

Evacuation Orders Ending Notification

Per TSA MD and Handbook 1100.61-6, *Emergency Evacuation Administrative Procedures*, an evacuated employee must return to his or her permanent duty station (PDS) no 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. This message is to advise all employees that the evacuation orders for Hurricanes Irma and Maria will be reaching their natural 180-day expiration as shown in the chart below.

Event	Date of Evacuation Order	180 Calendar Days After Evacuation Order
Hurricane Irma	September 7, 2017	March 6, 2018
Hurricane Maria	September 21, 2017	March 20, 2018

For employees and employee family members who evacuated out of the local commuting area or locally, the last date evacuation travel expenses will be reimbursed is as follows: Hurricane Irma – March 6, 2018 and Hurricane Maria – March 20, 2018. Working with the safe haven location and their PDS, employees need to make arrangements to return to their PDS no later than the expiration date of the order they evacuated under. Any expenses incurred after these dates will not be reimbursed and are the responsibility of the employee. Limited amounts of excused absence may be granted for return to the PDS. In most cases up to three days of excused absence is deemed sufficient.

Employees are responsible for contacting their supervisor, or for OSO employees the AFSD-MS Caribbean, to determine the date that they should report back for duty at their PDS. This date should be the day after the last day of excused absence used for return to the PDS, but not later than the date after the expiration of the evacuation order. For example, if the employee is granted 3 days of excused absence to return to the PDS, the employee should be ready to return to duty on the 4th day. The latest date an employee should be ready to return to duty for Hurricane Irma evacuation is March 7, 2018, and for Hurricane Maria evacuation is March 21, 2018.

OSO employees were provided guidance related to returning to their PDS or reassignment to their safe haven location. OSO employee decisions were made no later than January 13, 2018. OSO employees either returned to their PDS by January 20, 2018, or requested a permanent reassignment to their safe haven duty location. Other TSA employees who do not wish to return to their PDS must contact the HR Specialist or Administrative Officer at their safe haven location and their PDS to determine if reassignment to the safe haven location or other location is possible. To be reassigned, a position the employee is qualified for must be available. Positions will not be created to accommodate reassignment of evacuees.