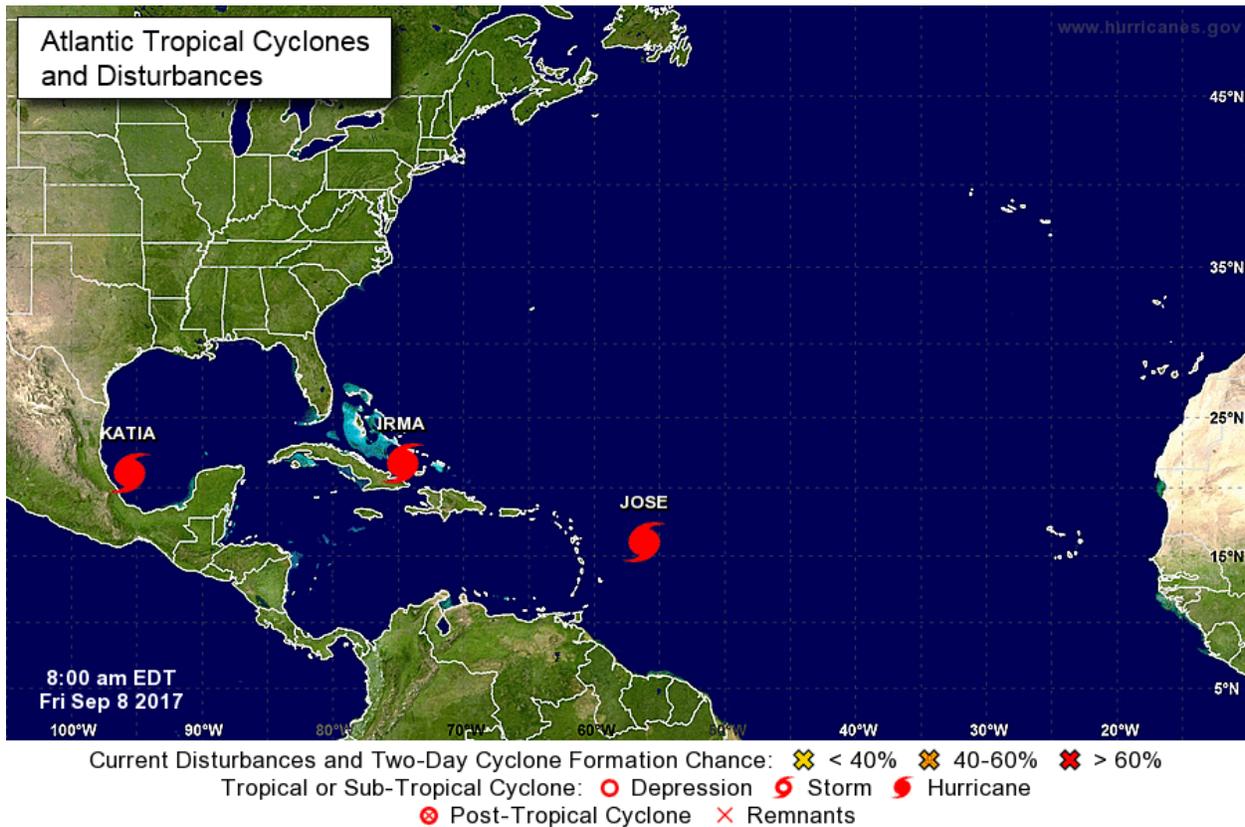


HURRICANE

Irma

Emergency

Preparations



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TAB 1

STORM RISK TRACKING

Hurricane Irma Highlights of National Hurricane Center Information;

Hurricane Irma has already caused deaths and significant damage to US territories. The US Virgin Islands (USVI) experienced severe wind and water damage as they were hit by the then-category 5 hurricane. The center passed north of Puerto Rico, but they still experienced several deaths and extensive power outages.

As of Friday afternoon (Sep 8th) the eye of Hurricane Irma was located southeast of Florida, between Cuba and the Turks and Caicos Islands. Irma is moving roughly westwards near 14 mph and is expected to continue for the next day or so with a decrease in forward speed.

By late Saturday, it is expected to turn northwest towards mainland Florida and the eye should be near the Florida Keys and the southern Florida Peninsula around 2 a.m. Sunday morning. Southern mainland FL and Miami should start seeing hurricane-force winds by daybreak, with the eye moving through the area mid-day.

The current estimated path puts the eye at almost the center of the Florida peninsula and traveling northwest up the entire state, slowly losing strength but still with hurricane-force winds into north-central FL Monday morning.

Irma lost some power and is now a powerful category 4 hurricane; it is expected to remain so as it approaches FL. Current maximum sustained winds are near 155 mph with higher gusts.

The eye is a little larger than with Harvey, so hurricane-force winds extend outward up to 70 miles from the center and tropical-storm-force winds extend outward up to 185 miles – but there is less rainfall predicted.

Expected Hazard Conditions Affecting Employees/ Operations

EXISTING: In the USVI, there are areas of near-total devastation with significant infrastructure damage, debris, no power, and limited road access. Rescue operations and damage surveys are still in progress. Puerto Rico is working to establish power and assess damage, especially to northern coastal regions.

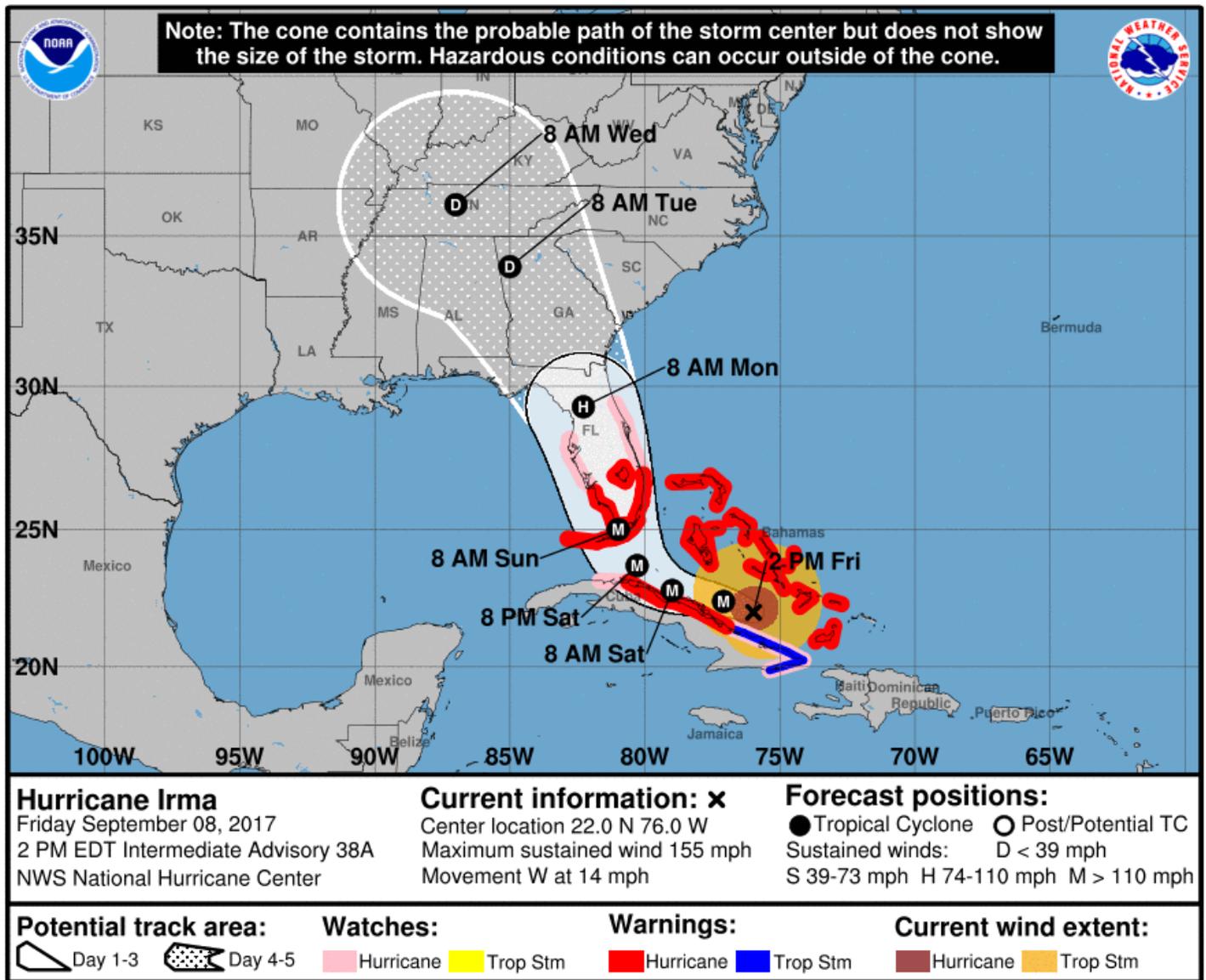
For FL and mainland U.S.:

STORM SURGE: If the storm coincides with high tide, a storm surge of 5-10 feet above ground is expected for the entire FL coast from near Ft. Myers on the gulf side to near Juno Beach on the Atlantic, with slightly lower surges further north. This presents extra damage risk to coastal communities and those just inland.

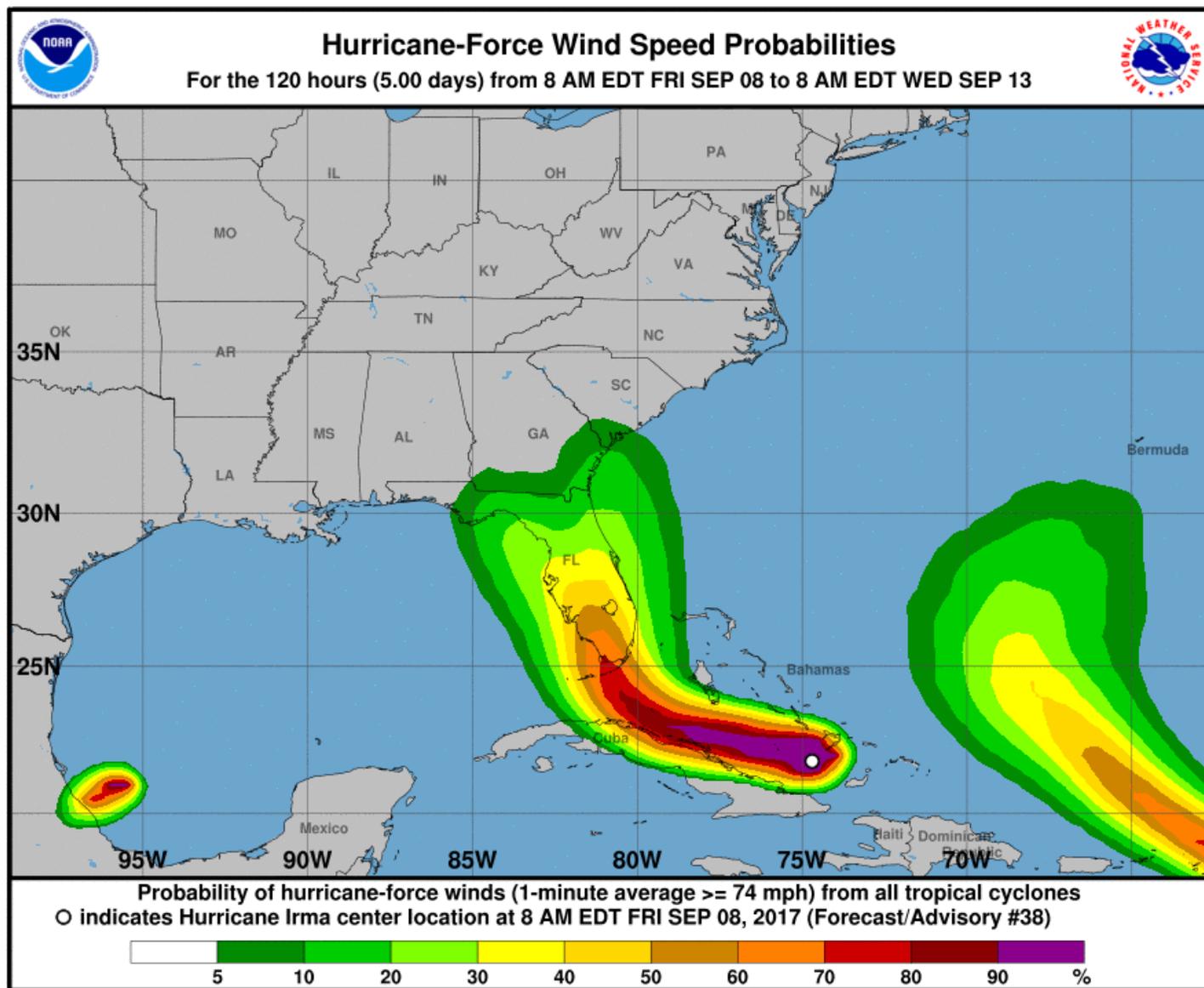
WIND DAMAGE: Even if the wind speeds drop more, the wide path of the eye will cause power outages and wind damage for large inhabited areas throughout FL and possibly into Georgia.

RAINFALL: Irma is expected to produce rain accumulations in FL and GA of approximately one to two feet through Tuesday night, causing localized and flash flooding. There is also a possibility of 3-6 inches of rain in western North Carolina.

Projected path of the storm



Probability of hurricane-force winds – notice to the right are winds from Hurricane Jose

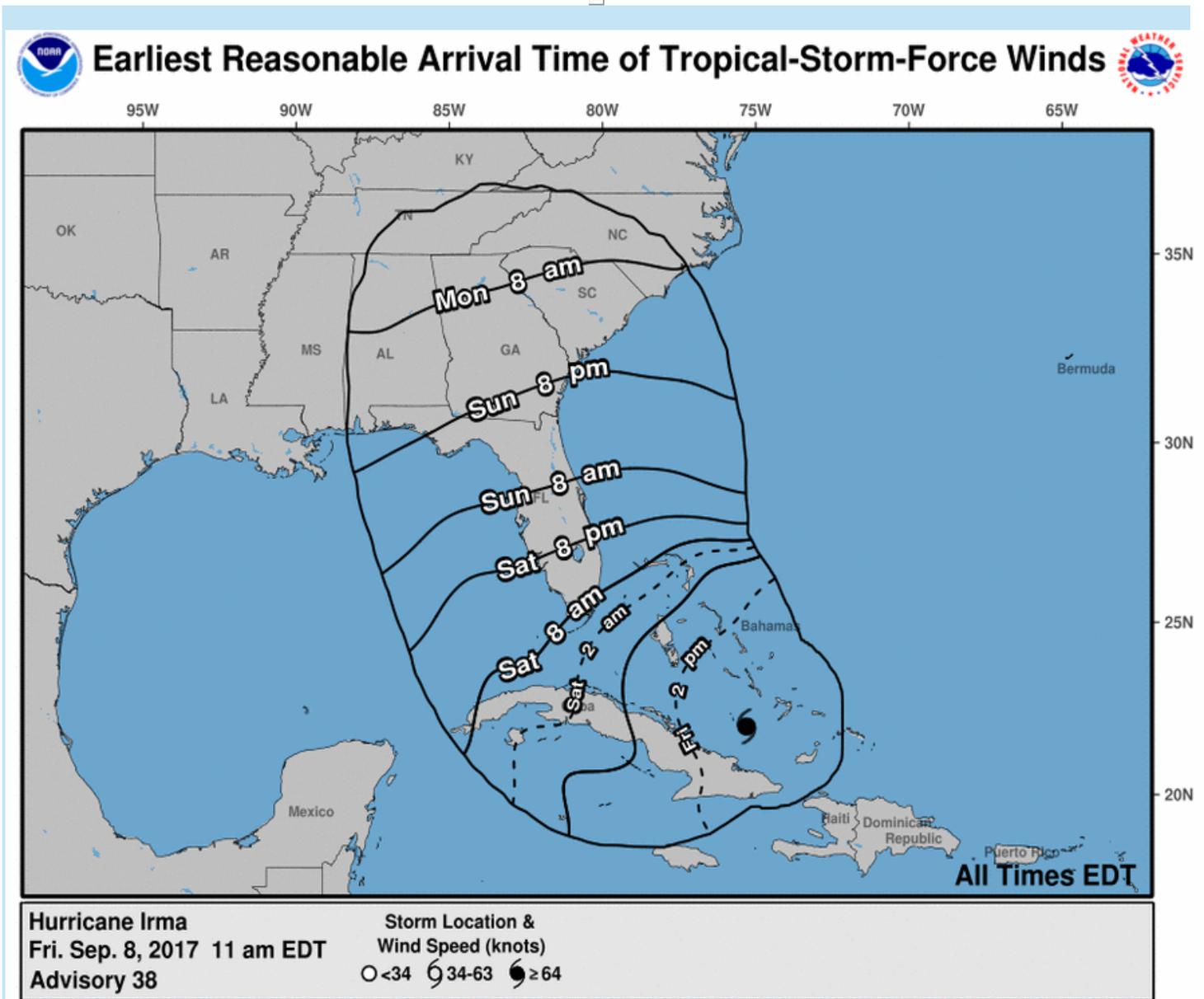


This shows the probability that areas will have hurricane-force winds – at this time, the highest probability for Florida is in the central/ northern Keys and mainland west of Miami to the gulf coast around Ft. Myers, with Miami and the communities just north of it still having a good possibility.

This track may change as the storm nears the coast.

The amount of damage caused by the winds depends on the actual wind speed experienced, which can vary widely from place to place.

This is an “experimental” modeling program showing when tropical-force (greater than 35 kph) winds will arrive to areas around the landfall.

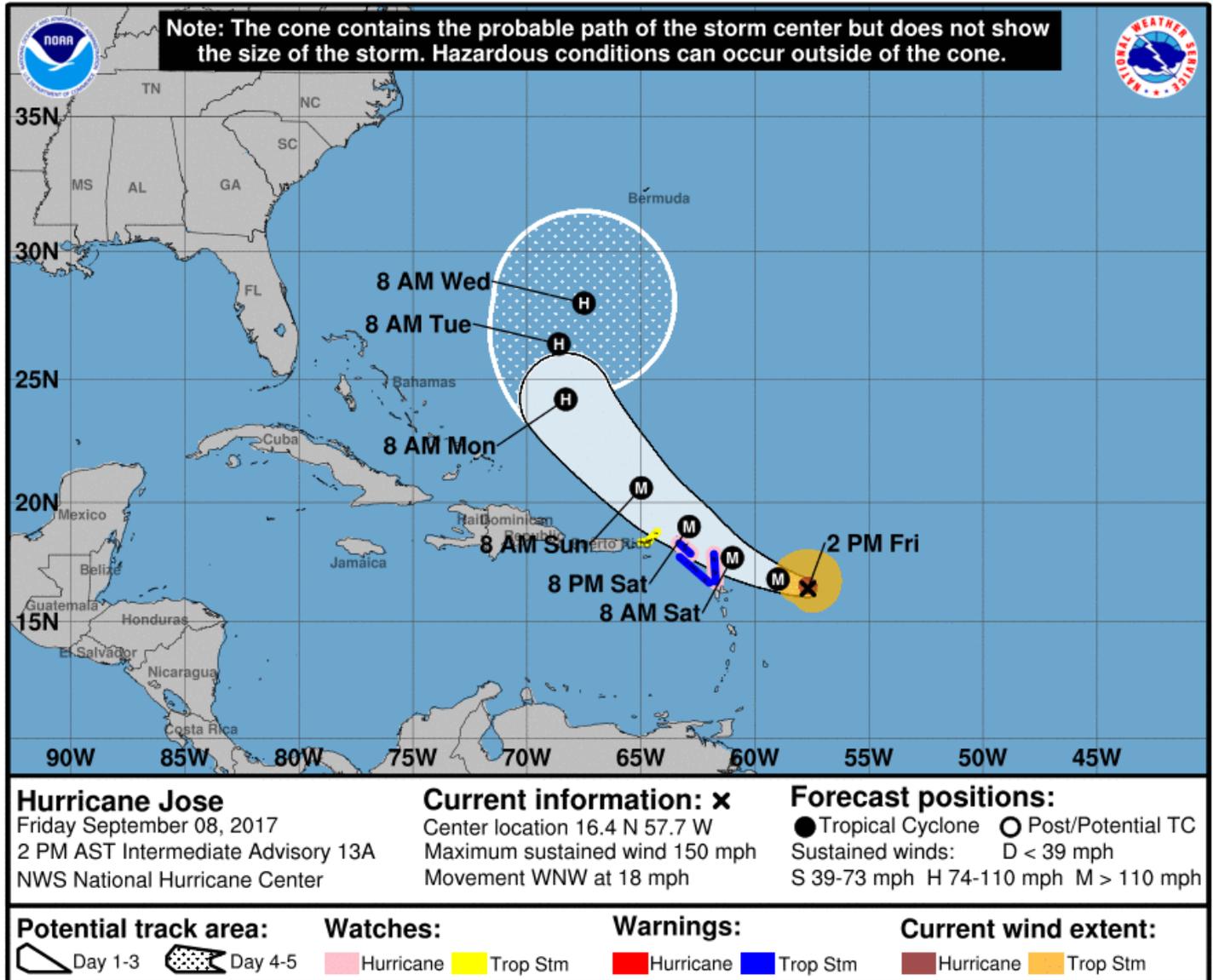


Hurricane Jose

Highlights of National Hurricane Center Information;

Hurricane Jose is currently a category 4 hurricane with maximum sustained winds of 150mph. It is currently offshore of the Leeward islands and is moving northwest, expected to turn north into the open Atlantic where it may continue on to hit Bermuda as a lesser hurricane or dissipate into a tropical storm.

Jose poses a threat today into tomorrow of tropical storm-force winds and several additional inches of rain to the Virgin Islands and eastern Puerto Rico, which have already suffered damage from Hurricane Irma.



TAB 2

AFFECTED PERSONNEL BY RESIDENCE AND DUTY LOCATION

DHS Employee Residence Locations in the Projected Path of Hurricane Irma by State-Island

Component	AA	BD	*FL	*GA	PR	VI	Grand Total
CBP	29	1	3,713	832	717	115	5,407
FEMA			905	991	371	22	2,289
FLETC			65	920			985
HQ - DNDO			1	1			2
HQ - OS			22	10	1	1	34
HQ - S&T			4				4
ICE	24		1,389	493	231	26	2,163
NPPD			137	90	10		237
OIG			36	25	9		70
TSA	3		6,166	2,074	431	146	8,801
USCG			328	21	85	1	435
USCIS	3		878	142	25	12	1,060
USSS	1		253	127	9		390
Grand Total	60	1	13,897	5,726	1,889	323	21,896

*FL, GA = Total DHS Florida, Georgia Population - All Counties

DHS Employee Duty Station Locations in Projected Path by State-Island

Component	AA	BD	*FL	*GA	PR	VI	Grand Total
CBP	23	16	3,489	825	663	121	5,137
FEMA			824	1,009	370	22	2,225
FLETC			2	1,000			1,002
HQ - OS			13	3		1	17
ICE			1,333	528	233	27	2,121
NPPD			123	96	10		229
OIG			34	31	9		74
TSA			6,107	2,125	427	142	8,801
USCG			311	16	86		413
USCIS			836	134	24	12	1,006
USSS			227	124	10		361
Grand Total	23	16	13,299	5,891	1,832	325	21,386

BD = Bermuda
PR = Puerto Rico
VI = Virgin Island (US)



DHS Employee Residences Located in Florida Counties Under Evacuation Orders

Component	BROWARD	COLLIER	DADE	FLAGLER	HENDRY	LEE	MANATEE	MARTIN	MIAMI-DADE	MONROE	PALM BEACH	PINELLAS	POLK	ST LUCIE	Grand Total
CBP	1,048	4	156	3	1	22	6	12	1,168	73	148	22	17	28	2,708
FEMA	63	8	5	14		33	12	8	33	6	44	21	20	20	287
FLETC	1					2									4
HQ - DNDO												1			1
HQ - OS	4		1	1					1		1	2			10
HQ - S&T		1		1											2
ICE	359	2	4		1	30	20	12	406	16	45	37	9	17	958
NPPD	7	1				1		2	12		1	2	1	1	28
OIG	14		1						11		2				28
TSA	1,261	29	285	14	2	277	15	11	1,034	6	278	214	67	38	3,531
USCG	92	1	2			3	5	1	64	11	9	17	2	2	209
USCIS	162	13	3	3		17	3	4	283	1	75	13	7	3	583
USSS	103		11			6			24	1	14	2	2		163
Grand Total	3,114	46	478	36	4	391	61	50	3,037	113	617	331	125	109	8,512

All counties listed have mandatory/voluntary evacuation orders
*Monroe County = All Florida Keys are under mandatory evacuation orders

DHS Employee Residences Located in the Florida Keys by Island

Component	BIG PINE KEY	CUDJOE	ISLAMORADO	KEY COLONY BEACH	KEY LARGO	KEY WEST	LONG KEY	MARATHON	RAMROD KEY	SUGARLOAF SHORES	SUMMERLAND KEY	TAVERNIER	Total
CBP	8		1	1	14	18	1	19	2	1	4	4	73
FEMA					2	2					2		6
ICE	3	1	1		3	6			1		1		16
TSA					3	3							6
USCG		1				9						1	11
USSS					1								1
Grand Total	11	2	2	1	23	38	1	19	3	1	7	5	113

Florida State Map by County



DHS Employee Duty Station Locations in Florida Counties Under Evacuation Orders

Component	BROWARD	COLLIER	DADE	FLAGLER	LEE	MANATEE	MARTIN	MIAMI-DADE	MONROE	PALM BEACH	PINELLAS	POLK	Grand Total
CBP	432	2	78		15			1,849	67	87		3	2,533
FEMA	54	8	1	13	29	11	7	33	5	41	19	21	242
HQ - OS			1					3			1		5
ICE	74				34		18	685	19	32			862
NPPD	1		5		1			11		4	1		23
OIG	24							4					28
TSA	1,110		8	1	327			1,726	2	256	96	1	3,527
USCG	1		47					156	11		38		253
USCIS	60				27			371		72			530
USSS					6			127		10			143
Grand Total	1,756	10	140	14	439	11	25	4,965	104	502	158	22	8,146

Georgia

DHS Employee Residences Located in Georgia Counties Under Evacuation Orders

Row Labels	BRYAN	CAMDEN	CHATHAM	GLYNN	LIBERTY	MCINTOSH	Grand Total
CBP	34	15	84	111	7	10	261
FEMA	1	1	6	4	4		16
FLETC	11	125	12	642	15	29	834
ICE	8	14	14	60	3	1	100
NPPD	1	5	1	19	1		27
TSA	13	22	72	87	13	3	210
USCG	1	4	7		1		13
USCIS	1	1		1			3
USSS	1	1	3	9			14
Grand Total	71	188	199	933	44	43	1,478

DHS Employee Duty Station Locations in Georgia Counties Under Evacuation Orders

Component	BRYAN	CAMDEN	CHATHAM	GLYNN	LIBERTY	Grand Total
CBP			164	156		320
FEMA	1	1	8	4	4	18
FLETC				1,000		1,000
ICE			25	83		108
NPPD			3	28		31
OIG				1		1
TSA			127	124		251
USCG		1	10	2		13
USCIS				2		2
USSS			5	14		19
Grand Total	1	2	342	1,414	4	1,763



TAB 3

HR AUTHORITIES



**Homeland
Security**

SEP 08 2017

MEMORANDUM FOR: DISTRIBUTION

FROM: Angela Bailey
Chief Human Capital Officer | *Angela Bailey*

SUBJECT: Determination of an Emergency for Premium Pay Purposes –
Hurricane Irma

I have determined that the impact of Hurricane Irma and its aftermath in portions of the South Atlantic region (Florida, Georgia, Alabama, South Carolina and North Carolina), the U.S. Virgin Islands, and Puerto Rico constitutes an emergency and that DHS employees responding to this emergency are not subject to the biweekly pay limitation in 5 CFR § 550.105(a). This policy is effective the pay period beginning September 3, 2017, and continuing through the end of this calendar year.

Supervisors must affirmatively certify, for each pay period involved, that the employee continues to work in response to this emergency. In most cases, the timekeeping system can accomplish certification. When the employee is no longer responding to the emergency or its aftermath, the biweekly premium pay limit will resume.

Please note that these employees are still subject to the annual premium pay limitation in 5 CFR § 550.106(a). Special care is required when the annual limitation is applied to employees who receive law enforcement availability pay, administratively uncontrollable overtime or other annual premium pays specified in 5 CFR § 550.107. These continuing payments are always subject to a biweekly limitation, and payments through the end of the calendar year must be considered along with base pay and locality pay in determining the amount of additional premium pay an employee may earn under the annual limitation. In this regard, supervisors should monitor pay on a pay period basis to ensure that employees do not exceed the annual limitation.

Additionally, to the extent applicable, U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), and U.S. Secret Service (USSS) must abide by the limitations on overtime pay (\$45,000) in the "Department of Homeland Security Appropriations Act, 2017," Division F, Title II of Public Law 115-31 (2017), unless waived. The Secretary delegated the authority to make determinations to exceed the statutory limitations to CBP, ICE and USSS in DHS Delegation 0907 (Revision #06), Overtime Pay Limitations Determinations, Fiscal Year 2017.

Please address any questions concerning this memorandum to Alethea Smalls at (202) 357-8313 or alethea.smalls@hq.dhs.gov.

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Chief Security Officer



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

SEP 08 2017

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM:

Kathleen M. McGettigan
KATHLEEN M. McGETTIGAN
ACTING DIRECTOR

Subject:

Emergency Hiring Situation Resulting from Hurricane Harvey and Hurricane Irma

To address Hurricane Harvey and Hurricane Irma recovery efforts, you may have an immediate need to hire additional staff. Therefore, you are authorized to make excepted appointments under 5 CFR 213.3102(i)(3), on a temporary basis for up to 1 year, to hire individuals who will be directly involved with the recovery and relief efforts associated with Hurricane Harvey or Hurricane Irma. These appointments may be extended in increments up to 1 year.

When using this authority, agencies must apply the provisions of 5 CFR part 302. Per 5 CFR part 302, agencies must apply veterans' preference when filling positions under this authority, and must have procedures in place for acceptance of applications. If seeking to select a non-preference eligible over a preference eligible, agencies must follow the pass-over procedures in 5 U.S.C. §3318(c) and 3319(c)(7) as described in the [Delegated Examining Operations Handbook](#). Public notice is not required when filling jobs in the excepted service.

As a reminder, temporary employees who are hired for more than 90 days are entitled to benefits to include health insurance, dental/vision, flexible spending accounts (medical and dependent care). Temporary employees hired under this authority are not eligible to participate in the Thrift Savings Plan, the Federal Employees' Group Life Insurance program, nor the Federal Employees Retirement System.

On August 27, 2017, the U.S. Office of Personnel Management issued guidance to the Heads of Executive Departments and Agencies reminding them of the human resources flexibilities available to assist Federal employees affected by Hurricane Harvey and its aftermath, including, 30-day critical need and direct hire authorities (see <https://www.chcoc.gov/content/human-resources-flexibilities-hurricane-harvey-and-its-aftermath>).

For additional assistance, please contact Katika Floyd at Katika.Floyd@opm.gov or employ@opm.gov.

cc: Directors of Human Resources

Published on CHCOC (<https://www.chcoc.gov>)

[Home](#) > Human Resources Flexibilities for Hurricane Harvey and its Aftermath

Human Resources Flexibilities for Hurricane Harvey and its Aftermath



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Sunday, August 27, 2017

CPM 2017-09

From: KATHLEEN M. McGETTIGAN, ACTING DIRECTOR

On Friday, August 25, 2017, President Donald Trump issued a major disaster declaration as Hurricane Harvey made landfall in Texas. As the President *stated*, "our highest priority is the safety of the public and of first responders." At this time, the U.S. Office of Personnel Management (OPM) would like to remind agencies of the wide range of Human Resources (HR) policies and flexibilities currently available to assist Federal employees affected by Hurricane Harvey and its aftermath.

Human Resources Flexibilities

OPM's *Human Resources Flexibilities and Authorities Handbook* provides detailed summaries and references for the many HR flexibilities and authorities which OPM administers.

Pay and Leave Benefits

The OPM *Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations* provides a general summary of the pay and leave benefits available to Federal employees prevented from working, or required to work, in an area affected by emergency situations.

Employee Benefits and Policies

Benefits and policies for Federal employees and eligible family members remain unchanged during emergency situations. See OPM's *Hurricane Guidance Benefits and Policies*.

Emergency Leave Transfer Program (ELTP)

In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, OPM may establish an Emergency Leave Transfer Program (ELTP). Under this program, Federal

employees may donate annual leave to employees of the same or other agencies who are adversely affected, or have family members who are adversely affected, by the disaster or emergency. Agencies that have employees in need of assistance should contact their headquarters to report the need. OPM, in consultation with the U.S. Office of Management and Budget, will work with agency headquarters to assess the need to establish an ELTP for this emergency.

Agency headquarters should contact pay-leave-policy@opm.gov to discuss the establishment of an ELTP and to address any questions or concerns. In the subject line of the email, please place "Hurricane Harvey". For more information, please see our *Emergency Leave Transfer Program fact sheet*.

Emergency Critical Hiring

Under 5 CFR 213.3102(i)(2), an agency may make 30-day appointments in the excepted service to fill a critical hiring need. An agency may extend these appointments for an additional 30 days. This authority may be used to fill senior level positions as well as positions at lower grades. The agency determines what qualifications are required. Career Transition Assistance Plan (CTAP), Reemployment Priority List (RPL), and Interagency CTAP (ICTAP) requirements under 5 CFR part 330 do not apply to these appointments.

Direct Hire Authority

Agencies are reminded of current OPM-authorized Governmentwide direct hire authorities. These authorities allow agencies to appoint candidates directly for:

- **Medical Officers** (General Schedule (GS)-0602), **Nurses** (GS-0610 and GS-0620), **Diagnostic Radiologic Technicians** (GS-0647), and **Pharmacists** (GS-0660) at all grade levels and all locations.
- **Information Technology Management (Information Security)** (GS-2210), GS-9 and above at all locations.
- **Veterinary Medical Officer positions** at the GS-11 through GS-15 grade levels (or equivalent) nationwide to include overseas territories and commonwealths (e.g., Puerto Rico, Guam, and the U.S. Virgin Islands) may be used indefinitely or until OPM terminates this authority.
- **Federal Acquisition positions** covered under title 41, U.S.C. 433(g)(1)(A) according to GW-004 (effective September 30, 2012), which has been extended by Sec. 1103 of P.L. 112-239, National Defense Authorization Act FY 2013. This authority is based on a severe shortage of candidates. Prior to using this authority, the department and agency heads (other than the Secretary of Defense) must determine whether a shortage of highly-qualified individuals exists. When determining the existence of a shortage of highly-qualified individuals, agencies are required to use the supporting evidence prescribed in 5 CFR 337.204(b). In accordance with 5 CFR 337.206(c), OPM may request information from agencies on their use and implementation of this direct hire authority. **This authority expires on September 30, 2017.** The legal authority code for SF-50 item 5-E is "BAE."

Agencies may give individuals in the occupational series listed above competitive service career, career-conditional, term, or temporary appointments, as appropriate. In all cases, an agency must adhere to the public notice requirements in 5 U.S.C. 3327 and 3330 and all ICTAP requirements. For additional information on these authorities, please see OPM's *Direct Hire Authority guidance*.

An agency should contact OPM at employ@opm.gov if it believes it has one or more occupations for which an agency-specific direct hire authority may be appropriate in support of relief and recovery efforts.

Reemploying Annuitants

Under specified circumstances (which include responding to an emergency), agencies may bring back retirees without applying the dual compensation salary offset and **without OPM approval** as provided at 5 U.S.C. 8344(l) and 8468(i), which require that:

- Appointments are limited to 1 year or less;
- Hours worked by any annuitant reemployed under these provisions are limited to 520 during the first 6 months of retirement, 1,040 during any 12-month period, and 3,120 total hours worked during any period; and
- Reemployment may not exceed 2.5 percent of the full-time workforce at any time, and if 1 percent is exceeded, the agency must provide an explanation and justification to the Congress and OPM.

Agencies should contact OPM at employ@opm.gov for reemployment that may be needed for longer time periods than allowable under this authority.

Agencies must contact OPM at employ@opm.gov before reemploying a retiree who left the Federal Government with a Voluntary Separation Incentive Payment (VSIP) buyout. Depending upon the specific statute under which the buyout was received, the agency may request a buyout repayment waiver from OPM.

Other Hiring Flexibilities

Senior Executive Service (SES) limited appointments - Agencies have the authority to make SES Limited Term or Limited Emergency appointments for career employees, provided the appointment is within the space allocations limit previously authorized by OPM. Agencies may seek a temporary allocation from OPM if space is not currently available. Agencies may also seek authority from OPM to make Limited Term or Limited Emergency appointments of non-career employees using an automated form generated through the Executive and Schedule C System (ESCS).

Use of private-sector temporary employment firms - An agency may contract with private-sector temporary employment firms for services to meet emergency staffing needs. These contracts may be for 120 days and may be extended for an additional 120 days, subject to displaced employee procedures.

Temporary appointments less than 120 days - An agency may make competitive service appointments for 120 days or less without clearing CTAP or ICTAP. However,

these programs may help identify one or more well-qualified displaced Federal employees who are available for immediate employment.

Reemployment priority lists - Current and former employees on agency RPLs are another immediate source of qualified individuals available for temporary, term, or permanent competitive service appointments. Conversely, in some cases, an agency may apply an exception under 5 CFR 330.211 of the RPL provisions to appoint someone else.

Special Solicitations for Charitable Contributions during Emergency Situations

The Director of OPM may grant permission for special solicitations of Federal employees, outside of the Combined Federal Campaign (CFC), in support of victims in emergency situations. The request must be in writing and include information on where the special solicitations will be conducted (i.e., agency name(s) and location(s), date(s) on which the special solicitation will be conducted, and information on the charitable organization(s) that will be the recipient of special solicitation funds). For information, visit OPM's [CFC website](#).

Additional Information

Agency headquarters-level human resources offices may contact Pay and Leave at OPM at pay-leave-policy@opm.gov. Employees should contact their agency human resources or payroll office for further information on this memo.

cc: Human Resources Directors

Stakeholders: CHIEF HUMAN CAPITAL OFFICERS

Premium Pay Limits

GS employees may receive certain types of premium pay for a biweekly pay period only to the extent that the sum of basic pay and premium pay does not exceed the biweekly premium pay limit in effect for the employee. Premium pay includes overtime pay, Sunday pay, night pay, holiday premium pay, administratively uncontrollable overtime, and law enforcement availability pay.

DHS can grant an exception to the biweekly premium pay limit when it is determined that an emergency posing direct threat to life or property exists. An employee who is receiving premium pay for performing overtime work in connection with the emergency will then be subject to an annual pay limit rather than the biweekly limit. NOTE: administratively uncontrollable overtime and law enforcement availability pay are always subject to the biweekly premium pay limit.

DHS granted an exception to the biweekly premium pay limit for overtime work performed in connection with Hurricane Harvey. That exception is effective August 29, 2017, through the end of the calendar year. An exception for Hurricane Irma is being finalized for the period of September 3, 2017, through the end of the calendar year.

When applying an annual premium pay limit, components must closely monitor each affected employee's pay to ensure the employee does not exceed the annual limit. Pay above the annual limit creates a debt that the employee must repay. An alternative method available to components is to hold payment of the additional allowable premium pay until the end of the calendar year. Components can reach out to OCHCO if interested in exploring the alternative option further.

Biweekly and annual premium pay limits for 2017

Locality Pay Area	Biweekly Cap	Applicable Annual Cap (26 Biweekly Salary Payments)
Alaska	\$6,206.40	\$161,366.40
Albany-Schenectady, NY	5,984.80	155,604.80
Albuquerque-Santa Fe-Las Vegas, NM	5,960.00	154,960.00
Atlanta-Athens-Clarke County-Sandy Springs, GA-AL	6,206.40	161,366.40
Austin-Round Rock, TX	5,991.20	155,771.20

Boston-Worcester-Providence, MA-RI-NH-CT-ME	6,206.40	161,366.40
Buffalo-Cheektowaga, NY	6,130.40	159,390.40
Charlotte-Concord, NC-SC	5,975.20	155,355.20
Chicago-Naperville, IL-IN-WI	6,206.40	161,366.40
Cincinnati-Wilmington-Maysville, OH-KY-IN	6,174.40	160,534.40
Cleveland-Akron-Canton, OH	6,184.80	160,804.80
Colorado Springs, CO	5,992.80	155,812.80
Columbus-Marion-Zanesville, OH	6,121.60	159,161.60
Dallas-Fort Worth, TX-OK	6,206.40	161,366.40
Davenport-Moline, IA-IL	5,970.40	155,230.40
Dayton-Springfield-Sidney, OH	6,075.20	157,955.20
Denver-Aurora, CO	6,206.40	161,366.40
Detroit-Warren-Ann Arbor, MI	6,206.40	161,366.40
Harrisburg-Lebanon, PA	5,973.60	155,313.60
Hartford-West Hartford, CT-MA	6,206.40	161,366.40
Hawaii	6,092.00	158,392.00
Houston-The Woodlands, TX	6,206.40	161,366.40
Huntsville-Decatur-Albertville, AL	6,087.20	158,267.20
Indianapolis-Carmel-Muncie, IN	5,984.80	155,604.80
Kansas City-Overland Park-Kansas City, MO-KS	5,972.00	155,272.00
Laredo, TX	6,028.00	156,728.00
Las Vegas-Henderson, NV-AZ	5,989.60	155,729.60

Los Angeles-Long Beach, CA	6,206.40	161,366.40
Miami-Fort Lauderdale-Port St. Lucie, FL	6,206.40	161,366.40
Milwaukee-Racine-Waukesha, WI	6,179.20	160,659.20
Minneapolis-St. Paul, MN-WI	6,206.40	161,366.40
New York-Newark, NY-NJ-CT-PA	6,206.40	161,366.40
Palm Bay-Melbourne-Titusville, FL	5,966.40	155,126.40
Philadelphia-Reading-Camden, PA-NJ-DE-MD	6,206.40	161,366.40
Phoenix-Mesa-Scottsdale, AZ	6,125.60	159,265.60
Pittsburgh-New Castle-Weirton, PA-OH-WV	6,088.80	158,308.80
Portland-Vancouver-Salem, OR-WA	6,206.40	161,366.40
Raleigh-Durham-Chapel Hill, NC	6,148.80	159,868.80
Richmond, VA	6,106.40	158,766.40
Sacramento-Roseville, CA-NV	6,206.40	161,366.40
San Diego-Carlsbad, CA	6,206.40	161,366.40
San Jose-San Francisco-Oakland, CA	6,206.40	161,366.40
Seattle-Tacoma, WA	6,206.40	161,366.40
St. Louis-St. Charles-Farmington, MO-IL	5,984.00	155,584.00
Tucson-Nogales, AZ	5,975.20	155,355.20
Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	6,206.40	161,366.40
Rest of United States	5,944.00	154,544.00
Not in a Locality Pay Area	5,815.20	151,195.20

TAB 4

EVACUATION ORDER

[DATE]

DHS PERSONNEL EVACUATION AUTHORIZATION

AUTHORIZING OFFICIAL: [Name of Senior DHS Official]
[Title of Senior DHS Official]

AFFECTED DUTY STATION(S): [Description of Duty Stations Affected]

EFFECTIVE DATE: [Effective Date]

TERMINATION DATE: [Termination Date]

Due to the imminent or present danger created by [EVACUATION CAUSE], I hereby authorize the DHS managers of employees whose permanent duty station is [DESCRIPTION OF DUTY STATIONS AFFECTED] to order the evacuation of those employees and their dependents and to designate safe havens as explained below. ***This is a temporary delegation of authority, NOT an order to evacuate.*** This evacuation authorization, and all evacuation orders authorized in accordance herewith, will terminate no later than [TERMINATION DATE].

This evacuation authorization, and any evacuation order issued in accordance herewith, does not apply to the general public and does not affect or replace any evacuations ordered by other Federal, state, and/or local authorities. Rather, this evacuation is authorized to ensure the health and safety of the DHS workforce and to maintain the continuity of essential DHS functions.

This evacuation authorization does not create or confer any right, privilege, or benefit on, or for, any person or entity, including DHS employees and their dependents.

Designation of Safe Havens. A safe haven is an area designated by an authorized DHS Manager in an evacuation order that is outside the area of imminent or present danger causing the evacuation. In addition, DHS managers authorized to issue evacuation orders pursuant to this authorization should make every effort to designate safe havens in such a way that (1) employees will be able to return to their duty stations expeditiously after the evacuation terminates, (2) travel and subsistence costs are minimized, (3) employees who normally work at the same duty station are directed to the same safe haven, and (4) the size of the safe haven is proportional to the number of employees and/or dependents being directed thereto.

Evacuation Allowances. Generally, absent specific statutory authority, federal agencies cannot use appropriated funds to provide for the personal expenses of employees, including food and/or subsistence expenses. OPM regulations give federal agencies the discretion to provide certain allowances to evacuated employees and/or their evacuated dependents. These allowances include (a) advance payments of pay,

APPENDIX B

[DATE]

DHS PERSONNEL EVACUATION ORDER

ISSUED BY: [Name of DHS Manager]
[Title of DHS Manager]

AREA OF IMMINENT OR PRESENT DANGER: [Description of Area of Imminent or present Danger]

AFFECTED DUTY STATION(S): [Description of Duty Stations Affected]

SAFE HAVEN(S): [Safe Haven(s)]

EFFECTIVE DATE: [Effective Date]

TERMINATION DATE: [Termination Date]

Due to the imminent or present danger created by [EVACUATION CAUSE], and under temporary authority provided by [TITLE OF SENIOR DHS OFFICIAL WHO ISSUED EVACUATION AUTHORIZATION], I hereby order employees at [DESCRIPTION OF DUTY STATIONS AFFECTED] to evacuate their duty station and I hereby designate the following safe havens for those evacuated employees whose homes are within [AREA OF IMMINENT OR PRESENT DANGER]: [SAFE HAVEN(S)]. This evacuation order, and all allowances authorized hereunder, will terminate no later than [TERMINATION DATE].

This evacuation order does not apply to the general public and does not affect or replace any evacuations ordered by other Federal, state, and/or local authorities. Rather, this order is being issued to ensure the health and safety of the DHS workforce and to maintain the continuity of essential DHS functions.

Employees assigned to a duty station evacuated by this order, but away from that duty station or in transit status thereto as of the date of this order, must contact their supervisor for instructions as to whether to proceed to the evacuated duty station, report to an alternative duty station, or report to an official safe haven.

Evacuation Allowances. Generally, absent specific statutory authority, federal agencies cannot use appropriated funds to provide for the personal expenses of employees, including food and/or subsistence expenses. OPM regulations give federal agencies the discretion to provide certain allowances to evacuated employees and/or their evacuated dependents. These allowances include (a) advance payments of pay, allowances, and differentials, (b) evacuation payments of pay, allowances, and differentials, (c) or special allowances (e.g., travel or subsistence expenses) to offset

any direct added expenses that are incurred by the employee as a result of his or her evacuation, or the evacuation of his or her dependents, from the employee's permanent duty station. Evacuation allowances may not be used to duplicate personal assistance accepted from other sources, including but not limited to FEMA, the Red Cross, or personal insurance.

For the evacuation ordered herein, the following allowances will be provided to eligible employees and/or their eligible dependents subject to the limitations set forth in this order and in 5 C.F.R. §§ 550.401-409, and the Federal Travel Regulations.

Advance payments:	[YES or NO]
Maximum advance:	[1-30 days or N/A]
Evacuation payments:	[YES or NO]
Travel expenses to/from Safe Haven:	[YES or NO]
Subsistence expenses at Safe Haven:	[YES or NO]

Employees have the burden of demonstrating their eligibility, and the eligibility of their dependents, for evacuation allowances under this evacuation order.

[OTHER ALLOWANCE LIMITATIONS.]

[TRAVEL AUTHORIZATION/VOUCHER INSTRUCTIONS.]

APPROVED:

[Name of DHS Manager]
[Title of DHS Manager]

Date

TAB 5

CONTACTS

ROSTER

Organization	Name	Telephone	Email
HCLC Voting Members			
Headquarters			
Chief Human Capital Officer	Angela Bailey	(202) 357-8151	Angela.Bailey@hq.dhs.gov
HQ HRMS	Celisa Stephens	(202) 357-8658	Celisa.Stephens@hq.dhs.gov
NPPD	Rita Moss	(703) 235-1910	Rita.Moss@hq.dhs.gov
	Sophie Webb-Lopez	(703) 235-2081	Sophie.Webb-Lopez@hq.dhs.gov
OIG	Robin Stephens	(202) 254-0958	Robin.Stephens@oig.dhs.gov
	Charlee Bellamy	(202) 632-0256	Charlee.Bellamy@oig.dhs.gov
Components			
CBP	Linda Jacksta	(202) 863-6122	Linda.L.Jacksta@cbp.dhs.gov
	Diana Davis	(202) 646-1390	Diana.L.Davis@cbp.dhs.gov
	Thomas P. Benckert	(202) 863-6322	Thomas.P.Benckert@cbp.dhs.gov
FEMA	Corey Coleman	(202) 212-3962	Corey.J.Coleman@fema.dhs.gov
	Cindy Westray	(202) 212-5984	Cindy.Westray@fema.dhs.gov
	Mike Casey	(202) 212-1226	Michael.Casey@fema.dhs.gov
FLETC	Stephen Fluegeman	(912) 267-2225	stephen.c.fluegeman@fletc.dhs.gov
	Tina Goulet	(912) 267-3376	Tina.Goulet@fletc.dhs.gov
ICE	Karen Pane	(202) 732-3713	Karen.W.Pane@ice.dhs.gov
	Susan Dunbar	(202) 732-3653	Susan.CullenDunbar@ice.dhs.gov
	Karen Filipponi	(202) 732-5898	Karen.B.Filipponi@ice.dhs.gov
TSA	Karen Shelton Waters	(571) 227-1310	Karen.SheltonWaters@tsa.dhs.gov
	Julie Scanlon	(571) 227-3008	Julie.Scanlon@tsa.dhs.gov
	Kristen Hukoveh	(571) 227-1566	Kristen.Hukoveh@tsa.dhs.gov
USCG	Curtis Odom	(202) 475-5221	Curtis.B.Odom@uscg.mil
	RADM William G. Kelly	(202) 475-5005	William.G.Kelly@uscg.mil
	Jennifer Leung	(202) 795-6342	jennifer.a.leung@uscg.mil
USCIS	Kathy Hochman	(202) 233-2541	Kathy.T.Hochman@uscis.dhs.gov
	Shane Griffith	(202) 233-2511	Shane.Griffith@uscis.dhs.gov
	Craig Heintz	(202) 233-2510	Craig.J.Heintz@uscis.dhs.gov
USSS	Susan Yarwood	(202) 406-9658	Susan.Yarwood@usss.dhs.gov
	Jim Lewis	(202) 406-5452	James.Lewis@usss.dhs.gov
	Wendy Joe	(202) 406-	Wendy.Joe@usss.dhs.gov
HCLC Non-Voting Members			
OCHCO/CRCL Executives			
Deputy Chief Human Capital Officer	Roland Edwards	(202) 357-8568	Roland.Edwards@hq.dhs.gov
Chief Learning and Engagement Officer	Clo Taylor	(202) 357-8685	Clothilda.Taylor@hq.dhs.gov
Strategic Workforce Planning & Analysis	David Ashley (Acting)	(202) 357-8446	David.Ashley@hq.dhs.gov
Chief of Staff	Jeff Feldman	(202) 357-8757	Jeffrey.Feldman@hq.dhs.gov
Diversity & Inclusion	Sharon Wong	(202) 357-8154	Sharon.Wong@hq.dhs.gov
Human Capital Policy & Programs	Gwen Yandall	(202) 357-8636	Gwen.Yandall@hq.dhs.gov
Human Capital Business Solutions	Donna Seymour	(202) 357-8735	Donna.Seymour@hq.dhs.gov
Civil Rights & Civil Liberties	Veronica Venture	(202) 254-8210	Veronica.Venture@hq.dhs.gov

Employee Assistance Program: Provides free short term counseling and personalized referrals for child care, adult care, legal concerns, and other daily life concerns. WorkLife services are a valuable assist to help employees cope with disasters and other difficult situations.

	Name	Employee Assistance (EAP) Provider	Position	Toll Free EAP Number	EAP POC's number
CBP	Nicole S. Johnson	EAP Consultants Federal	EAP Manager	800-755-7002	202-863-6343
CIS	Gwen Simmons	Occupational Health Federal	EAP Manager	800-222-0364	202-266-2889
FEMA	Kenya Cousins	Occupational Health	EAP Manager	800-222-0364	202-212-5948
SS	Kier Maxwell	in house Guidance	EAP Counselor	202-406-6291	202-406-6291
DHS	Mitch Berkenkemper	Resources Federal	WorkLife Program Manager	866-511-3372	202-357-8736
TSA	Shontell Rivers	Occupational Health	WorkLife Program Manager	800-222-0364	571-227-2132
CG	Marta Denchfield	Value Options Federal	EAP Manager	855-247-8778	202-475-5156
ICE	Gary Hardy	Occupational Health Guidance	EAP Manager	202-732-4496	202-236-0876
NPPD	Holly Newton	Resources Guidance	WorkLife Program Manager	866-511-3372	202-603-2057
FLETC	Ashley Callicutt	Resources Guidance	WorkLife Program Manager	888-290-4327	912-280-5166
DHS HC	Karen Nahas	Resources Guidance	WorkLife Program Manager	866-511-3372	202-357-8324
DHS HC	Cheryl Warner	Resources	WorkLife Program Manager	866-511-3372	202-357-8752

Hurricane Irma Mainland Landfall

OCHCO Key Personnel and SME Contacts

Function	Last Name	First name	Business Cell Phone	Personal cell/ home Phone	Best Weekend contact number Sep 9-10
OCHCO Front office					
Chief Human Capital Officer	Bailey	Angela	202-578-2785	703-343-6094	202-578-2785 703-343-6094
Deputy CHCO	Edwards	Roland	202-309-9301	202-262-3755	
OCHCO COS	Feldman	Jeff	202-579-2226	240-672-4842	240-672-4842
HC Policy and Programs					
Exec Director	Yandall	Gwen	202-731-4159	910-670-1607	910-670-1607
Deputy Dir	O'Donnell	Ruth	202-868-2958	703-282-9756	703-282-9756
Exec Actions	Beck	Tracy	202-579-0288	571-431-8839	571-431-8839
Labor Relations	Livoti	Carmen	202-573-3445	703-527-2194	202-573-3445
Comp & Benefits	Eldredge	Debbie	202-779-0921		202-779-0921
Fed Executive Board	Ainsworth	Kim	617-565-6769	617-755-3299	617-755-3299
Payroll	Seymour	Donna	202-809-0023		202-809-0023
Safety & Health	Anderson	Karl	202-309-8569	443-682-2908	443-682-2908
COOP	Spano	Robyn	202-557-5895	703-820-8557	202-557-5895
SWPA					
Division Manager	Ashley	David		202-446-4041	202-446-4041
Prog Analyst	Ornelas	Leigh	202-450-7402	703-362-2313	703-362-2313