



**TSA MANAGEMENT DIRECTIVE No. 1100.61-1  
DISMISSALS AND CLOSURES**

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

*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (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 supersedes TSA MD 1100.61-1, *Dismissals and Closures*, dated October 13, 2018.

**SUMMARY OF CHANGES:**

Section 5. Updated responsibilities for Executive Assistant Administrators, Assistant Administrators or equivalents, or their designees; Section 8. Administrative changes updated the Human Capital Assistant Administrator's name, Distribution, and Point-of-Contact.

**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. Aviation and Transportation Security Act, Public Law 107-71 (ATSA)
- B. Applicable TSA and U.S. Department of Homeland Security delegations of authority

**4. DEFINITIONS:**

- A. See [TSA Handbook 1100.61-1, \*Dismissals and Closures\*](#).

**5. RESPONSIBILITIES:**

- A. Executive Assistant Administrators, Assistant Administrators or equivalents, or their designees, are responsible for:
  - (1) 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 localized emergencies; and

- (2) Designating a representative to act on their behalf with the representatives for the other TSA offices occupying facilities outside of the Washington DC Metropolitan Area, to collaborate in developing an emergency dismissal plan for the facility that will be followed by all TSA employees assigned to the facility.
  
- 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:**

- A. See [TSA Handbook 1100.61-1, \*Dismissals and Closures\*](#).

**8. APPROVAL AND EFFECTIVE DATE:**

This directive is approved and effective the date of signature, unless otherwise specified.

**APPROVAL**

\_\_\_\_\_  
Jason L. Nelson  
Assistant Administrator for  
Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

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