



Evacuation: Frequently Asked Questions (FAQ)

Category	Q&A
Q&A 1: Evacuation Travel Policy	<p>What are the policies that govern Evacuation Travel?</p> <ul style="list-style-type: none"> • DHS Memorandum August 2017, Evacuation and Performance of Official Duties While in Evacuation Status • TSA MD 1100.61-6, Emergency Evacuation Administrative Procedures • TSA MD 1100.61-6 Handbook • HCAM 2017-61.6 Special Allowances for Subsistence Expenses • HCAM 2017-61.6b Special Allowances for Subsistence Expenses - Lodging • TSA FMM 2.8.1, Evacuation Travel <p>What is evacuation travel pay?</p> <p>Evacuation travel pay may be authorized by TSA or DHS to assist employees with costs incurred during evacuation due to a natural disaster or other severe emergency. It is easiest to think of evacuation travel pay as TDY-like reimbursements. Costs that may be covered are limited in scope and include: mileage by the most direct route, lodging (if necessary); meal allowances; and incidental expense allowances (small expenses incidental to travel). If authorized, evacuation travel pay includes travels costs for the employee and the employee’s dependents who normally reside with the employee.</p> <p>Evacuation travel pay is not an entitlement and is infrequently authorized. Employees remain responsible for ensuring that they have the means to evacuate and ensure their family’s safety.</p> <p>Evacuation travel pay, when authorized, is to help employees reach a safe haven. Safe havens are presumed to be located within a 400-mile radius of the employees’ permanent duty station (PDS) and within commuting distance (50 miles or less) from a TSA supported airport (one that is supported by TSA employees performing screening functions), OLE/FAMS field office, OSO Regional Director’s Office, TSA Mission Support Center, or TSA AOF. Any deviations from this standard must be approved by an appropriate designated management official on a case-by-case basis for purpose of receiving evacuation travel pay.</p> <p>What is a safe haven?</p> <p>A safe haven is a location or place, other than the employee’s residence, designated in advance 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 threatening conditions during an emergency. A safe haven may also be an undesignated location of safety the employee will evacuate to during an emergency that is also approved by an appropriate designated management official based on unforeseen or intervening</p>



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<p>Q&A 1: Evacuation Travel Policy <i>continued</i></p>	<p>circumstances, when doing so will further the safety of the employee and the interests of the U.S. Government.</p> <p>Employees designate a safe haven by completing TSA Form 1141, <i>Emergency Safe Haven Location Designation</i>.</p> <p>An undesignated safe haven is an alternate location of safety not previously identified by the employee on TSA Form 1141, but selected as the best relocation site given unforeseen conditions. Ideally, undesignated safe havens are approved (or ratified) by an appropriate designated management official on a case-by-case basis in advance of evacuating, but within five calendar days after evacuation at the latest.</p> <p>What triggers Evacuation Travel Pay and Reimbursements?</p> <p>TSA will pay evacuation pay when the following two conditions are met:</p> <ol style="list-style-type: none"> 1. An evacuation order has been issued by the DHS Secretary and/or TSA Administrator which includes authorization for reimbursement of evacuation travel pay and related expenses. 2. The affected employee complies with the policies, procedures, and requirements of TSA MD 1100-6, Emergency Evacuation Administrative Procedures and the associated Handbook. <p>TSA encourages employees to monitor and comply with state or local mandatory evacuation orders for their safety and the safety of their families. State and local evacuation orders do not, however, authorize TSA evacuation travel pay in the absence of a TSA or DHS evacuation order.</p> <p>May a Government issued Travel Card be used for reimbursable Evacuation Travel expenses?</p> <p>Yes. Government issued travel cards may be used for reimbursable Evacuation Travel expenses for eligible employees and their dependents or immediate family members. If an eligible employee does not have a Government issued travel card, they may use personal funds prior to reimbursement. For extended evacuations TSA may consider the use of a Centrally Billed Account for lodging expenses on a case by case basis.</p> <p>What triggers the end of Evacuation Travel Reimbursements?</p> <p>Evacuation Travel reimbursements shall cease when appropriate officials determine that the emergency has ended.</p> <ul style="list-style-type: none"> • The end of an emergency will be determined based on when the immediate threat to human life and/or Government property has ceased. • Determinations <i>will not</i> be based on damage to or availability of housing in affected area.



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<p>Q&A 2: Eligibility Requirements</p>	<p>Who is eligible to receive Evacuation Travel Reimbursements?</p> <p>A TSA employee whose Permanent Duty Station (PDS) is within the area(s) or region(s) included in the evacuation order and:</p> <ul style="list-style-type: none"> • Who evacuated to their designated safe haven to report for duty; or • Who evacuated to an undesignated safe haven due to unforeseen circumstances to report for duty (undesignated safe havens may be approved on a case by case basis); and • Who is an authorized duty status, including an excused absence. <p>Note: Employees absent without leave (AWOL) or on personal leave are not eligible for Evacuation Travel reimbursements.</p> <p>Evacuation Travel reimbursements are also authorized for dependents or immediate family members who evacuate with the employee to their safe haven.</p> <p>When must an employee report to their safe haven to be eligible for Evacuation Travel reimbursements?</p> <p>Employees must report to duty at their safe haven within three (3) days from leaving the evacuation zone. After three days without reporting, evacuated employees will be considered AWOL and no longer eligible for Evacuation Travel reimbursements. Employees who eventually report after three days, may have their AWOL status redacted when considering any unforeseen circumstances delaying their arrival.</p> <p>Are Evacuation Travel reimbursements authorized for employees required to remain or report back to their permanent duty station within the evacuation zone?</p> <p>If the employee remains, or returns, to their permanent duty station due to the assignment of official duties, evacuation benefits will cease for the employee but continue for their evacuated family and dependents.</p> <p>Lodging and meals for a TSA employee working at the permanent duty station due to the assignment of official duties that are required to safeguard human life and/or protect property or until the employee's home has been restored to a habitable condition, whichever occurs first, may be authorized on a case by case basis following standard travel policy when approved. This situation may include the following scenarios:</p> <ul style="list-style-type: none"> (a) The preferred method to provide lodging in emergency situations is through Government Contract. Per Financial Management Manual (FMM) 2.8.3, Emergency Permanent Duty Station Lodging, when these expenses are paid for by TSA they are not reimbursable to the employee. In this case, meals and incidental expenses (M&IE) may still be reimbursed if there is an authorized evacuation order. (b) Employees who lodge with family or friends typically will not be



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<p>Q&A3: Procedural Requirements</p>	<p>Who identifies employees eligible for evacuation travel pay?</p> <p>Federal Security Directors (FSDs) and their staff for the airports subject to the evacuation order in consultation with the Office of Security Operations and the Office of Human Capital. In cases where the FSD and /or their staff are unavailable or unable to identify all employees, those that reported to areas overseen by another FSD may be identified by the gaining FSD.</p> <p>Are travel authorization and vouchers required?</p> <p>Yes. As soon as practical, a travel authorization must be entered into TSA’s travel management system (TMS) for each eligible employee. Separate authorizations must be entered into the TMS for dependents or immediate family members.</p> <p>Travel Vouchers are required for each approved travel authorization in the TMS in order to receive Evacuation Travel reimbursements.</p>



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<p>Q&A3: Procedural Requirements <i>continued</i></p>	<p>How do employees and their families access the Travel Management System (TMS)?</p> <p>All employees automatically have a TMS profile created by the end of their second pay period with the agency. Employee family members should not access the TMS. Their required travel documents may be completed by their local travel administrator.</p> <p>New employees without a TMS profile and all family members can have their profiles created in consultation with their local travel administrator using the Invitational and/or Invitational Traveler Profile Creation process. TSA’s TMS helpdesks may also assist in this process as needed.</p> <p>TMS: https://cge.concursolutions.com/default.asp Note: Forgot Username and Password options available.</p> <p>Tier 1 Helpdesk: 855-817-3520 Tier 2 Helpdesk: ETS2TravelSystemSupport@tsa.dhs.gov</p> <p>Are receipts required for Evacuation Travel expenses to be eligible for reimbursement?</p> <p>Yes. Standard travel policy receipt requirements apply. If employees are unable to obtain receipts they must explain it in their travel voucher. Inconvenience to the employee is not an authorized exception.</p> <p>When are eligible employees required to complete vouchers for Evacuation Travel reimbursements?</p> <p>Within 5 days of the end of the authorized evacuation or at a time agreed upon by appropriate TSA officials.</p>
<p>Q&A 4: Reimbursable Evacuation Travel Expenses</p>	<p>What transportation expenses are reimbursable?</p> <ul style="list-style-type: none"> • En route mileage for personally owned vehicles (POVs) <ul style="list-style-type: none"> ○ Generally, other modes of transportation to evacuate are not authorized. If a different mode is chosen, reimbursement is limited to the cost that would have been incurred with a POV. ○ Exceptions can be approved on a case by case basis. • Generally rental cars are not authorized for en route travel or at the safe haven location. Exceptions can be approved on a case by case basis. • Transportation between places of business at the safe haven location. • Transportation between the employee’s official safe haven location and their place of lodging. • Transportation between places of business, safe haven location, or place of lodging and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments and similar places necessary for the sustenance, comfort, or health of the employee.



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<p>Q&A 4: Reimbursable Evacuation Travel Expenses (continued)</p>	<p>Note on use of taxi or transportation network company (TNC) to reach suitable eating places: Use of taxi or TNC to obtain meals is reimbursable when it is deemed necessary to use those services in order to reach suitable location. Meals should be obtained without incurring additional costs to the maximum extent possible. Approving Officials, in consultation with the traveler, must determine whether or not it was necessary in order for the expense to be reimbursed.</p> <p>What subsistence expenses are reimbursable?</p> <ul style="list-style-type: none"> Per Diem is reimbursable at the rate of the en route or safe haven location as follows: <table border="1" data-bbox="560 632 1414 835"> <thead> <tr> <th colspan="2" data-bbox="560 632 1414 682">Per Diem Rates for first 30 days:</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 682 1024 732">Employee</td> <td data-bbox="1024 682 1414 732">Full per diem rate</td> </tr> <tr> <td data-bbox="560 732 1024 783">Dependents 12 years of age or older</td> <td data-bbox="1024 732 1414 783">Full per diem rate</td> </tr> <tr> <td data-bbox="560 783 1024 835">Dependents under 12 years of age</td> <td data-bbox="1024 783 1414 835">½ of full per diem rate</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Lodging reimbursement should be actual costs but should never exceed 300 percent of the maximum per diem allowance. After the first 30 days, the rate changes. While en route, per diem is only authorized for the number of days to the safe haven location when calculating for 425 miles of driving each day. Exceptions may be granted when driving conditions are affected by natural or man-made disasters delaying arrival to the safe haven location or the number of miles driven each day. <p>What miscellaneous expenses are reimbursable?</p> <ul style="list-style-type: none"> Lodging taxes, laundry and phone calls in accordance with standard travel policy. Other necessary travel related expenses at the discretion of the approving official. 	Per Diem Rates for first 30 days:		Employee	Full per diem rate	Dependents 12 years of age or older	Full per diem rate	Dependents under 12 years of age	½ of full per diem rate
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<p>Q&A 5: Leave and Compensation Policy References</p>	<p>What are the policies that govern leave and compensation?</p> <ul style="list-style-type: none"> TSA MD 1100.55-8, <i>Premium Pay</i>, and the associated Handbook TSA MD 1100.61-1, <i>Dismissals and Closures</i>, and the associated Handbook TSA MD 1100.61-6, <i>Emergency Evacuation Administrative Procedures</i>, and the associated Handbook TSA MD 1100.63-1, <i>Absence and Leave</i>, and the associated Handbooks 								
	<p>What is excused absence?</p> <p>Excused absence is defined as an administratively authorized absence from duty without loss of pay and without charge to an employee’s personal leave accounts that may be granted under specific circumstances by an authorized management official.</p>								



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<p>Q&A 6: Excused Absences, Leave Without Pay (LWOP), and Telework Agreements</p>	<p>How is an excused absence recorded in the T&A system?</p> <p>All excused absence related to evacuating, relocating, office closures as a result of the impact and aftermath of Hurricane Harvey (and Hurricane Irma if/when authorized) should be recorded as “hazardous weather” in the T&A system.</p> <p>When excused from duty due to Hurricane Harvey (or Hurricane Irma, if/when authorized) and its aftermath, do I need to complete an OPM Form 71, Request for Leave or Excused Absence?</p> <p>No. When airports/offices are closed and employees are told not to report for duty, the employee does not need to complete an OPM Form 71 or other authorized method for requesting leave. Employees relocating to a safe location also do not need to complete a OPM Form 71 or other authorized method for requesting leave. However, relocating employees do need to let management know they are relocating.</p> <p>I relocated to a safe location in the local commuting area of my permanent duty location (e.g., the airport or office location where I report for work). Do I receive an excused absence on my scheduled workdays when I was relocating?</p> <p>Yes. This period of excused absence for relocation/evacuation is limited to the time necessary to travel to a safe location and return after the emergency has ended. This period of excused absence will normally not exceed three (3) days for travel each way. This time can also include preparation to relocate/evacuate.</p> <p>I relocated to a safe haven location outside of the local commuting area of my permanent duty location. Do I receive excused absence on my scheduled work days when I was evacuating?</p> <p>Yes. This period of excused absence for relocation/evacuation is limited to the time necessary to travel to a safe location and return after the emergency has ended. This period of excused absence will normally not exceed three (3) days for travel each way. This time can also include preparation to relocate/evacuate.</p> <p>Do I have to use my personal leave for relocating or evacuating to a safe location?</p> <p>No. Employees are granted excused absence for relocation/evacuation. This period of excused absence is limited to the time necessary to travel to a safe location and return after the emergency has ended. This period of excused absence will normally not exceed three (3) days for travel each way. This time can also include preparation to relocate/evacuate.</p> <p>I was able to safely stay in my residence during and after Hurricane Harvey (and Hurricane Irma if/when authorized). Do I receive excused absence when the airport (or office location) was closed?</p>



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<p>Q&A 6: Excused Absences, Leave Without Pay (LWOP), and Telework Agreements</p>	<p>Emergency employees who are notified to not report for duty will receive excused absence.</p> <p>Non-emergency employees who are not covered by telework agreements will receive excused absence.</p> <p>Employees covered by telework agreements will not receive excused absence. All employees covered by telework agreements are required to work from an 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.</p> <p>If you are prevented from working (or teleworking) due to conditions related to Hurricane Harvey (and Hurricane Irma if/when authorized) and its aftermath, contact management following call-in procedures. Excused absence will be granted in the same manner for both emergency and non-emergency employees prevented or unable to report for duty due to storm related conditions. Determinations to grant excused absence are made by management (e.g., FSD, SAC or equivalent or higher level management official).</p> <p>I am an emergency employee. I was contacted by management and told do not report for duty. Will I be paid for the days I'm told not to report for duty or do I have to use my personal leave?</p> <p>You do not have to use your personal leave. Employees told not to report for duty during Hurricane Harvey and its aftermath will receive excused absence for their non-overtime work schedule.</p> <p>Emergency and non-emergency employees on pre-approved leave remain on leave. Employees on leave without pay (LWOP) or in an absent without leave (AWOL) status do not receive excused absence.</p> <p>I was on LWOP and my office/airport is closed. Do I receive excused absence?</p> <p>No. Employees in a non-pay status when the office is closed for the entire workday or part of the workday do not receive excused absence and remain in a non-pay status.</p> <p>I have a telework agreement. I have relocated to a safe location. I have my TSA issued computer and internet access. Do I receive excused absence when my office is closed?</p> <p>No. All employees covered by telework agreements are required to work from an 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.</p> <p>If you are prevented from working due to conditions related to Hurricane Harvey (and Hurricane Irma if/when authorized) and its aftermath, contact</p>



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<p>Q&A 6: Excused Absences, Leave Without Pay (LWOP), and Telework Agreements</p>	<p>management following call-in procedures. Excused absence will be granted in the same manner for both emergency and non-emergency employees prevented or unable to report for duty due to storm related conditions. Determinations to grant excused absence are made by management (e.g., FSD, SAC or equivalent or higher level management official).</p> <p>It is now safe to travel to my primary residence. I would like to assess the damage at my residence and meet with relief agencies to apply for assistance related to the damage that was sustained to my residence. Will TSA pay me for the time off I need to attend to these matter?</p> <p>A limited amount of excused absence may be granted to address property damage related to Hurricane Harvey (and Hurricane Irma if/when authorized) and its aftermath. Affected employees request excused absences for personal emergencies using leave requesting procedures. Excused absence for personal emergencies must be used within 30 calendar days of the occurrence of the natural disaster.</p> <p>Assistant Administrators (AA), and equivalent positions, and Deputy Assistant Administrators (DAA) are delegated the authority to grant up to three days (24 hours for a full-time employee and a prorated number of hours for a part-time employee based on the official tour of duty) of excused absence to employees who suffer a personal emergency. The AA for the Office of Security Operations is authorized to delegate this authority in writing to the Director, Field Operations and/or Regional Directors. This authority may not be delegated below a Regional Director or further delegated.</p> <p>For the purpose of authorizing excused absence in the event of a natural disaster, a <i>personal emergency</i> is caused when an individual is personally and directly impacted by the natural disaster, or the aftermath, and results in the loss of an employee’s principal/primary residence, or significant property damage to the extent that the employee’s principal/primary residence is not habitable. Examples of events causing personal emergencies include, but are not limited to: hurricanes, wildfires, floods, earthquakes, and tornadoes, which result in the need to take such actions as evacuation of the principal/primary residence, finding short-term shelter, seeking emergency assistance, and/or taking necessary actions to initiate recovery. Other personal emergencies not attributed to a natural disaster as defined above are excluded.</p>
<p>Q&A 7: Road Conditions</p>	<p>My duty location has re-opened. However, I am unable to make it to work because the roads in my area remain closed/impassable (or other storm related conditions). What should I do?</p> <p>When airports or other TSA offices are open and operating, employees are expected to report for duty. Employees who are unable to report for duty must notify management following established call-in procedures. The conditions, during Hurricane Harvey (and Hurricane Irma if/when authorized) and its aftermath, warrant the granting of excused absence. Excused absence will be granted in the same manner for both emergency and non-emergency employees</p>



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	<p>prevented or unable to report for duty due to storm related conditions. Determinations to grant excused absence are made by management (e.g., FSD, SAC or equivalent or higher level management official).</p>
<p>Q&A 8: Leave</p>	<p>I've used all of the excused absence TSA has authorized for personal emergencies. Do I have to use my personal leave or are there other leave programs available to me?</p> <p>The Office of Personnel Management (OPM) has established an emergency leave transfer program (ELTP) for employees adversely affected by Hurricane Harvey in the disaster areas. An ELTP permits employees to donate unused annual leave for transfer to employees of the same or other agencies (or the judicial branch), and are adversely affected by a major disaster or emergency, either directly or through adversely affected family members, and who need additional time off from work. Employees who are adversely affected and seek to become emergency leave recipients must apply in writing as indicated below.</p> <p>The ELTP <i>does not replace</i> TSA's Voluntary Leave Transfer Program (VLTP). The ELTP is an additional program, specifically established for employees impacted by Hurricane Harvey. Unlike the VLTP, the ELTP does not require the leave recipient to exhaust all personal leave before using donated leave. Leave donors are not required to designate a specific emergency leave recipient to receive the donated leave.</p> <p>TSA will be accepting and approving applications for both emergency leave donors and recipients under the ELTP. Donations received will be distributed across the impacted areas to our fellow TSA employees.</p> <p>Employees who wish to participate in the program must submit OPM Form 1637, Application to Become a Leave Recipient under the Emergency Leave Transfer Program, or OPM Form 1638, Request to Donate Annual Leave under the Emergency Leave Transfer Program. When completing the appropriate form, participants should identify the event as Hurricane Harvey or.</p> <p>After completion of the employee section, leave recipient applications must be submitted to the employee's immediate supervisor, or higher level supervisor. Both completed leave recipient application forms and leave donation forms should be sent to OHCAccess, either by fax to 1-877-872-7993 or by email to helpdesk@mailserver-hraccess.tsa.dhs.gov. Hurricane Harvey ELTP should be included in the subject line.</p> <p>Additional information is available on the OPM website.</p> <p>I've used all of the excused absence TSA has authorized for personal emergencies. I do not have any annual leave or compensatory time off. Are there other leave programs available to me?</p> <p>Yes. The TSA Voluntary Leave Transfer Program (VLTP) is an option.</p>



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<p>Q&A 8: Leave</p>	<p>An employee affected by a medical emergency or natural disaster may apply to become a leave recipient in the VLTP by submitting a completed TSA Form 1128, Voluntary (VLTP) Leave Recipient Application, and supporting documentation following the procedures outlined in VLTP Roles and Responsibilities.</p> <p>Employees affected by natural disasters (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) must submit TSA Form 1128 and documentation (e.g. assessment that home is condemned; documentation that the employee has been displaced, or copies of fire or safety reports) confirming the loss and the cause of the loss no later than 30 calendar days following the date of the loss. This 30-day period may be extended on a case-by-case basis if the employee can demonstrate that delay was caused by factors outside his/her control.</p> <p>Employees may only donate annual leave and CT (not sick leave) to approved leave recipients for non-medical emergencies associated with loss of home or personal property by a natural disaster. Donations to employees are made by completing TSA Form 1128-1, VLTP Leave Donation Request.</p> <p>Employees who experience a loss of home or personal property by natural disaster (e.g. widespread flooding, hurricanes, wildfires, tornadoes, lightning and earthquakes) may be approved for no more than a maximum of 80 hours of donated leave under the VLTP for each disaster loss. The maximum amount of donated leave an employee may receive in a leave year for losses by natural disaster is 240 hours.</p> <p>An employee does not have to exhaust all appropriate available leave before applying to the VLTP. An employee may apply and be approved for the VLTP prior to exhausting all appropriate available leave if it can be reasonably determined from supporting documentation that the employee’s leave balances will not cover the entire period of absence.</p>

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TSA’s Financial and Travel Policy Branch IShare Site:

<https://office.ishare.tsa.dhs.gov/sites/FMD/financialpolicy/default.aspx>