



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 establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Emergency Dismissals and Closures issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.61-1, *Emergency Dismissals and Closures*, dated November 17, 2004.

SUMMARY OF CHANGES: Section 3, Authorities, updated to reflect correct ATSA authority. Section 4, Definitions, has been moved to the handbook. Section 5, Responsibilities, has been expanded to include responsibilities for Managers, Supervisors, and Employees. The former Section 6, Policies and Procedures, has been separated into two sections (i.e., Section 6, Policy, and Section 7, Procedures). The provisions of the new Section 7 are contained in the handbook. The former Section 7, Effective Date and Implementation, has been changed to Section 8.

1. **PURPOSE:** This directive provides TSA policy and procedures for delayed arrivals, dismissals and closures for emergency and non-emergency employees in the event of severe weather events or other 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. Section 423, of the Homeland Security Act of 2002.
 - C. Applicable TSA and U.S. Department of Homeland Security delegations of authority.
4. **DEFINITIONS:** See [TSA Handbook to TSA MD 1100.61-1, *Emergency 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 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 about emergency procedures, including emergency dismissal and closure procedures, and delayed arrival and unscheduled leave procedures that apply to their duty location.

- C. Employees are responsible for following the established emergency procedures, including emergency dismissal and closure procedures, and delayed arrival and unscheduled leave procedures for their position, emergency or non-emergency.
 - D. Employees occupying emergency positions are responsible for reporting for duty or remaining on duty 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 emergency related decisions.
7. **PROCEDURES:** See TSA Handbook to TSA MD 1100.61-1, *Emergency Dismissals and Closures*.
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

10/29/10

Anthony Savastana
Acting Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators and equivalents, Area Directors, Federal Security Directors, Special Agents in Charge, Business Management Offices, Administrative Officers, and HR Specialists

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