



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**NOTE:** Pursuant to Section 101 of the Aviation and Transportation Security Act (ATSA) (49 U.S.C. 114 (n)), this directive and all related Handbooks, Attachments, and Appendices, establish Transportation Security Administration (TSA) policy and must be applied accordingly.

**REVISION:** This revised directive cancels and supersedes TSA MD 1100.61-1, *Emergency Dismissals and Closures*, dated October 29, 2010.

**SUMMARY OF CHANGES:** Title of MD has been changed to Dismissals and Closures; Section 3, Authorities, removed reference to the Homeland Security Act; Section 5, Responsibilities, revised to include employees with telework agreements and clarified emergency employee reporting location; Section 6, Policy, revised to better reflect the content and intent of the MD and Handbook; Section 8, Effective Date and Implementation, Distribution updated.

1. **PURPOSE:** This directive provides TSA policy and procedures for delayed arrivals, unscheduled leave/unscheduled telework, dismissals and closures for emergency and non-emergency employees in the event of severe weather events or other localized emergencies.
2. **SCOPE:** This directive applies to all TSA employees.
3. **AUTHORITIES:**
  - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA).
  - B. Applicable TSA and U.S. Department of Homeland Security delegations of authority.
4. **DEFINITIONS:** See [TSA Handbook to TSA MD 1100.61-1, \*Dismissals and Closures\*](#).
5. **RESPONSIBILITIES:**
  - A. Assistant Administrators or equivalents, or their designees, are responsible for designating an employee or categories of employees as emergency employees to ensure the efficient and effective continuation of TSA operations in the event of severe weather or other emergencies.
  - B. Managers and Supervisors are responsible for notifying employees of operating status procedures for dismissal and closure, delayed arrival, and unscheduled leave/unscheduled telework procedures that apply to their duty location.
  - C. Employees are responsible for following the established operating status procedures for dismissal and closure, delayed arrival, and unscheduled leave/unscheduled telework for their position, emergency or non-emergency.

- D. All employees covered by telework agreements are required to work from their alternative worksites when their traditional worksites are closed due to an emergency in accordance with [TSA MD 1100.30-5, \*Telework Program\*](#), and the associated [Handbook](#).
  - E. Employees occupying emergency positions are responsible for reporting for duty or remaining on duty at their worksite in the event of an emergency when non-emergency employees are dismissed from duty.
6. **POLICY:** It is the policy of TSA to consider the welfare of employees and operational requirements when making operating status determinations in the event of severe weather or other localized emergencies.
7. **PROCEDURES:** See [TSA Handbook to TSA MD 1100.61-1, \*Dismissals and Closures\*](#).
8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is approved and effective the day of signature unless otherwise specified.

**APPROVAL**

*Signed*

**April 14, 2015**

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Karen Shelton Waters  
Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

Point of Contact: HRAccess Helpdesk: [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov)