

TSA Handbook 1100.61-6

Emergency Evacuation Administrative Procedures

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Approval

Signed

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Transportation
Security
Administration

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 Until such time as TSA MD 1100.61-6 is rescinded, the Management Directive, Handbook, and any Attachments or Appendices are considered TSA policy, and must be applied accordingly.

Summary of Changes

Cover Page: Deleted: Signature block for AA for Finance

Section A. Definitions:

Added: Advance Payments, Alternative Worksite, Committed Relationship, Domestic Partner, Evacuation Allowances, Evacuation Payments, Special Allowances, Telework Employee/Telework Program Participant, and Weather and Safety Leave;

Revised: Designated Management Official, Evacuation, Evacuee, Family Member/Dependent, Permanent Duty Station, Safe Haven, and TSA Evacuation Travel Order; and

Deleted: Evacuation Travel Pay, Excused Absence, and Organization Administrator

Section C. Preparing for Emergencies and Designating Safe Havens:

Replaced: Evacuation travel pay with evacuation allowances, replaced excused absence with weather and safety leave;

Revised: Safe haven location distance from permanent duty station (PDS); and

Clarified: Approval of the safe haven location.

Section D. Evacuation Order

Added: Employee should be given a reasonable amount of time to make provisions to safeguard property following a state or local mandatory evacuation order and the evacuation order will include beginning and ending dates;

Replaced: Evacuation travel pay with evacuation allowances, and excused absence with weather and safety leave;

Updated: The positions that determine when to issue an evacuation order.

Section E. Reporting to Safe Havens

Replaced: Pay and benefits and evacuation travel pay with evacuation allowances;

Added: TSA Headquarters Office to the list of work locations and that LE/FAMS and COOP team reporting location may not be the employee's preferred safe haven location.

Section F. Section title changed to: Authorization to Grant Weather and Safety Leave

Replaced: Excused absence with weather and safety leave;

Updated: Listed conditions under which weather and safety leave is granted for non-emergency employees and that telework program participants are required to work when the office is closed; and

Clarified: Granting weather and safety leave in response to a state or local mandatory evacuation order.

Section G. Section title changed to: Authorization for Payment of Evacuation Allowances

Replaced: Evacuation travel pay with evacuation allowances:

Added: A TSA evacuation order must authorize special allowances for and employee to be eligible for reimbursement of travel expenses to and from the safe haven location or limited subsistence expenses at the safe haven location, reference to TSA FMM 2.8.1, Evacuation Special Allowances, Chapter 8. Emergency Travel Situations, and the need for offices to complete the TSA Employee Evacuation Record Template.

Previous Sections H. General Guidance of Evacuation Travel Pay; I. Funding Evacuation Travel Pay, and J. Documenting the Authorization and Payment of Evacuation Travel Pay were deleted from this document. Please refer to travel policy for these topics; remaining sections re-lettered.

Section K. Re-lettered to H. Work Assignments During Evacuation

Replaced: Evacuation travel pay with evacuation allowances; and

Added: TSA Headquarters Office as a work location.

Section L. Re-lettered to I. Returning to PDS and Return to Duty

Added: Evacuation order will include a beginning and ending date, TSA Headquarters Office as a location with information;

Clarified: When an evacuation order ends if the ending date is not included in the evacuation order.

Section M. Re-lettered to J. Termination of Payments During Evacuation

Replaced: Evacuation travel pay with evacuation allowances.

Section N. Re-lettered to K. Review and Adjustment of Accounts
Updated: Name of TSA MD 1000.4, *Waiver of Employee Debt*.

Administrative changes throughout the Handbook.

Table of Contents

<u>Section</u>	<u>Page#</u>
A. <u>Definitions</u>	6
B. <u>Operation Disruptions General Information</u>	9
C. <u>Preparing for Emergencies and Designating Safe Havens</u>	9
D. <u>Evacuation Order</u>	10
E. <u>Reporting to Safe Havens</u>	11
F. <u>Authorization to Grant Weather and Safety Leave</u>	12
G. <u>Authorization for Payment of Evacuation Allowances</u>	14
H. <u>Work Assignments During Evacuation</u>	14
I. <u>Returning to PDS and Return to Duty</u>	15
J. <u>Termination of Payments During Evacuation</u>	15
K. <u>Review and Adjustment of Accounts</u>	16

A. Definitions

1. Advance Payments: A pay advance made to an employee who has received an order to evacuate that in the opinion of the Administrator or designated management official required to help the employee defray immediate expenses incidental to the evacuation. The time period covered by advance payments may not exceed 30 calendar days. An advance payment is equivalent to a loan and must be treated as a debt owed to the Federal Government.
2. 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).
3. Alternative Worksite: The location where official duties are performed away from the traditional worksite. An alternative worksite may be an employee's residence or another TSA-approved location. This is also commonly referred to as "alternate worksite" or "telework site."
4. Committed Relationship: A relationship in which the employee, and the domestic partner of the employee, are each other's sole domestic partner (and are not married to or domestic partners with anyone else); and share responsibility for a significant measure of each other's common welfare and financial obligation. This include, but is no limited to, any relationship between two individuals of the same or opposite sex that is granted legal recognition by a State or by the District of Columbia as a marriage or analogous relationship.
5. Designated Management Official: The employee's second line supervisor or higher level manager in the employee's chain of supervision. For Headquarters employees the designated management official is generally a Branch Manager, Division Director, or higher level management official in the employee's chain of supervision. For employees in the field, the designated management official is generally a Transportation Security Manager, any position with Federal Security Director (FSD) in the title, Supervisory Air Marshal in Charge (SAC), Assistant SAC, or equivalent position in a TSA Field Office or higher level management official in the employee's chain of supervision.
6. Domestic Partner: An adult in a committed relationship with another adult, including both same sex and opposite-sex relationships.
7. Evacuation: The authorized or ordered departure from any place where there is imminent danger to the life of an employee or the lives of his/her dependents or immediate family members. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably.

TSA HANDBOOK 1100.61-6
EMERGENCY EVACUATION ADMINISTRATIVE PROCEDURES

8. Evacuation Allowances: Payments that may include:
 - (a) Advance Payments;
 - (b) Evacuation Payments; and/or
 - (c) Special Allowances.

9. Evacuation Payments: Payments of regular pay that may be paid to an employee during an evacuation and paid on the employee's regular pay days when feasible. This may include salary payments (regular pay) to an affected employee who is prevented from performing the regular duties of his or her position. The employee is paid as if the employee had continued to perform regular duties. Evacuation payments reflect the employee's regular pay. Evacuation payments are not treated as a debt owed to the Federal Government.

10. 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 (e.g., on leave away from the PDS) from his or her PDS, but otherwise intends to return.

11. Family Member/Dependent: For the purposes of [TSA MD 1100.61-6](#) and this Handbook, "family member" and "dependent" have the same meaning and are used interchangeable. Family member/dependent includes an individual residing with a TSA employee and depending on the employee for at least 50% of his/her support, with one of the following relationships to the employee:
 - (a) Spouse, or a parent thereof;
 - (b) Son or daughter which includes biological, adopted and step children; or a spouse thereof;
 - (c) Parent, or a spouse thereof;
 - (d) Brother or sister, or a spouse thereof;
 - (e) Grandparent or grandchild, or a spouse thereof;
 - (f) Domestic partner, or a child or parent thereof, including a domestic partner of any individual in paragraphs (b), (c), (d), or (e) of this definition; and

TSA HANDBOOK 1100.61-6
EMERGENCY EVACUATION ADMINISTRATIVE PROCEDURES

- (g) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
12. Permanent Duty Station (PDS): The location (airport, headquarters, alternative worksite or facility) of the employee's position of record where the employee regularly performs his/her duties. The location of an employee's permanent work assignment also known as "official station" and "official duty station."
13. Safe Haven:
- (a) A location or place, generally 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 life 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 in an area of safety away from the imminent threat to life and within commuting distance (50 miles or less) from a TSA Headquarters Office, a TSA supported airport (one that is supported by TSA employees performing screening functions), LE/FAMS field office, TSA Mission Support Center, TSA AOF, or an approved alternative worksite, as appropriate. Generally, a safe haven is within a day's travel of the PDS (approximately 400 miles). Approved alternate safe haven sites will not be bound by distance limitations as long as they remain within 50 miles of a TSA designated airport office, or approved alternative worksite. In rare situations, the employee may be able to stay in his/her residence and be in an area of safety.
14. Special Allowances: Payments, for approved travel expenses and per diem and subsistence expenses, that may be paid to evacuated employees to offset any direct added expenses incurred by the employee as a result of his/her evacuation or the evacuation of his/her dependents. See [TSA FMM 2.8.1, *Evacuation Special Allowances*](#). (Chapter 8, Emergency Travel Situations.)
15. Telework Employee/Telework Program Participant: An eligible employee who is voluntarily participating in TSA's telework program, including those who perform telework regularly and those who telework on a situational or an ad hoc basis. The employee has an approved telework agreement in place with any necessary equipment and technology to perform work from the alternative worksite (telework location). May also be referred to as a telework-ready employee.

16. TSA Evacuation Order: 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 and any authorized evacuation allowances. Once the determination to evacuate has been made by the TSA Administrator or his/her designee, the AA/HC will issue the written evacuation order for those affected employees. Evacuations ordered by non-TSA officials do not trigger evacuation allowances provisions.
17. 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 at the latest after evacuation.
18. Weather and Safety Leave: A type of paid leave granted to employees without loss of pay or charge to an employee's personal leave accounts when weather or other safety-related conditions prevent employees from safely traveling to or safely performing work at an approved location due to an act of nature, terrorist attack, or other applicable conditions. It is also granted when evacuating to a safe haven and returning to the PDS when the emergency has ended.

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 associated [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 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 respective [Handbooks](#), FSDs Supervisory FAMs, and other management officials must seek guidance from program office Resource Management Offices, Business Management Offices, and/or HC 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.

TSA HANDBOOK 1100.61-6
EMERGENCY EVACUATION ADMINISTRATIVE PROCEDURES

2. All TSA employees should plan for and expect evacuations during which the employees will not receive evacuation allowances.
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 allowances and/or weather and safety leave, 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 a reasonable distance from the employee's PDS and within commuting distance (approximately 50 miles or less) of a TSA Headquarters Office, a TSA-supported airport, OLE/FAMS field office, TSA Mission Support Center, TSA AOF, or an approved alternative worksite, as appropriate. Generally, a safe haven is within a day's travel of the PDS (approximately 400 miles). Approved alternate safe haven sites will not be bound by distance limitations as long as they remain within 50 miles of a TSA designated airport office, or approved alternative worksite. In rare situations, the employee may be able to stay in his/her residence and be in an area of safety.

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, make provisions to safe guard property, and/or travel to their designated safe haven.
2. When a determination is made by the TSA Administrator or his/her designee to evacuate employees in the predicted impact area or the affected area, the determination is generally made in conjunction with DHS and other affected DHS components. Whether evacuation allowances and/or weather and safety leave for the evacuation are authorized should also be coordinated with DHS.
3. After a determination is made to issue an evacuation order, HC prepares the written TSA evacuation order, forwards it to Enterprise Support (ES) for review. After review, the TSA evacuation order is then sent to Strategic Communications and Public Affairs for issuance.

4. TSA evacuation orders must:
 - (a) Identify the event;
 - (b) Identify the beginning and ending dates of the order;
 - (c) Identify the affected geographical area and/or duty station; and
 - (d) Include information on authorized evacuation allowances and/or weather and safety leave. Evacuation allowances and weather and safety leave are not entitlements and are only available when authorized.
5. Employees on personal leave in the geographical area identified in the TSA evacuation order whose PDS is not in the predicted impact area or the affected area do not receive authorized evacuation allowances or weather and safety leave.

E. Reporting to Safe Havens

1. When an evacuation order is given, employees and their dependents are expected to travel, by the safest, most direct route possible, to their designated primary or secondary safe haven. 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 evacuation allowances.

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, 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 HCAccess, 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 mandatory evacuation order even if evacuation allowances are not authorized.
3. Upon arrival at the designated safe haven, TSA employees must immediately contact the nearest TSA Headquarters Office, TSA-supported airport, LE/FAMS field office, TSA Mission Support Center, or TSA AOF, or if that is not possible, then the HCAccess 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.

TSA HANDBOOK 1100.61-6
EMERGENCY EVACUATION ADMINISTRATIVE PROCEDURES

4. An employee who fails to report arrival at the safe haven in within three calendar days of departure from the PDS may be placed in an absent without leave (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 (e.g., annual leave, sick leave, leave without pay, etc. as appropriate) and the effective date of such change.
5. TSA employees must be available to report to work at the nearest TSA Headquarters Office, TSA-supported airport, LE/FAMS field 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.
6. LE/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. These locations may not be the employees' preferred safe haven location.
7. Unless additional weather and safety leave has been authorized (by the EAA/SO, EAA/LE/FAMS, and/or other EAAs and AAs with affected employees in coordination with the AA/HC) or the employee has approved annual leave, sick leave, or leave without pay (LWOP), all evacuated employees must report for duty on the fourth 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 weather and safety leave or personal leave (e.g., annual leave, sick leave, LWOP, etc. as appropriate) status has been approved.
8. Employees who do not report to their designated safe haven location or approved undesignated safe haven location, (or for LE/FAMS staff and agency COOP team personnel who do not report to their duty assignment location and/or AOF) will need to request appropriate personal leave (e.g., annual leave, compensatory time off, if available, and/or LWOP).

F. Authorization to Grant Weather and Safety Leave

1. As provided by [TSA MD 1100.61-1](#) and the associated [Handbook](#), non-emergency employees will be granted weather and safety leave if their TSA duty station is closed, in whole or in part, because of an emergency, unless they are:
 - (a) On official travel away from their permanent duty location;
 - (b) On pre-approved leave;

TSA HANDBOOK 1100.61-6
EMERGENCY EVACUATION ADMINISTRATIVE PROCEDURES

- (c) In a nonpay status (e.g., LWOP, suspension, AWOL);
 - (d) On an alternative work schedule (AWS) regular day off; or
 - (e) A telework program participant.
2. All telework program participants 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. If the closure occurs after the start of the workday, telework employees working at the traditional worksite receive weather and safety leave for up to the amount of time required to commute home. Weather and safety leave cannot be granted for anytime beyond the end of the workday. Once these employees arrive home, they must complete any portion of their workday by teleworking, taking unscheduled leave (paid or unpaid), or a combination.
 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.
 4. A designated management official may excuse employees from duty, including emergency employees, to safeguard property, to make preparations to evacuate, and /or to evacuate to their designated safe haven location in response to a state or local mandatory evacuation order, even though the TSA Administrator or his/her designee has not authorized and evacuation or evacuation allowances. The employees excused from duty may be granted up to three days of weather and safety leave to make preparations and/or evacuate under these circumstances.
 5. TSA employees who are excused from duty as a result of an emergency or evacuation will receive weather and safety leave for the period of time that they are excused from duty. This period of weather and safety leave for evacuation is limited to the time necessary to make preparations and/or to travel to a safe haven and return after the evacuation is ended. This period of weather and safety leave will normally not exceed three days for travel each way, unless extended by the designated TSA officials (the EAA/SO, EAA/LE/FAMS, and/or other EAAs and AAs with affected employees in coordination with the AA/HC).
 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 PDS.

7. Weather and safety leave 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 Allowances

1. Evacuation allowances are *not an entitlement*. Evacuation allowances are authorized *very infrequently* and are available only to the extent approved and only for those affected employees who satisfy established criteria.
2. TSA will pay evacuation allowances only if authorized in a TSA evacuation order. Employees will not be reimbursed for travel expenses to and from the safe haven or limited subsistence expenses at the safe haven in the absence of approved special allowances in a TSA issued evacuation order.
3. Evacuation pursuant to a state or local mandatory evacuation order does not entitle TSA employees to evacuation allowances in the absence of approval by the TSA Administrator or his/her designee.
4. TSA policy and procedures for receiving authorized special allowances can be found in [TSA FMM 2.8.1, *Evacuation Special Allowances*](#), Chapter 8, Emergency Travel Situations.
5. Evacuating employees and their authorized dependents must be recorded on [TSA Form 5011, *TSA Employee Evacuation Roster*](#). Designated management officials will assign an employee(s) the task of completing and updating TSA Form 5011 as initial evacuating employee and family member/dependent information and changes are received. TSA Form 5011 will be submitted on a weekly basis to the employees' respective RMO/BMO unless notified of more frequent submission timeframes. When instructed to do so, the RMO/BMO will submit a consolidated report to HC and/or TravelPolicy@tsa.dhs.gov.

H. Work Assignments During Evacuation

1. Evacuated employees at a TSA Headquarters Office, TSA-supported airports, LE/FAMS field 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 be a basis for terminating further evacuation allowances and/or taking appropriate administrative corrective action.
2. When an evacuated employee is assigned work at a TSA Headquarters Office, TSA-supported airport, LE/FAMS field office, TSA Mission Support Center, TSA AOF, or approved alternative worksites and evacuation allowances have not been authorized,

the employee will generally be placed in a temporary duty travel (TDY) status and paid TDY allowances in accordance with [TSA MD 1000.6](#) for those days on which the employee works.

3. When part-time employees are given assigned work at a TSA Headquarters Office, TSA-supported airport, LE/FAMS field 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 allowances may be computed.

I. Returning to PDS and Return to Duty

1. After most evacuations, employees will be able to return to their PDS within a few days. The evacuation order will include a beginning and ending date. In addition, information is available through the PDS and management at TSA Headquarters Offices, TSA-supported airports, LE/FAMS field offices, TSA Mission Support Centers, or TSA AOF; the *HRAccess National/Natural Disaster Helpdesk* will generally have 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 Headquarters Offices, TSA-supported airports, LE/FAMS field offices, TSA Mission Support Centers, or TSA AOF.
3. When the emergency situation has ended or the evacuation order 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. In the absence of a written order to end the evacuation, the evacuation order will end not later than 180 days after the effective date of the order to evacuate.

J. Termination of Payments During Evacuation

1. Evacuation allowances 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;
 - (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.

K. Review and Adjustment of Accounts

1. The HC payroll office shall review each evacuated employee's account for the purpose of making adjustments to leave balances 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 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 Debt](#)*, no remission or cancellation of TSO indebtedness may be approved without Financial Management Division 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.