miscellaneous travel expenses will be authorized on a case-by-case basis.
 - (f) There is no authorization for round trip travel from the safe haven for employees to return and inspect their domicile.
- (5) Limits on the Amount of Reimbursement
- (a) The first 30 days after arrival at safe haven, lodging and M&IE for the evacuated TSA employee and legal dependents, will be paid based on the following rates:

Per Diem Rates for first 30 days:	
Employee	Full Per Diem Rate
Dependents 12 Years of Age or Older	Full Per Diem Rate
Dependents Under 12 Years of Age	½ of Full Per Diem Rate
	Note: Lodging reimbursement will never exceed actual costs.

- (b) After 30 days, reimbursement of lodging and M&IE expenses associated with evacuation will be reduced to 60%.

31 Days Up to Maximum of 180 Days:	
Employee	60% of Full Per Diem Rate
Dependents 12 Years of Age or Older	60% of Full Per Diem Rate
Dependents Under 12 Years of Age	60% of 1/2 of Full Per Diem
	Note: Lodging reimbursement will never exceed actual costs.

Note: To receive any evacuation travel pay, a TSA employee must be in an authorized duty status, to include excused absence. No employee will receive evacuation travel pay while absent without leave (AWOL) or in any leave status.

F. Work assignments during evacuation; return to duty:

- (1) Evacuated employees at safe havens may be assigned to perform any work for which they are qualified without regard to the grades or titles of the employees. Failure or refusal to perform assigned work may be a basis for terminating further evacuation travel pay and/or taking appropriate administrative corrective action.
- (2) When an evacuated employee is assigned work at the safe haven and evacuation travel pay has not been authorized, the employee will generally be placed in a TDY status and paid TDY allowances in accordance with Reference C for those days on which the employee works. If an employee is placed in a TDY status, only the employee is eligible for reimbursement. Lodging, if any, will be reimbursed at the single traveler rate and no

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M&IE will be paid for dependents. Employees will not be paid for travel to and from the safe haven in the absence of approval of evacuation travel pay and a travel authorization.

- (3) When part-time employees are given assigned work at the safe haven, records of the number of hours worked shall be maintained so that payment may be made for any hours of work that are greater than the number of hours in the normal tour of duty on which evacuation travel pay is computed.
- (4) Not later than 180 days after the effective date of the order to evacuate, or when the emergency or evacuation situation is terminated, whichever is earlier, an employee must be returned to his or her PDS, or appropriate action must be taken to reassign him or her to another duty station.

G. Termination of payments during evacuation. Evacuation travel payments terminate when TSA determines that:

- (1) The employee is assigned to another duty station outside the evacuation area;
- (2) The employee abandons or is otherwise separated from his or her position;
- (3) The employee's employment is terminated by his or her transfer to retirement rolls or other type of annuity based on cessation of civilian employment;
- (4) The employee resumes his or her duties at the PDS from which he or she was evacuated;
- (5) The agency determines that payments are no longer warranted; or
- (6) The employee is determined to be covered by the Missing Persons Act (50 App. U.S.C. 1001 *et seq.*), unless payment is earlier terminated under this policy.

H. Review and adjustment of accounts:

- (1) The Office of Human Capital/Payroll shall review each employee's account for the purpose of making adjustments to leave or pay at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to his or her assigned PDS, or when the employee is officially reassigned.
- (2) The employee's pay shall be adjusted, if necessary, on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled.
- (3) Indebtedness
 - (a) After an employee's account is reviewed as required by paragraph (1) of this section, if it is found that the employee is indebted for any part of the a payment made to him or her or his or her dependent(s) or designated representative, recovery of the indebtedness shall be effected by the payroll office. Repayment of the indebtedness may be made either in full or in partial payments, as agreed upon by the individual and payroll.
 - (b) In order to ensure consistency and *as an exception to the procedures in Reference F*, no remission or cancellation of TSO indebtedness may be approved without OFM concurrence.

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- (c) Collection of employee indebtedness may be waived only in accordance with the policy and procedures in Reference A. Findings that formed the basis for waiver of recovery shall be filed in the employee's personnel folder on the permanent side.



Richard A. Whitford
Assistant Administrator for
Human Capital



David Nicholson
Assistant Administrator for
Finance and Administration