



Transportation Security Administration
Office of Human Capital

TSA MD 1100.61-6 Handbook

Emergency Evacuation Administrative Procedures

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APPROVAL

Signed

Karen Shelton Waters
Assistant Administrator for Human Capital

APPROVAL

Signed

David R. Nicholson
Assistant Administrator for Finance and
Administration



Transportation
Security
Administration

**TSA HANDBOOK TO
MANAGEMENT DIRECTIVE No. 1100.61-6**

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 Until such time as TSA MD 1100.61-6 is rescinded, the Management Directive, Handbook, and any Attachments or Appendices are considered TSA policy, and must be applied accordingly.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.