

Date: September 1, 2017

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

From: Karen Shelton Waters 
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POC: OHCAccess Help Desk at 1-877-872-7990 or
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SUBJECT: 1100.6 - Evacuation Order - Hurricane Harvey

This message is to notify you that an evacuation order has been authorized by Administrator David Pekoske for those employees located in the Houston area impacted by the landfall and aftermath of Hurricane Harvey. This order authorizes excused absence and evacuation travel pay for affected employees. Detailed information on excused absence and evacuation travel pay during an authorized evacuation can be found in [TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), and the associated [Handbook](#). While this evacuation order covers the Houston area, additional locations may be included as conditions warrant.

Specifically, employees ordered to evacuate, or those that voluntarily evacuate, as their residence is uninhabitable, may be granted up to 3 days of excused absence for relocation to a designated or undesignated safe haven location. The safe haven may be within the local commuting area or outside of the local commuting area after departing their residence.

Employees relocating outside of the local commuting area to a designated or undesignated safe haven location should also notify their duty station in advance, when possible, but not later than 5 calendar days after departure from the permanent duty station. 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 in the local commuting area 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 of their location and availability for work when TSA facilities re-open. These employees are eligible to receive excused absence in accordance with [TSA MD 1100.61-1, *Dismissals and Closures*](#), and the associated [Handbook](#).

Supervisors will determine the amount of excused absence 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 travel pay should adhere to all established policies, procedures, and requirements. 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 leave without pay.