

Office of Human Capital Communication
Human Capital Advisory Memo 2017-61.6



Date: September 5, 2017
To: AAs, DAAs, BMOs, RDs, and FSDs

From: Pat A Rose, Assistant Administrator and Chief Financial Officer, Office of Finance and Administration

Karen Shelton Waters, Assistant Administrator, Office of Human Capital

Subject: Special Allowances for Subsistence Expenses

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References: TSA MD 1100.61-6, Emergency Evacuation Administrative Procedures

This HCAM provides special allowances for approval of certain subsistence expenses for employees required to remain at or return to their permanent duty station within an area covered by a TSA evacuation order.

TSA handbook to Management Directive No. 1100-61-6, *Emergency Evacuation Administrative Procedures*, is immediately amended to implement section O as follows:

O. SPECIAL ALLOWANCES FOR SUBSISTENCE EXPENSES

1. Water and/or Meals.

Upon a determination by the Regional Director or Federal Security Director (FSD) with oversight of an airport within an area subject to a TSA evacuation order, that potable water and/or a safe food source are not reasonably commercially available for employees who otherwise would have been subject to a TSA or DHS evacuation order but who are required to remain or return to the permanent duty station due to the assignment of official duties, TSA may provide water and/or meals-ready-to-eat to the affected employees for use by the employees and family member/dependents until such time as the RD or FSD determines that sufficient supplies of water and food become available in the affected area.



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Meals distributed to employees will be offset against any evacuation travel pay or temporary duty pay or reimbursement for which the employees are eligible under TSA's evacuation travel pay or temporary duty pay policies and procedures.



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