


Date: October 9, 2018

To: Executive Assistant Administrators, Chief of Staff, Chief Administrative Officer, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, and Business Management Office Directors

From: Karen Shelton Waters   
Assistant Administrator for Human Capital

POC: HCAccess Help Desk at 1-877-872-7990 or  
[HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov)

SUBJECT: 1100.6 - Evacuation Order – Hurricane Michael

This message is to notify you that an evacuation order has been authorized by Administrator David Pekoske for those employees whose permanent duty station (PDS) and primary residence are located in the mandatory evacuation areas of Florida under imminent and ongoing threats by Hurricane Michael and where conditions are expected to be or are life threatening as a result of the impact and aftermath of the hurricane. This order applies to employees who have or will be evacuating and those unable to evacuate because they have been required to remain or return to their permanent duty station within an area covered by a TSA evacuation order or are prevented from evacuating due to circumstances out of their control. All employees should heed state and local authority evacuation orders and comply with mandatory evacuation directives.

*Unless prevented from doing so by the situation/circumstances, all evacuating employees are required to contact the HCAccess National/Natural Disaster Helpdesk at 1-877-872-7990 within 24 hours (one day) of evacuation, or as soon as reasonably possible, for accountability purposes, to receive updated information and a local point of contact for additional guidance. Evacuating employees will be asked to provide interim contact information. Employees are then asked to contact their local management for information and guidance. An example of a situation/circumstance that may prevent employees from contacting HCAccess, their supervisor, or their organization/office includes, but is not limited to, a lack of telephone service.*

This order authorizes supervisors to grant up to 3 days of excused absence for employees to prepare for and/or to evacuate to a designated or undesignated safe haven location. This order also authorizes the following evacuation special allowances (travel expenses and subsistence expenses) for affected employees:

- Travel expenses (including per diem) to/from the safe haven - These expenses are limited to authorized en route expenses (those incurred to reach the safe haven from the permanent duty station [PDS] or vice versa).
- Subsistence Expenses at the safe haven - These expenses are limited to authorized

lodging and meals and incidental expenses (M&IE) incurred at the safe haven location.

Detailed information on excused absence and special allowances during an authorized evacuation can be found in TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*, and the associated Handbook, TSA FMM 2.8.1, *Evacuation Special Allowances*, TSA FMM 2.8.3, *Emergency Permanent Duty Station Lodging* (all attached).

Employees relocating outside of the local commuting area to a designated or previously undesignated safe haven location should notify their PDS or their safe haven duty station in advance, when possible, but not later than 5 calendar days after departure from their PDS. The safe haven may be within the employee's local commuting area or outside of the local commuting area. Evacuated employees at safe haven locations outside of the local commuting area are to report to or contact the nearby TSA facility upon arrival. These employees will report for duty or perform telework as applicable and may be assigned to perform any work for which they are qualified without regard to the pay bands or titles of the employees.

Relocation to a safe haven location within the local commuting area is an authorized exception to TSA policy. In addition, relocation to a safe haven outside of the 400-mile radius is an authorized exception to TSA policy. Employees are responsible for providing their own transportation to relocate to their safe haven. An employee relocating to a safe haven location in the local commuting area should notify their duty station as soon as practicable of their location and availability for work when TSA facilities in the area reopen. These employees are eligible to receive excused absence in accordance with TSA MD 1100.61-1, *Dismissals and Closures*, and the associated Handbook.

An employee may temporarily relocate to any area of safety. However, no employee will be eligible for any evacuation special allowances 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 with an updated Safe Haven TSA Form 1141 (attached)).

Supervisors will determine the amount of excused absence, up to 3 days, granted based on the reasonable travel time to relocate. Employees are authorized to receive their regular pay (base pay plus locality) for travel associated with evacuation or return to their residence. Employees approved for evacuation special allowances should adhere to all established policies, procedures, and requirements (see FMM 2.8.1, *Evacuation Special Allowances*). To receive any evacuation special allowances, a TSA employee must be in an authorized duty status, to include excused absence. No employee will receive evacuation special allowances while absent without leave (AWOL) or in any personal leave status, including leave without pay.

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, LE/FAMS field offices, Security Operations Regional Director's offices, TSA

Mission Support Centers, or TSA AOF; the HRAccess National/Natural Disaster Helpdesk can 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 administrative action as appropriate.

This order will expire on November 8, 2018, unless the emergency and immediate risk end sooner and this order is cancelled.

Attachment: TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures* and associated Handbook; TSAM FMM 2.8.1, *Evacuation Special Allowances*; TSA FMM 2.8.3, *Emergency Permanent Duty Station Lodging*; and TSA Form 1141