

Date: November 9, 2018

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

From: Karen Shelton Waters
Assistant Administrator for Human Capital

POC: OHCAccess Help Desk at 1-877-872-7990 or
HelpDesk@mailserver-hraccess.tsa.dhs.gov

SUBJECT: 1100.6 - Evacuation Order – Hill Fire and Woolsey Fire

This message is to notify you that an evacuation order has been authorized by Administrator David Pekoske for those employees whose permanent duty station (PDS) and primary residence are located in the mandatory evacuation areas of California under imminent and ongoing threats by the Hill Fire and the Woolsey Fire and where conditions are expected to be or are life threatening as a result of the impact and aftermath of the fires. This order applies to employees who have or will be evacuating and those unable to evacuate because they have been required to remain or return to their permanent duty station within an area covered by a TSA evacuation order or are prevented from evacuating due to circumstances out of their control. All employees should heed state and local authority evacuation orders and comply with 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, 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 HRAccess, 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 3 days of weather and safety leave for employees to prepare for and/or to evacuate to a designated or undesignated safe haven location. This order also authorizes the following evacuation special allowances (travel expenses) for affected employees:

- Travel expenses (including per diem) to/from the safe haven – These expenses are limited to the en route expenses (those incurred to reach the safe haven from the permanent duty station [PDS] or vice versa) and do not include any expenses incurred at the safe haven.
- Subsistence Expenses at the safe haven – These expenses are limited to the lodging and meals and incidental expenses (M&IE) incurred at the safe haven location.

Detailed information on excused absence 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* (attached).

Employees relocating outside of the local commuting area to a designated or previously undesignated safe haven location should notify their Permanent Duty Station (PDS) or their safe haven duty station in advance, when possible, but not later than 5 calendar days after departure from their PDS. The safe haven may be any area of safety. 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.

In the event of an evacuation, employees may temporarily relocate to any area of safety. However, no employee will be eligible for any evacuation special 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).

Safe havens may be any area of safety within commuting distance (50 miles or less) of a TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA Alternate Operating Facilities (AOF), or an approved alternative worksite, as appropriate.

Relocation to a safe haven location within the local commuting area is an authorized exception to TSA policy. Employees are responsible for providing their own transportation to relocate to their safe haven. An employee relocating to a safe haven location in the local commuting area should notify their duty station as soon as practicable of their location and availability for work when TSA facilities in the area re-open. These employees are eligible to receive weather and safety leave in accordance with TSA MD 1100.61-1, *Dismissals and Closures*, and the associated Handbook.

Supervisors will determine the amount of excused absence, up to 3 days, granted based on the reasonable travel time to relocate. 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 excused absence. No employee will receive evacuation special allowances while absent without leave (AWOL) or in any personal leave status, including leave without pay. In addition to the evacuation special allowances recorded in FMM 2.8.1, the following is authorized:

- a) Water for employee and immediate family members
- b) Meals ready to eat (MREs) for employee and immediate family members
- c) Fuel for generators and personal vehicles, only for traveling to/from PDS

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, OLE/FAMS field offices, OSO Regional Director's offices, TSA Mission Support Centers, or TSA AOF; the HRAccess National/Natural Disaster Helpdesk will 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 adverse administrative or punitive action.

This order will expire on December 9, 2018, 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