

Date: September 16, 2020

To: Executive Assistant Administrators, Chief of Staff, Assistant Administrators, Chief Counsel, Federal Security Directors, Supervisory Air Marshals in Charge, and Resource and Business Management Office Directors

From: Patricia Bradshaw  
Assistant Administrator for Human Capital

POC: HCAccess Help Desk at 1-877-872-7990 or  
[HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov)

SUBJECT: 1100.6 - Evacuation Order – Hurricane Sally

This message is to notify you that an evacuation order has been authorized by Administrator David P. Pekoske for those employees whose permanent duty station (PDS) is:

Mobile Regional Airport (MOB), Mobile, AL;  
Mobile Downtown Airport (BFM), Mobile, AL;  
Pensacola Gulf Coast Regional Airport (PNS), Pensacola, FL;  
Northwest Florida Beach International Airport (ECP), Panama City, FL;  
Destin-Fort Walton Beach Airport (VPS), Elgin Air Force Base, FL; or  
those remote workers or telework employees whose PDS

**and** primary residence is located in a mandatory evacuation area of the Florida Panhandle or North Central Gulf Coastal Region under imminent and ongoing threats by Hurricane Sally and where conditions are expected to be or are life-threatening as a result of the impact and aftermath of the storm. This order is effective beginning September 16, 2020.

This order applies to employees who have evacuated or will be evacuating. All employees should heed state and local government authority evacuation orders and comply with state and local government mandatory evacuation directives.

*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 within 24 hours (one day) of evacuation, or as soon as reasonably possible, for accountability purposes, to receive updated information and a local point of contact for additional guidance. Evacuating employees will be asked to provide interim contact information. Employees are then asked to contact their local management for information and guidance. 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.*

This order authorizes supervisors to grant up to three days of weather and safety leave for employees to safeguard property; to prepare to travel; and/or to travel to a designated or undesignated safe haven. This order also authorizes the following evacuation special allowances (travel expenses and subsistence expenses) for affected employees:

- Travel expenses (including per diem) to/from the safe haven - These expenses are limited to authorized en route expenses (those incurred to reach the safe haven from the permanent duty station [PDS] or vice versa). If required for travel into the safe haven location, testing for COVID-19 is an authorized travel expense.
- Subsistence Expenses at the safe haven - These expenses are limited to authorized lodging and meals and incidental expenses (M&IE) incurred at the safe haven location.

Detailed information on weather and safety leave and special allowances during an authorized evacuation can be found in TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*, and the associated Handbook, and TSA FMM 2.8.1, *Evacuation Special Allowances* (all attached).

Employees relocating outside of the local commuting area to a designated or previously undesignated safe haven location should notify their PDS or their safe haven duty station in advance, when possible, but not later than five calendar days after departure from their PDS. 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.

An employee may temporarily relocate to any area of safety. However, no employee will be eligible for any evacuation special allowances 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 with an updated Safe Haven TSA Form 1141 (attached)). LE/FAMS employees will report to the location of their duty assignment in accordance with established LE/FAMS procedures. Agency COOP team personnel will report to the AOF in accordance with established procedures.

Supervisors will determine the amount of excused absence, up to three days, granted based on the reasonable time to safeguard property; to prepare to travel; and/or to travel to a designated or undesignated safe haven. 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 special allowances should adhere to all established policies, procedures, and requirements (see FMM 2.8.1, *Evacuation Special Allowances*). To receive any evacuation special allowances, a TSA employee must be in an authorized duty status, to include weather and safety leave. No employee will receive evacuation special allowances while absent without leave (AWOL) or in any personal leave status, including leave without pay.

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, LE/FAMS field offices, Security Operations Regional Director's offices, TSA Mission Support Centers, or TSA AOF; the HCAccess National/Natural Disaster Helpdesk can 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 administrative action as appropriate.

This order will expire on October 17, 2020, unless the emergency and immediate risk end sooner and this order is cancelled.

Attachments: TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures* and associated Handbook; TSAM FMM 2.8.1, *Evacuation Special Allowances*; and TSA Form 1141.