

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

Emergency Safe Haven Location Designation

INSTRUCTIONS: All employees shall complete this designation pursuant to [TSA MD 1100.61-6, Emergency Evacuation Administrative Procedures](#), and the associated [handbook](#) to provide contact and other information for use during emergency and non-emergency times and to facilitate, among other things, disaster preparedness and recovery in the event TSA employees must relocate due to emergency evacuations in the area of their permanent duty stations (PDS) by allowing TSA to pre-approve safe havens to aid TSA officials in locating displaced employees. Employees must submit this completed designation to their supervisory chain for approval. The original must be stored in the Supervisor's Personnel File for access prior to and during an emergency. Forms must be secured in accordance with [TSA MD 3700.4, Handling Sensitive Personally Identifiable Information](#). Additional instructions and requirements are located in Section IV, Employee Acknowledgement below.

SECTION I. Employee Information

First Name: _____ Last Name: _____ MI: _____

TSA Office (Choose one): Airport HQ Other: _____

Job Title: _____ Office Phone No.: _____ () - _____

Home Address: _____ Cell Phone No.: _____ () - _____

_____ Home Phone No.: _____ () - _____

Emergency Point of Contact: _____ Relationship: _____
(Must be able to verify employee's location)

Contact No.: _____ () - _____

SECTION II. Legal Dependents

Full Name	Relationship	Dependent's DOB(mm/dd/yyyy)	Is this dependent on most recent Federal Income Tax Return?
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: If you have more than eight legal dependents, please attach a continuation sheet using the same format.

SECTION III. Safe Haven Location

Primary: Nearest TSA office/facility is: _____ (Must be within 50 miles of safe haven).

Address: _____
Street

City State Zip Code

Alternate: Nearest TSA office/facility is _____ (Must be within 50 miles of safe haven)

Address: _____
Street

City State Zip Code

Previous editions of this form are obsolete

SECTION IV. Employee Acknowledgement

By use of this form and subject to designated management official approval, I designate primary and alternate safe haven locations. In the event of an emergency evacuation, I intend to relocate to one of these two areas if I cannot remain in the location of my primary duty station. I understand:

- That the information provided in this form may be used to contact me, as needed, during both emergency and non-emergency times;
- That safe havens are presumed to be located away from my residence;
- That generally I may not relocate from my PDS to a safe haven without the express authorization of the appropriate TSA official. In areas where a mandatory evacuation order has been issued, I will immediately contact my supervisory chain, inform them of my intent, and obtain designated management official approval;
- That I will travel to my safe haven by the most direct route (which is safe and practical, under the circumstances). I will contact HRAccess at 1-877-872-7990, my supervisor, or my organization, as directed, within 24 hours of evacuation to receive updated information and to provide interim contact information. Upon arrival at my safe haven, I will immediately contact the nearest TSA supported airport, OLE/FAMS field office, OSO regional Director's Office, TSA Mission Support Center, TSA AOF, or approved alternative worksite, as appropriate, where I will be working;
- That, no later than the fourth day following evacuation, I will physically appear and be ready to start work at the nearest TSA office/facility, as appropriate. I will be in my required TSA uniform (if any). If so directed, I will continue to make myself available for duty until the emergency situation at my PDS is resolved. My failure to report for duty by the fourth day following evacuation from my PDS may result in my placement in an absent without leave (AWOL) status. It may also result in the forfeiture of pay and allowances for which I might otherwise qualify;
- That evacuation travel pay is rarely authorized. If the TSA Administrator authorizes evacuation travel pay, I must comply with all applicable evacuation, personnel, and pay policies and procedures to qualify for such pay; and
- That my contact information and my dependent information is current and correct as of the date below and that I will immediately update this information within 30 calendar days of any changes. I understand that knowingly providing false information may subject me to administrative or criminal sanctions.

EMPLOYEE'S SIGNATURE _____ DATE _____

SECTION V. Supervisor's Recommendation and Approval

Supervisor's Recommendation: Approval Disapproval

Name: _____

Signature: _____ Date: _____

Head of Field Office Approval: **[FSDs, or SACs, or higher level management official]**

Name: _____

Signature: _____ Date: _____

Division Director or Higher Level Management Official: **[For Headquarters offices only]**

Name: _____

Signature: _____ Date: _____

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114(e), (g), and (m). Principal Purpose(s): To provide contact information and to facilitate disaster preparedness and recovery in the event TSA employees must relocate due to emergency evacuations in the area of their permanent duty stations by allowing TSA to pre-approve safe havens to aid TSA officials in locating displaced employees. Routine Use(s): This information may be shared with the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, regulation, or order where a record, either on its face or in conjunction with other information indicates a violation of civil or criminal law or regulation, or for routine uses identified in the Department of Homeland Security's systems of records, DHS/ALL-14, Emergency Personnel Location Records and DHS/ALL-19, Payroll, Personnel, and Time and Attendance Records. Disclosure: Disclosure of the requested information is voluntary in that no criminal penalties will result from failing to provide the information. However, TSA Management Directive (MD) 1100.61-6 requires that employees provide the information. Failure to comply with the TSA MD and handbook to provide the required information may result in disciplinary action. Additionally, employees who fail to provide the information will be ineligible to receive certain benefits such as emergency evacuation travel pay.



TSA MANAGEMENT DIRECTIVE No. 1100.61-6
EMERGENCY EVACUATION ADMINISTRATIVE
PROCEDURES

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices, establish Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.61-6, *Emergency Evacuation Planning and Procedures*, dated July 21, 2006.

SUMMARY OF CHANGES: Title, revised to better reflect MD content; Section 1, Purpose, updated to provide clarity; Section 2, Scope, updated to clarify the scope; Section 3, Authorities, updated to reflect correct ATSA authority and deleted 5 C.F.R. Part 550 as it does not apply to TSA; Section 4, Definitions, moved to the TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*; Section 5, Responsibilities, revised to provide clarification of the responsibilities for all identified positions; Section 6, Policy, responsibilities contained within the policy section were moved to Section 5 and procedures were moved to the Handbook; and Section 7, Procedures, has been moved to the TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*.

1. **PURPOSE:** This directive provides TSA policy and procedures for assigning work and making payments related to releasing, relocating, and returning TSA employees who are evacuated from their permanent duty station (PDS) in connection with emergency situations. It requires all TSA employees to provide contact information and identify a primary and alternate safe haven in advance of emergency situations and to ensure these designations remain current.
2. **SCOPE:** This directive applies to all TSA employees.
3. **AUTHORITIES:**
 - A. 14 C.F.R. Sec. 139.325 – Airport Emergency Plan
 - B. The Aviation and Transportation Security Act, Public Law 107-71 (ATSA)
 - C. The Homeland Security Act of 2002, Public Law 107-296
4. **DEFINITIONS:** Moved to the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#).
5. **RESPONSIBILITIES:**
 - A. The TSA Administrator is responsible for:

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- (1) Having an awareness of local conditions affecting TSA operations and coordinating, as necessary, with local, state and Federal officials involved in emergency preparations and responses; and
 - (2) Making a determination, in conjunction with DHS and other affected DHS components, to authorize TSA employees to evacuate for purposes of subsequent evacuation travel pay and/or excused absence.
- B. The Assistant Administrator for Office of Law Enforcement/Federal Air Marshal Service (AA/OLE/FAMS) is the TSA official responsible for:
- (1) Preparing TSA's emergency response, incident management, emergency preparedness, and continuity of operations policies, planning and procedures; and
 - (2) Ensuring on-going, tailored emergency operations guidance are provided to affected OLE/FAMS assets based on the nature and extent of the emergency.
- C. The Assistant Administrator for Security Operations (AA/OSO) is responsible for:
- (1) Advising the TSA Administrator on how to continue TSA airport operations before, during, and after the emergency has occurred; and
 - (2) Ensuring on-going, tailored emergency operations guidance is provided to affected airports based on the nature and extent of the emergency.
- D. The Assistant Administrator for Human Capital (AA/OHC) is responsible for:
- (1) Exercising headquarters-level oversight of plans and procedures affecting assignment of work, compensation and leave for TSA personnel during emergency evacuations;
 - (2) Instituting procedures to ensure that [TSA Form 1141, *Emergency Safe Haven Location Designation*](#), is available to TSA officials during pre-planning periods and emergencies;
 - (3) Issuing the written evacuation order, when authorized by the TSA Administrator and/or DHS Secretary; and
 - (4) Preparing the personnel compensation and leave portion of the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), and revising, as needed.
- E. The Assistant Administrator for Finance and Administration (AA/OFA) is responsible for:
- (1) Exercising headquarters-level oversight of plans and procedures affecting the evacuation travel pay and allowances of TSA personnel during emergency evacuations; and
 - (2) Preparing the evacuation travel pay portion of the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), and revising, as needed.
- F. Designated management officials, as defined in the accompanying [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), are responsible for:

- (1) Ensuring that all TSA employees under their supervision provide contact information and designate a primary and alternate safe haven on [TSA Form 1141](#); and
- (2) Ensuring 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, DVD, or removal/external drive) or stored at an alternative TSA location (e.g., the continuity of operations (COOP) site) for access when the PDS is inaccessible. The records should be appropriately protected to prevent disclosure to unauthorized persons. The provisions of [TSA MD 3700.4, *Handling Sensitive Personally Identifiable Information*](#), should be followed.

G. TSA employees are responsible for:

- (1) Providing to their immediate supervisor, or other management official within their chain of supervision, contact information and designating a primary and alternate safe haven following the procedures in the accompanying [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#). Once designated, keeping safe haven and contact information current;
- (2) Complying with all security operations requirements, lawful orders, and personnel procedures before, during, and after an emergency;
- (3) Traveling by the safest most direct route, being mindful of directness and timeliness, to their designated primary safe haven location, or alternate safe haven location as applicable, when an evacuation order is given;
- (4) Following the procedures in the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), for providing temporary contact information upon arrival at the safe haven;
- (5) Reporting for duty within the safe haven location area at the nearest TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA Alternate Operating Facilities (AOF), or an approved alternative worksite, as appropriate:
 - (a) OLE/FAMS employees will report to the location of their duty assignment in accordance with established OLE/FAMS procedures.
 - (b) Agency COOP team personnel will report to the AOF in accordance with established procedures.
 - (c) Telework ready employees are required to work and are expected to begin work on time at an approved alternate worksite, which will generally be the employees' safe haven location or the nearest TSA-supported office.
- (6) Returning to their PDS when it is safe to do so by the date required.

6. POLICY: All TSA offices shall apply this policy 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.

A. Designation of Safe Havens

- (1) All TSA employees shall designate a primary and alternate safe haven location in advance of any actual or possible evacuation. Safe haven selections and employee contact information, together with all other requested information, will be documented on the [TSA Form 1141](#).
- (2) A safe haven is presumed to be one located away from the employee's residence, but generally 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. In most cases, the employee's residence may not be the safe haven location.
 - (b) Safe havens must also be within commuting distance (50 miles or less) to a TSA supported airport (one that is supported by TSA employees performing screening functions), OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, or TSA AOF in order to permit evacuated employees to perform duties while they are temporarily displaced from their PDS.
 - (c) The primary and alternate safe havens should be located in different directions from the employee's PDS, so that if the primary safe haven cannot be reached (due to the storm path, wind currents, traffic congestion, road conditions, etc.), the alternate safe haven will still be viable.
- (3) An employee's relocation to an undesignated safe haven (i.e., a location other than the employee's primary or alternate safe haven), may be approved by the designated management official, 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 designated management official in advance if possible, but within five calendar days after evacuation. If an undesignated safe haven is not authorized, the employee may be ineligible for evacuation travel pay.
- (4) Absent unusual circumstances, employees shall not receive evacuation travel pay in excess of what would be incurred if a safe haven was designated per the criteria of 6A(2)(a) and (b) above. The Financial Management Division (FMD) may grant exceptions on a case-by-case basis when determined to be in the best interest of the government.

B. Evacuation Travel Pay and Excused Absence

- (1) Excused absence may be authorized in accordance with [TSA MD 1100.61-1, *Emergency Dismissals and Closures*](#), and [TSA MD 1100.63-1, *Absence and Leave*](#), and the associated

Handbooks, when TSA operations are closed because of severe weather or other contingencies.

- (2) When evacuations are authorized by the DHS Secretary and/or the TSA Administrator, TSA employees may receive excused absence and/or evacuation travel pay.
- (3) If evacuation travel pay is approved, it shall be available only to those affected employees who comply with the policies, procedures and requirements of this directive, including the Handbook. Evacuation travel pay is not an entitlement.
- (4) To receive any evacuation travel pay, a TSA employee shall 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 personal leave status, including leave without pay.
- (5) When excused absence is authorized as part of an evacuation order, the number of days/hours authorized will be identified in the evacuation order.
- (6) Excused absence may also be authorized, in the absence of a TSA evacuation order, by designated management officials for short periods of time normally not to exceed three (3) days to permit TSA employees to make preparations and evacuate to a safe haven and return.
- (7) 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 departing the PDS) may cause the employee to be placed in an AWOL status:
 - (a) Any extensions in excess of three (3) days of excused absence shall be at the discretion of appropriate TSA officials (the AA /OSO, AA/OLE/FAMS and/or other AAs with affected employees in coordination with the AA/OHC).
 - (b) As they deem appropriate, those officials, identified in 6B(7)(a) above, may delegate extensions of excused absence approval authority to the PDS designated management official, the gaining (safe haven) designated management official, or other TSA designated management officials.
 - (c) For employees placed in AWOL status, the PDS or gaining (safe haven) designated management official 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.
- (8) Entitlement to evacuation travel pay shall cease when appropriate officials determine that the emergency has ended, unless payment is terminated earlier as provided in the Handbook, 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/or Government property has ceased. Such determinations will not be based on damage to or availability of housing in an affected area.

7. **PROCEDURES:** See [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#)
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

March 5, 2014

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

Distribution: Assistant Administrators and equivalent positions, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Human Resource Specialists

Point-of-Contact: HRAccess Helpdesk: HelpDesk@tsa-hraccess.com

TSA MD 1100.61-6 Handbook

Emergency Evacuation Administrative Procedures

Policy Effective: February 3, 2004

Handbook Published: March 5, 2014

APPROVAL

Signed

Karen Shelton Waters
Assistant Administrator for Human Capital

APPROVAL

Signed

David R. Nicholson
Assistant Administrator for Finance and
Administration

This Handbook and all related Attachments and/ or Appendices contain stipulations to implement the provisions of [TSA MD 1100.61-6, Emergency Evacuation Administrative Procedures](#). Until such time as TSA MD 1100.61-6 is rescinded, the Management Directive, Handbook, and any Attachments or Appendices are considered TSA policy, and must be applied accordingly.

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A. DEFINITIONS

1. Alternate Operating Facilities (AOF): Facilities used by an organization's continuity of operations teams that must provide sufficient space, equipment, and other resources to sustain the agency's continuity team personnel and support staff and associated Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs).
2. Designated Management Official: The Division Director or higher level management official in the employee's chain of supervision for TSA Headquarters employees. For employees in the field, the designated management official is the Federal Security Director (FSD), Supervisory Air Marshal in Charge (SAC), or the head of any other TSA Field Office or higher level management official in the employee's chain of supervision.
3. 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.
4. Evacuation Travel Pay: Reimbursement for travel expenses and per diem for an evacuee and his/her dependents, *when authorized* by the DHS Secretary and/or TSA Administrator, in accordance with [TSA MD 1100.61-6](#) and this Handbook.
5. Evacuee: A TSA employee who, because of a situation that creates imminent danger to the life of the employee or the employee's family,
 - (a) Has departed his or her permanent duty station (PDS) under an evacuation order; or
 - (b) Is prevented from returning to his or her PDS while temporarily absent from his or her post, but otherwise intends to return.
6. Excused Absence: Administratively authorized absence from duty without loss of pay and without charge to an employee's personal leave accounts that may be granted under specific circumstances by an authorized management official. Authority to grant excused absence is limited.
7. Family Member/Dependent: For the purposes of [TSA MD 1100.61-6](#) and this Handbook, "family member" and "dependent" have the same meaning and includes only "immediate family" as that term is defined in TSA travel policy.
8. 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.
9. Permanent Duty Station (PDS): The location (airport, headquarters, or facility) of the employee's position of record where the employee regularly performs his/her duties. The

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location of an employee's permanent work assignment also known as "official station" and "official duty station."

10. Safe Haven:

- (a) A location or place, other than the employee's residence, designated in advance on [TSA Form 1141, *Emergency Safe Haven Location Designation*](#), by the employee and approved by an appropriate designated management official as a place of safety far enough away geographically from the employee's PDS to avoid threatening conditions during an emergency, or
- (b) An undesignated location of safety the employee will evacuate to during an emergency approved by an appropriate designated management 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.
- (c) Safe havens are presumed to be located within a 400-mile radius of the employee's PDS and within commuting distance (50 miles or less) from a TSA supported airport (one that is supported by TSA employees performing screening functions), OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, or TSA AOF. Any deviations from this standard must be approved by an appropriate designated management official on a case-by-case basis for the purpose of receiving evacuation travel pay.

11. TSA Evacuation Order: For the purposes of eligibility to receive evacuation travel pay as outlined in [TSA MD 1100.61-6](#) and this Handbook, an oral or written communication from the TSA Administrator or his/her designee, which authorizes or orders the departure of TSA employees from the PDS. Once the determination to evacuate has been made the TSA Administrator or his/her designee, the AA/OHC will issue written evacuation orders for those affected employees. Determinations to evacuate employees in the predicted impact area or the affected area, and the authorization for evacuation travel pay and/or excused absence is made in conjunction with DHS and other affected DHS components. Evacuations ordered by non-TSA officials do not trigger the evacuation travel pay provisions described in this Handbook.

12. Undesignated Safe Haven: An alternate location of safety not previously selected by the employee on the [TSA Form 1141](#), but subsequently selected as the best relocation site, given unforeseen conditions. Undesignated safe havens must be approved (or ratified) by an appropriate designated management official on a case-by-case basis in advance of evacuating, if possible, but within five calendar days after evacuation at the latest.

B. OPERATION DISRUPTIONS GENERAL INFORMATION

For short term disruptions to operations not covered by TSA MD 1100.61-6 and this Handbook, see [TSA MD 1100.63-1, *Absence and Leave*](#), and the accompanying [Handbooks](#). The policy and procedures of [TSA MD 1100.61-1, *Emergency Dismissals and Closures*](#), and the associated [Handbook](#) provide TSA policy and procedures for delayed arrivals, dismissals and closures for

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emergency and non-emergency employees in the event of severe weather events or other emergencies. For long term disruptions to operations or events not covered under [TSA MD 1100.63-1](#), [TSA MD 1100.61-1](#), or [TSA MD 1100.61-6](#), and the associated [Handbooks](#), FSDs Supervisory FAMs, and other management officials must seek guidance from Headquarters as assignment to other duty locations, reductions in work schedules, or furlough may be appropriate.

C. PREPARING FOR EMERGENCIES AND DESIGNATING SAFE HAVENS

- (1) Millions of people live in areas prone to natural and manmade 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 a 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.
- (2) All TSA employees should plan for and expect evacuations during which the employees will not receive evacuation travel pay.
- (3) 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 by a designated management official).
- (4) Employees will provide contact information and identify the primary and alternate safe havens designations on TSA Form 1141 and submit a new completed form within thirty (30) calendar days of when any changes occur.
- (5) Safe havens should be located within a 400-mile radius of the employee's PDS and within commuting distance (50 miles or less) of TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA Alternate Operating Facilities (AOF), or an approved alternative worksite, as appropriate. Designated safe havens beyond this radius must be authorized in advance by the TSA Supervisor on a case-by-case basis and should not result in evacuation travel pay in excess of what would be incurred if a safe haven was designated per the criteria defined in Section 6A of TSA MD 1100.61-6. The Financial Management Division (FMD) may grant exceptions on a case-by-case basis when determined to be in the best interest of the government.

D. EVACUATION ORDER

- (1) All orders to evacuate should be followed including state or local mandatory evacuation orders. Any employees who wish to evacuate during a TSA authorized/ordered evacuation or a state or local authority ordered evacuation should be released to do so and must be given reasonable time to gather family members, collect emergency provisions, and travel to their designated safe haven.

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- (2) When a determination is made by the TSA Administrator and/or DHS Secretary to evacuate employees in the predicted impact area or the affected area, the determination is made in conjunction with DHS and other affected DHS components. Whether evacuation travel pay and/or excused absence for the evacuation are authorized should also be coordinated with DHS.
- (3) OHC prepares and issues the TSA evacuation order which will identify the affected employees by geographical area and/or duty station and include information on evacuation travel pay and/or excused absence, if authorized. Evacuation travel pay and excused absence are not entitlements and are only available when authorized.
- (4) Employees on personal leave in the geographical area identified in the TSA evacuation order who do not reside in the predicted impact area or the affected area do not receive evacuation travel pay or excused absence, if authorized.

E. REPORTING TO SAFE HAVENS

- (1) Employees and their dependents are expected to travel, by the safest, most direct route possible, to their designated primary or secondary Safe Haven, as applicable, when an evacuation order is given. Deviations from the safest, most direct route to the applicable safe haven, or to an undesignated safe haven without approval, may adversely impact an employee's eligibility for pay and benefits.

Unless prevented from doing so by the situation/circumstances, all evacuating employees are required to contact the HRAccess National/Natural Disaster Helpdesk at 1-877-872-7990, their supervisor, or their organization/office, as directed in accordance with [TSA MD 3300.6, Personnel Accountability](#), within 24 hours (one day) of evacuation to receive updated information and to provide interim contact information. An example of a situation/circumstance that may prevent employees from contacting HRAccess, their supervisor, or their organization/office includes, but is not limited to, a lack of telephone service.

- (2) Evacuating employees should report to their designed safe haven location in response to a state or local evacuation order even if evacuation travel pay is not authorized.
- (3) Upon arrival at the designated safe haven, TSA employees must immediately contact the nearest TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, or TSA AOF, or if that is not possible, then the HRAccess National/Natural Disaster Helpdesk at 1-877-872-7990, with information on his or her temporary location. In addition to collecting contact information and the current status of employees and dependents, the Helpdesk will provide current, TSA-approved updates. An employee who fails to report in within three (3) calendar days of departure from the PDS may be placed in an AWOL status. For employees placed in AWOL status, the PDS or safe haven FSD or the Headquarters or field office supervisor 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.

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- (4) TSA employees must be available to report to work at the nearest TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA AOF, or approved alternative worksite, as authorized. This will require all employees to have all necessary identification badges; equipment (e.g., laptop); and all uniformed employees must have all necessary uniform items. Employees should plan accordingly when making evacuation preparations. In the event employees have no notice of the need/requirement to evacuate, they may not have the necessary items.
- (5) OLE/FAMS staff and agency continuity of operations (COOP) team personnel will report to the location of their duty assignment and/or AOF in accordance with established procedures.
- (6) Unless additional excused absence has been authorized (by the AA/OSO, AA/OLE/FAMS, and/or other AAs with affected employees in coordination with the AA/OHC) or the employee has *approved* annual leave, sick leave, or LWOP, *all evacuated employees must report for duty on the fourth (4th) calendar day after departure from the PDS*. Unless notified in person or writing (including e-mail) by the PDS or safe haven FSD or the Headquarters or field office supervisor, employees should not assume that any additional excused absence or leave status has been approved.
- (7) Employees who do not report to their designated safe haven location or approved undesignated safe haven location will need to request appropriate personal leave (e.g., annual leave, compensatory time off, if available, and/or LWOP).

F. AUTHORIZATION TO GRANT EXCUSED ABSENCE

- (1) As provided by [TSA MD 1100.61-1](#) and the associated [Handbook](#), 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 workday, in which case they will be charged leave for the entire day.
- (2) All employees covered by telework agreements **are required to work** from their alternative worksite when the traditional office/worksite is closed due to an emergency unless otherwise directed by their immediate supervisor or other management official in their chain of supervision. The closure may be due to inclement weather or other emergencies affecting a geographic area, such as when the Office of Personnel Management (OPM) announces a closure of all federal offices in the Washington, DC, metropolitan area, or a building-specific emergency leading to closure of all or part of a TSA office or worksite.
- (3) Also as provided by [TSA MD 1100.61-1](#) and the associated [Handbook](#), emergency employees must report to work even if an emergency arises, unless specifically excused from duty or authorized to evacuate by a TSA Supervisor.

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- (4) A designated management official may excuse employees from duty, including emergency employees, to make preparations and to evacuate to their designated safe haven location in response to a state or local evacuation order, even though the DHS Secretary and/or the TSA Administrator has not authorized evacuation travel pay. The employees excused from duty may be granted up to three (3) days of excused absence to make preparations and evacuate under these circumstances.
- (5) 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 for evacuation is limited to the time necessary to travel to a safe haven and return after the evacuation is ended. This period of excused absence will normally not exceed three (3) days for travel each way, unless extended by the designated TSA officials (the AA/OSO, AA/OLE/FAMS, and/or other AAs with affected employees in coordination with the AA/OHC).
- (6) Evacuating employees are not entitled to and shall not receive overtime pay, compensatory time off in lieu of overtime pay, or compensatory time off for travel for any travel related to evacuation or return to the permanent duty station (PDS).
- (7) Excused absence is not authorized for round trip travel to and from the safe haven to the PDS vicinity for employees to return and inspect their domicile. However, employees may request and leave approving officials may approve personal leave (e.g., annual leave, compensatory time off, if available, and/or LWOP) for the purpose of returning to inspect their domicile.

G. AUTHORIZATION FOR PAYMENT OF EVACUATION TRAVEL PAY

- (1) Evacuation travel pay is *not an entitlement*. It is authorized *very infrequently* and is available only to the extent approved and only for those affected employees who satisfy established criteria.
- (2) TSA will pay evacuation travel pay only if authorized by the DHS Secretary and/or the TSA Administrator. The determination to authorize evacuation travel pay is made in conjunction with DHS and other affected DHS components.
- (3) 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 the DHS Secretary and/or the TSA Administrator.

H. GENERAL GUIDANCE FOR EVACUATION TRAVEL PAY

- (1) All evacuation travel pay computations will be based on [TSA MD 1000.6, *Temporary Duty Travel*](#), guidance unless otherwise identified.
- (2) 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 personal leave status, including LWOP.

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(3) Travel to and from the safe haven:

- (a) Use of a privately owned vehicle (POV) from the PDS to the safe haven is presumed to be the most advantageous mode of transportation. Travel will be accomplished using the safest, 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 FMD before reimbursement for the excess travel time is permitted.
- (b) An authorized employee may be reimbursed for the travel expenses of only one POV. If an employee uses another mode of travel, reimbursement will be limited to the expense of using 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 per diem rates.
- (d) All travel expenses, to the extent possible, should be charged on the employee's individually issued government travel card. The government travel card cannot be used in the absence of a TSA evacuation order. All provisions of [TSA MD 1000.5, *Government Travel Cards*](#), must be adhered to.

(4) Lodging and Other Expenses

- (a) The applicable safe haven lodging and M&IE per diem rate will be used to determine daily allowance amounts.
- (b) The lodging plus reimbursement method will be used.
- (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 for the period of time immediately preceding the period of time in which the employee and his/her dependents lodged with his/her friends and/or family. Employees staying with family or friends may receive M&IE for themselves and their eligible dependents.
- (d) Rental cars are not authorized. Rental cars are not authorized for use for transportation between the evacuating employee's permanent duty station location and his/her safe haven location. Furthermore, rental cars are not authorized for transportation between the evacuating employee's safe haven location lodging facility and his/her safe haven location work site. In instances where an evacuating employee does not have his/her POV at his/her safe haven location, he/she must work through his/her safe haven duty location to arrange for transportation between the evacuating

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employee's safe haven location lodging facility and his/her safe haven location work site.

- (e) Other miscellaneous travel expenses may be authorized on a case-by-case basis.
- (f) If an employee is on temporary duty travel (TDY) at the time an evacuation order is issued and evacuation travel payments are authorized, the employee's dependents are eligible to receive evacuation travel payments for the period of time for which the employee would receive them had he/she traveled to the safe haven location, if not on TDY.
- (g) If an employee and his/her dependents have evacuated to the employee's safe haven location and the employee is sent on TDY, the dependents are eligible to continue receiving evacuation travel payments for the period of time for which the employee would have received them had he/she remained at the safe haven location.
- (h) There is no authorization for round trip travel from the safe haven to the PDS vicinity 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.

I. FUNDING EVACUATION TRAVEL PAY

- (1) All TSA employees who have a government travel card will be allowed to use it for authorized evacuation travel pay related expenses. The government travel card cannot be used in the absence of a TSA evacuation order and a determination that evacuation expenses will be paid.
- (2) Those TSA employees who do not have an individual government travel card (and who are covered by travel authorized as provided in section J below) will be required to fund their own evacuation and request reimbursement by filing the appropriate travel vouchers.
- (3) The airport or office Organization Administrators will follow established procedures to increase the credit limit, as needed, on government travel cards when evacuation travel pay is authorized.
- (4) The FMD, Financial Policy and Travel 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.
- (5) The Cardholders are subject to all provisions of [TSA MD 1000.5, *Government Travel Cards*](#), which include, but are not limited to, preparing a travel authorization and voucher in a timely manner as practicable in the circumstances.
- (6) Detailed Procedures:

#	What	When	Who
PRELIMINARY PREPARATION STEPS:			
1	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 employees at the same airport/office/geographic location for a given disaster.)</i>	Upon issuance of this Management Directive.	Organization Administrator
FUNDING FOR EVACUATION TRAVEL AND SUBSISTENCE EXPENSES:			
2	Authorize funding for evacuation travel pay.	At the discretion of the TSA Administrator in conjunction with DHS.	TSA Administrator
3	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.	Designated management official as defined in this Handbook and Organization Administrator

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#	What	When	Who
4	Increase the credit limit on all government travel cards, as necessary.	Immediately upon determining the funding level per employee.	Organization Administrator with assistance from TSA FMD, Financial Policy and Travel Branch, as necessary.
5	Decrease the credit limit on government travel cards, as necessary.	Upon termination of evacuation.	Organization Administrator

J. DOCUMENTING THE AUTHORIZATION AND PAYMENT OF EVACUATION TRAVEL PAY

- (1) If evacuation travel pay is authorized, the affected designated management official, or designee, shall prepare a single spreadsheet for the entire office or airport location with the following information for evacuating employees: name (first, MI, last); 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 designated management official will then immediately send this spreadsheet either electronically or by facsimile to the FMD Support Center, as directed by HRAccess National/Natural Disaster Helpdesk at 1-877-872-7990. Electronically transmitted files must be appropriately password protected using the current national password.
- (2) The PDS travel manager will assist in creating Travel Management System travel authorizations for each affected employee using information from the spreadsheet referenced above, updated with employee information obtained from the employees' contact through HRAccess National/Natural Disaster Helpdesk. FMD will obtain funding codes and distribute these codes as necessary.
- (3) The PDS travel manager will also assist affected TSA employees with the filing of vouchers through the Travel Management System so that the employees may be reimbursed for authorized and approved evacuation travel pay expenses.
- (4) FMD will provide headquarters oversight of the creation of Travel Management System authorizations and vouchers, using in-house resources or by constituting an Emergency Response Team comprised of field volunteers and representatives of Headquarters offices, as necessary

K. WORK ASSIGNMENTS DURING EVACUATION

- (1) Evacuated employees at TSA-supported airports, OLE/FAMS field offices, OSO Regional Director's offices, TSA Mission Support Centers, TSA AOF, or approved alternative worksites may be assigned to perform any work for which they are qualified without regard to the pay band or titles of the employees. Failure or refusal to perform assigned work may

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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 TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA AOF, or approved alternative worksites 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 [TSA MD 1000.6](#) for those days on which the employee works. If an employee is placed in a TDY status, only the employee is eligible for travel expenses reimbursement. Lodging, if any, will be reimbursed at the single traveler rate and no M&IE will be paid for dependents. Employees will not be reimbursed for travel expenses to and from the safe haven in the absence of the approval of evacuation travel pay and/or a travel authorization.
- (3) When part-time employees are given assigned work at the TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA AOF, or approved alternative worksites, 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.

L. RETURNING TO PDS AND RETURN TO DUTY

- (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 management at TSA-supported airports, OLE/FAMS field offices, OSO Regional Director's offices, TSA Mission Support Centers, or TSA AOF; the *HRAccess National/Natural Disaster Helpdesk* will provide 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 at the PDS as ordered may result in adverse administrative or punitive action.
- (2) In situations where the immediate return to the PDS is not feasible, TSA will provide guidance to evacuated employees through global messaging, the PDS supervisor, and/or management at TSA-supported airports, OLE/FAMS field offices, OSO Regional Director's offices, TSA Mission Support Centers, or TSA AOF.
- (3) 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.

M. TERMINATION OF PAYMENTS DURING EVACUATION

- (1) Evacuation travel payments terminate when TSA determines that:
 - (a) The employee is assigned to another duty station outside the evacuation area;
 - (b) The employee abandons or is otherwise separated from his or her position;

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- (c) 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;
- (d) The employee resumes his or her duties at the PDS from which he or she was evacuated;
- (e) The agency determines that payments are no longer warranted; or
- (f) 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.

N. REVIEW AND ADJUSTMENT OF ACCOUNTS

- (1) The OHC/Payroll shall review each evacuated 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 the agency.
 - (b) In order to ensure consistency and *as an exception to the procedures in [TSA MD 1000.4, Waiver of Employee Indebtedness](#)*, no remission or cancellation of TSO indebtedness may be approved without FMD concurrence.
 - (c) Collection of employee indebtedness may be waived only in accordance with [TSA MD 1000.4](#). Findings that formed the basis for waiver of recovery shall be filed in the employee's personnel folder on the permanent side.

EVACUATION SPECIAL ALLOWANCES

In accordance with its responsibility to provide financial and travel standards to the TSA community, the Financial Management Division (FMD) presents the following section of the Financial Management Manual (FMM). The FMM applies to TSA organizational elements, components, managers and employees. Unless otherwise noted, any questions regarding this FMM section should be directed to TSA_Financial_Policy@tsa.dhs.gov.

1. INTRODUCTION

The purpose of this section is to establish TSA's policy and procedures regarding travel and subsistence expenses incurred during an authorized evacuation; also referred to as evacuation special allowances.

For guidance related to the authorization and eligibility requirements for evacuation allowances (i.e., advance payments, evacuation payments), please see TSA Management Directive (MD) No. 1100.61-6, *Emergency Evacuation Administrative Procedures* and Handbook for TSA MD No. 1100.61-6, *Emergency Evacuation Administrative Procedures*.

2. POLICY

- A. Evacuation special allowances are those travel expenses deemed reimbursable to an employee in the event of an Agency-issued evacuation. [Authority: [Appendix 1.C](#)]
- (1) Special allowances are only reimbursable when all of the following conditions have been met:
 - (a) A TSA evacuation order has been issued per TSA MD 1100.61-6;
 - (b) The employee and/or their dependents are deemed eligible in accordance with TSA MD 1100.6-6¹;
 - (c) Special allowances have been specifically authorized in the evacuation order; and
 - (d) Reimbursable expenses were incurred in accordance with this FMM section.
 - (2) Employees in an evacuated status are not considered in a temporary duty (TDY) status and therefore all travel expenses potentially reimbursable to an employee in TDY status are not considered a special allowance and will not be reimbursed.

¹ Not only must the eligibility requirements of TSA MD 1100.6-6 and the associated handbook be met, but the employee's eligibility must be documented on the required roster as dictated in the Directive.

- (3) There are only two (2) types of special allowances, each of which must be specifically authorized in the evacuation order:
- (a) Travel expenses (including per diem) to/from the safe haven – These expenses are limited to the en route expenses (those incurred to reach the safe haven from the permanent duty station [PDS] or vice versa) and do not include any expenses incurred at the safe haven.
 - (b) Subsistence Expenses at the safe haven – These expenses are limited to the lodging and meals and incidental expenses (M&IE) incurred at the safe haven location.

Note: Transportation expenses in and around the safe haven and miscellaneous travel expenses are not included in either type of special allowance and are not reimbursable.

- (4) Special allowances are not reimbursable in the absence of an Agency-issued evacuation order that specifically authorizes special allowances.
- (a) Employees and / or their dependents who evacuate in response to an Agency-issued evacuation order without authorization for special allowances, a State or local government issued evacuation order, or upon their own determination for their personal safety are not eligible for special allowances.
 - (b) Employees who evacuate in the absence of an Agency-issued evacuation order or in response to an Agency-issued evacuation order that does not authorize special allowances may be placed in a TDY status by their management.
 - (i) Employees placed in a TDY status by their management are eligible to be reimbursed all standard travel expenses in accordance with TSA MD 1000.6, *Temporary Duty Travel*, and TSA FMM Part 2 Travel Policy.
 - (ii) Employees placed in a TDY status may only have their individual travel expenses reimbursed. Any expenses incurred by their dependents are not reimbursable.
 - (iii) Reimbursement of employees placed in a TDY status must be funded locally.
 - (iv) Standard travel authorization and voucher requirements must be followed for employees placed in a TDY status.

- (5) Employees who are required to complete official travel for the Government while in an evacuation status are no longer eligible for special allowances until their official travel concludes. The employee's dependents may continue

to receive special allowances at the safe haven while the employee is on official travel.

B. Travel Expenses to / from a Safe Haven [Authority: [Appendix 1.C](#) and This FMM]

(1) General Requirements:

- (a) Travel expenses to / from a safe haven must be specifically authorized in the Agency evacuation order.
- (b) Employees and dependents are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- (c) Employees and their dependents are expected to travel by the safest, most direct route possible to their designated primary or secondary safe haven, as applicable. Deviations from the safest, most direct route to the applicable safe haven, or to an undesignated safe haven without approval, may adversely impact an employee's eligibility for special allowance reimbursement.
- (d) If an employee is on TDY at the time an evacuation order is issued and evacuation special allowances are authorized, the employee's dependents are eligible to receive evacuation special allowances for the period of time for which the employee would receive them had he / she traveled to the safe haven location.

(2) Allowable / Reimbursable Expenses:

- (a) Transportation expenses necessarily incurred while en route to / from the safe haven as follows:
 - (i) Privately owned vehicle (POV) – Use of POVs from the PDS to the safe haven location and vice versa is presumed to be the most advantageous mode of transportation.

- Generally, an authorized employee and / or their dependents may be reimbursed for the travel expense of only one (1) POV.

Note: In special circumstances, requests for the reimbursement of multiple POVs will be considered on a case-by-case basis.

- POV expenses will be reimbursed in accordance with the established U.S. General Services Administration (GSA) mileage rate.

- Additional POV expenses may be reimbursed if necessarily incurred to include parking fees, ferry fees, bridge, road and tunnel fees (tolls).
- (ii) Government Owned Vehicle (GOV) – Use of GOVs for evacuation travel may only be authorized if in accordance with Agency Fleet policy. Generally, there are no reimbursable expenses with the use of GOVs.
- (iii) Rental Cars
- Generally, use of rental cars without specific authorization are considered POVs and may only be reimbursed up to the cost of one (1) POV to include mileage and additional expenses in accordance with 2.B.(2)(a)(i).
 - Rental cars may not be obtained via the Government issued travel card or at the Government rental rate that includes the Government Administrative Rate Supplement fee for insurance coverage, unless the conditions of the following bullets are met.
 - Rental cars may be authorized as the mode of transportation only if all the following conditions are met:
 - A justification is submitted to and approved by the FMD indicating a significant financial hardship of limiting a rental car reimbursement to the cost of one (1) POV;
 - The rental car is obtained on or after the date of issuance but before the termination date of an Agency-issued evacuation order that includes authorization for travel expenses to / from the safe haven;
 - Only the authorized employee is driving the rental car; and
 - The rental car is returned upon reaching the safe haven and not used for transportation in and around the safe haven. For the travel back to the PDS, a new rental agreement must be obtained.
 - When rental cars are authorized as the mode of transportation the additional expenses of 2.B.(2)(a)(i) are reimbursable with the addition of gasoline charges for the rental vehicle.
- (iv) Common Carriers
- Use of air, train, or ship may only be reimbursed for evacuations from remote or island locations. Unauthorized use may only be

reimbursed up to the cost of one (1) POV in regards to mileage only.

- Use of buses may only be reimbursed up to the cost of one (1) POV in regards to mileage only.
- Baggage fees associated with the use of an authorized common carrier services may be reimbursed as follows:
 - One (1) standard baggage fee per individual is reimbursable.
 - Additional baggage fees (the second and subsequent bags per individual) may be reimbursed with sufficient justification to the satisfaction of all approving officials.
 - Excess baggage fees (overweight bags/large items) may be reimbursed with sufficient justification to the satisfaction of all approving officials.

Note: In special circumstances, requests for the reimbursement of common carrier expenses outside of these circumstances will be considered on a case-by-case basis.

- (v) Government Aircraft – Use of Government aircraft for evacuation transportation may be authorized as “required-use” travel when necessary. Generally, there are no reimbursable expenses with the use of Government aircraft, however, the requirements of TSA FMM 2.2.11, *Government Aircraft*, must be followed.
 - (vi) Any other transportation mode – Use of any other transportation mode may only be reimbursed up to the cost of one (1) POV in regards to mileage only.
- (b) En route Subsistence Expenses:
- (i) Lodging and M&IE are reimbursable for the employee and / or their dependents at the GSA rate for the location at which they stop while en route.
 - (ii) To the maximum extent possible, lodging accommodations must be limited to the fewest number of rooms to accommodate the employee and / or their dependents. An excess number of rooms may not be approved for reimbursement at the Approving Official’s discretion.
 - (iii) When only one (1) day is required to reach the safe haven, only M&IE is reimbursable at the GSA rate for the safe have location

(unless subsistence expenses at the safe haven are authorized in the evacuation order).

Note: See Section 2.B.(3)(d) below for per diem calculation limitations.

(3) Limits on Reimbursements:

- (a) Expenses for travel to a safe haven for an eligible employee and / or their dependents will be reimbursed **from the later** of the following:
 - (i) Date of departure from the evacuated PDS or home; or
 - (ii) Effective date of the Agency evacuation order.
- (b) Expenses for travel from the safe haven back to the evacuated PDS or home for an eligible employee and/or their dependents will be reimbursed **until the earlier** of the following:
 - (i) Date of return to the evacuated PDS or home; or
 - (ii) Date the evacuation is terminated, but no later than the termination date stated in the Agency evacuation order.
- (c) Travel from the safe haven location to the PDS vicinity for the employee to return and inspect their domicile, not to officially return to their PDS, is not reimbursable.
- (d) En route per diem rates are restricted to the following calculations:

Eligible Individual	En Route Lodging	En Route M&IE	
		1 st Travel Day	Subsequent Days
Employee	100% of GSA Lodging Per Diem Rate for the location.	75% of GSA M&IE Per Diem Rate for the location.	100% of GSA M&IE Per Diem Rate for the location.
Dependents 12 Years of Age or Older	100% of GSA Lodging Per Diem Rate for the location if necessary.	75% of GSA M&IE Per Diem Rate for the location.	100% of GSA M&IE Per Diem Rate for the location.
Dependents Under 12 Years of Age	100% of GSA Lodging Per Diem Rate for the Location if necessary.	75% of 50% of GSA M&IE Per Diem Rate for the location.	50% of GSA M&IE Per Diem Rate for the location.

- (e) Requests for reimbursement for lodging that exceeds the GSA per diem rate for the location must be fully justified and will be considered only on a case-by-case basis.
 - (i) Requests that are not approved will be restricted to the reimbursement rates identified in the table above.

- (ii) Requests that are approved may not exceed 300% of the total GSA subsistence rate for the location.

C. Subsistence Expenses at a Safe Haven [Authority: [Appendix 1.C](#) and This FMM]

(1) General:

- (a) Subsistence expenses at a safe haven must be specifically authorized in the Agency evacuation order.
- (b) If an employee is ordered to perform official duties in an evacuated area and their home is uninhabitable, then an Agency evacuation order that authorizes subsistence expenses at a safe haven may be extended to the employee's PDS at the GSA rate for the PDS location.
 - (i) In this instance, subsistence expenses that are authorized in the PDS are subject to the same rules as those authorized for a safe haven to include their termination.
 - (ii) An employee's dependents may continue to receive authorized subsistence expenses at the safe haven while the employee remains or returns to the PDS.
 - (iii) If an employee's dependents remain or return to the PDS with the employee and the employee's house is uninhabitable, they may also receive authorized subsistence expenses at the employee's PDS at the GSA rate for the PDS location.
- (c) Lodging reimbursement is limited to the term of the evacuation, which may be terminated any time, therefore employees and/or their dependents should not sign long-term leases.
- (d) TSA policies for subsistence expense reimbursements on days of leave and non-workdays apply in accordance with TSA FMM 2.1.5.1, *Per Diem Subsistence Expense Allowances*.
 - (i) If employees are ineligible on days of leave, their dependents are also ineligible.
 - (ii) Days of administrative leave provided by the Agency as a result of the event are not considered personal leave and do not affect the employee's and / or their dependent's eligibility to receive authorized special allowances.

(2) Allowable / Reimbursable Expenses:

- (a) Lodging

- (i) Lodging expenses are reimbursable for the employee and / or their dependents at the GSA rate for the location of their safe haven.
 - (ii) To the maximum extent possible, lodging accommodations must be limited to the fewest number of rooms to accommodate the employee and / or their dependents. An excess number of rooms may not be approved for reimbursement at the Approving Officials discretion.
 - (iii) To the maximum extent possible, lodging accommodations must be obtained to avoid any excess costs (e.g., parking).
 - Parking expenses are only reimbursable if lodging accommodations with free parking could not be obtained and no other parking options are available to the employee.
 - Resort fees are only reimbursable if lodging accommodations without resort fees could not be obtained and resort fees are required by the lodging facility and are not optional for additional services.
 - Internet costs are only reimbursable if the internet usage was for official purposes.
 - Lodging taxes are reimbursable, however, when a Government travel card is used some states waive taxes. When applicable, evacuated employees must make every attempt to have their taxes waived in accordance with <https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards>
 - (iv) Any lodging paid for by a FEMA voucher or any other Government agency may not be claimed by the employee.
- (b) M&IE expenses are reimbursable for the employee and / or their dependents at the GSA rate for the location of their safe haven.
- (c) In accordance with standard TSA travel policy, any meals provided by FEMA or any other Government agency must be recorded as a meal provided by the Government and the M&IE must be reduced.
- (3) Limits on Reimbursements:
- (a) Subsistence expenses at a safe haven for each eligible employee and / or their dependents will be reimbursed from the date of arrival at the safe haven until the earlier of the following:

- (i) Date the employee and /or the employee’s eligible dependents depart to return to the evacuated PDS or home; or
- (ii) Date the evacuation is terminated but no later than the termination date stated in the evacuation order.

(b) Safe haven per diem rates are restricted to the following calculations:

Eligible Individual	Lodging		M&IE	
	Days 1-30	Days 31-180	Days 1-30	Days 31-180
Employee	100% of GSA Lodging. Per Diem Rate for the location.	60% of GSA Lodging Per Diem Rate for the location.	100% of GSA M&IE Per Diem Rate for the location.	60% of GSA M&IE Per Diem Rate for the location.
Dependents 12 Years of Age or Older	100% of GSA Lodging. Per Diem Rate for the location if necessary.	60% of GSA Lodging Per Diem Rate for the location if necessary.	100% of GSA M&IE Per Diem Rate for the location.	60% of GSA M&IE Per Diem Rate for the location.
Dependents Under 12 Years of Age	100% of GSA Lodging. Per Diem Rate for the Location if necessary.	60% of GSA Lodging Per Diem Rate for the location if necessary.	50% of GSA M&IE Per Diem Rate for the location.	60% of 50% of GSA M&IE Per Diem Rate for the location.

(c) Requests for reimbursement for lodging that exceeds the GSA per diem rate for the location or the reduced rate after 30 days, must be fully justified and will be considered only on a case-by-case basis.

- (i) Requests that are not approved will be restricted to the reimbursement rates identified in the table above.
- (ii) Requests that are approved may not exceed 300% of the total GSA subsistence rate for the location.

D. Funding Evacuation Special Allowances [Authority: [Appendix 1.C](#) and [1.D](#)]

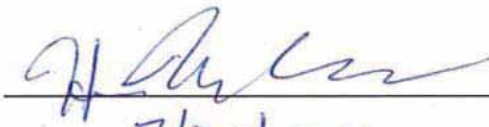
- (1) Authorized evacuation special allowances will be reimbursed out of Agency emergency funding and will not impact local funding.
- (2) For instances where employees are placed in a TDY status travel expenses will be reimbursed out of local funding.
- (3) Government issued travel cards may be used for reimbursable special allowances only after an Agency evacuation order authorizing special allowances has been issued. Personal funds may always be used.

- (4) In some cases, a Government issued centrally billed account (CBA) may be used to pay for en route transportation and / or lodging or lodging at the safe haven and / or PDS. Any expense paid by a CBA is not reimbursable to the employee.
- (5) Evacuated employees are still required to prepare a travel authorization and voucher in a timely manner as practicable in the circumstances in accordance with the procedures of this FMM section.

3. PROCEDURES

- A. Individual employee's completing short term evacuations (two weeks or shorter) may process the evacuation travel authorization and the subsequent voucher as a single trip in the travel management system.
 - (1) Please refer to the associated supplemental document of this FMM section for detailed instructions.
 - (2) Standard receipt requirements as documented in TSA FMM 2.1.7, *Receipt Requirements*, apply.
 - (3) Expenses paid for by a CBA are not reimbursable and need not be included on the employee's authorization or voucher.
- B. Employees with dependents or any evacuation expected to last over two weeks must process the evacuation travel authorization and the subsequent vouchers as an Evacuation Limited Open Authorization (LOA).
 - (1) Please refer to the associated supplemental document of this FMM section for detailed instructions.
 - (2) Dependents must have their own child authorization and voucher within the employee's LOA document.
 - (3) Vouchers for each employee and their dependents must be submitted every 14 days.
 - (4) Standard receipt requirements as documented in TSA FMM 2.1.7, *Receipt Requirements*, apply.
 - (5) Expenses paid for by a CBA are not reimbursable and need not be included on the employee's travel authorization or voucher.

Approval Signature:



Date of Approval:

7/20/2018

Review Date:

Three Years from Date of Approval

APPENDIX**1. AUTHORITIES**

- A. [The Aviation and Transportation Security Act](#), Public Law 107-71 (ATSA)
- B. [The Homeland Security Act of 2002](#), Public Law 107-296
- C. [DHS Financial Management Policy Manual 7.3](#), Travel Allowances
- D. [TSA MD 1000.5](#), *Government Travel Cards*
- E. [TSA MD 1000.6](#), *Temporary Duty Travel*
- F. [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures*
- G. [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures Handbook*

For more information on these authorities, please visit the below online repository:

[TSA's Online Repository of Financial and Travel Authorities, Acronyms, Roles, Systems, & Terms](#)

2. DEFINITIONS

Please visit the below online repository:

[TSA's Online Repository of Financial and Travel Authorities, Acronyms, Roles, Systems, & Terms](#)

If any terms require additional information for the purposes of this document, or are not defined elsewhere please see below:

- A. Advance payment – The payment of an employee’s regular salary before his or her normal pay date, including allowances and differentials, in order to help the employee defray immediate expenses incidental to an evacuation.
- B. Evacuation – The authorized or ordered departure from any place where there is imminent danger to the life of an employee or lives of the dependents or immediate family of the employee.
- C. Evacuation Allowances – The payment described in 5 CFR 550.403, including (a) advance payments, (b) evacuation payments, and/or (c) special allowances.
- D. Evacuation Payment – The payment of employee’s regular salary on his or her normal pay date, including allowances and differentials, despite the employee’s inability to perform his or her regular duties due to an evacuation.

- E. Family Member/Dependent – For the purposes of this FMM, “family member” and “dependent” have the same meaning and includes only “immediate family” as defined in [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures Handbook*.
- F. Safe Haven – A designated area to which an employee or dependent will be or has been evacuated.
- G. Special Allowances – Payments to an employee during an evacuation to offset the direct added expenses that are incurred by the employee as a result of his or her evacuation or the evacuation of his or her dependents, including travel and/or subsistence expenses.
- H. TSA Evacuation Order – An oral or written communication from the TSA Administrator or his/her designee, which authorizes or orders the departure of TSA employees from the PDS. Once the determination to evacuate has been made the TSA Administrator or designee, the Assistant Administrator for the Office of Human Capital will issue written evacuation orders for those affected employees. Determinations to evacuate employees in the predicted impact area or the affected area, and the authorization for evacuation allowances and/or excused absence is made in conjunction with DHS and other affected DHS components. Evacuations ordered by non-TSA officials do not trigger the evacuation allowances provisions described in [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures Handbook*.
- I. Uninhabitable – A condition of a home that would bring significant risk to the resident’s health and safety due to a natural disaster or other emergency causing the evacuation (e.g., no potable water, significant structural damage, significant flooding).

EMERGENCY PERMANENT DUTY STATION LODGING

In accordance with its responsibility to provide financial and travel standards to the TSA community, the Financial Management Division (FMD) presents the following section of the Financial Management Manual (FMM). The FMM applies to TSA organizational elements, components, managers and employees. Unless otherwise noted, any questions regarding this FMM section should be directed to TSA_Financial_Policy@tsa.dhs.gov.

1. INTRODUCTION

Generally, TSA does not provide lodging for employees at their permanent duty station (PDS). However, in the event of an officially declared emergency, TSA may find it necessary to provide lodging for employees at or near their PDS in order to provide a safe environment for its employees while maintaining continuity of essential services to the public.

This FMM section provides guidelines regarding the provision of lodging for TSA emergency employees at their PDS in the event of an officially declared emergency. This policy does not apply to TSA employees who are in temporary duty status.

2. POLICY

- A. TSA may not provide lodging for employees at their PDS, except in anticipation of, during, or in the aftermath of an emergency. For example, payment or reimbursement for lodging may be authorized if:
- (1) A natural or man-made disaster prompts an officially-declared emergency, the area is being evacuated, and it is essential for specified TSA employees to remain at the duty station to protect human life by facilitating the evacuation.
 - (2) A natural disaster renders a wide area uninhabitable or the roads impassable which results in a substantial portion of the workforce being unavailable to work. In this case, it may be necessary to provide local lodging to ensure reasonable continuity of critical security operations while protecting the workforce from an unreasonable risk to life or limb.
[Authority: Appendix 1.G]
- B. Expenditures for emergency lodging are permitted only when all of the following conditions are met:
- (1) There is an officially declared emergency/disaster or another extreme emergency involving danger to human life or limb or destruction of Federal property (including the continuity of critical transportation operations),
 - (2) The provision of lodging is necessary for the protection of life or limb or Federal property (including the continuity of critical transportation operations), and

- (3) There are no other cost-effective means to adequately address these dangers.
[Authority: [Appendix 1.G](#)]
- C. Sufficient justification must be provided when requesting funds for emergency PDS lodging. Severe weather, commuting difficulties, employee convenience or a desire to be ready to serve the public alone do not justify the use of TSA appropriated funds for PDS lodging. [Authority: [Appendix 1.A](#)]
- D. Alternative means to lodging at the PDS must be considered, including schedule adjustments, use of overtime and availability of cots. [Authority: [Appendix 1.A](#)]
- E. Employees must not use the Government Travel Card for emergency lodging.
[Authority: [Appendix 1.A](#)]
- F. Restrictions on lodging at the PDS applies to the following method of payments:
 - (1) Travel Card
 - (2) Centrally Billed Account
 - (3) Debit Card
 - (4) Voucher (SF-1164) [Authority: [Appendix 1.A](#)]

3. PROCEDURE

A. Request to purchase lodging for employees at PDS

In the event of a declared emergency, the Federal Security Director (FSD), acting FSD or the Business Management Office (BMO) Director will perform the following steps:

- (1) Request approval from the Office of Security Operations (OSO) Regional Director to purchase lodging for emergency employees by providing brief and clear written responses to the questions listed in TSA Form 423, *Application for Local Funding in Emergency Conditions* ([Appendix 3](#)).
- (2) Submit the request via email or as otherwise required by the OSO Regional Director.
- (3) The OSO Regional Director, in coordination with the Office of Chief Counsel will review the request to determine if it meets all the conditions in the following three (3)-part policy test:
 - (a) There is an officially declared emergency/disaster or another extreme emergency involving danger to human life or limb or destruction of Federal property (including the continuity of critical transportation operations),

- (b) The provision of food or lodging is necessary for the protection of life or limb or Federal property (including the continuity of critical transportation operations), and
- (c) There are no other cost-effective means to adequately address these dangers.

B. Request Merchant Category Code Override

Once approval for PDS lodging is received from OCC, the OSO Regional Director, the FSD/acting FSD or BMO Director, in coordination with the local Purchase Card holder, will submit DHS Form 1501, Purchase Card Transaction Worksheet (Appendix 4), to the Office of Acquisition (OA) P-Card Component Primary Organization Program Coordinator to request a Merchant Category Code override.

C. Terminate Emergency Lodging Agreement

- (1) Upon determination that the local lodging requirement is no longer required, the FSD/acting FSD or BMO Director will:
 - (a) Notify the OSO Regional Director,
 - (b) Terminate the arrangement with the local lodging facility, and
 - (c) Resume normal operations.
- (2) The FSD/acting FSD or BMO Director, in coordination with the OSO Regional Director's office will formulate and submit an After Action Report to OSO Regional Director.
- (3) The OA's Field & Strategic Acquisition Support Branch will provide quarterly reports of emergency lodging activity and dollars expended by BMOs to the FMD.
- (4) FMD will review quarterly reports provided by OA regarding emergency lodging expenditures and submit the report to the Office of the Administrator.

Approval Signature: 

Date of Approval: 3/21/2016

Review Date: Two Years from Date of Approval

APPENDIX

1. AUTHORITIES

- A. Aviation and Transportation Security Act, Pub. Law No. 107-71.
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. Law No. 100-707.
- C. Federal Acquisition Regulation 13.3, *Simplified Acquisition Methods*.
- D. DRS Management Directive (MD) No. 0760.1, *Purchase Card Program*.
- E. TSA MD No. 1100.61-6, *Emergency Evacuation Planning and Procedures*.
- F. TSA MD No. 1100.61-1, *Emergency Dismissals and Closures*.
- G. [OA Policy Letter No. 2012-004](#), Emergency Lodging.

For more information on these authorities, please visit the below online repository:

[TSA's Online Repository of Financial and Travel Authorities, Acronyms, Roles, Systems, & Terms](#)

2. DEFINITIONS

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If any terms require additional information for the purposes of this document, or are not defined elsewhere please see below:

- A. After Action Report – A post emergency report that include details of the emergency, how it was resolved and the factors used to determine the need for emergency lodging.
- B. Emergency – A sudden, unforeseen event that requires action to correct or to protect lives or property. For the purpose of this FMM, an emergency would include any officially declared state of emergency.
- C. Emergency Employee – An employee who is not dismissed or excused from duty in the event of an emergency because the employee holds a position that management has identified as necessary to continue mission-essential TSA operations during the emergency. The designation of emergency employees may vary according to the nature of the situation.

D. Lodging – Any space and/or materials such as cots or sleeping bags procured for emergency employees to rest while off duty.

3. TSA Form 423, [APPLICATION FOR LOCAL FUNDING IN EMERGENCY CONDITIONS](#)
4. DHS Form 1501, [PURCHASE CARD TRANSACTION WORKSHEET](#)