

# TSA Adopt-A-Family Program

## A Voluntary Effort to Provide Assistance to TSA Employees Impacted by Natural Disasters

1. Purpose. The purpose of the program is to provide TSA offices or organizational units with the opportunity to aid and support TSA employees and their immediate families who were severely impacted by the hurricane.
2. What Can be Donated: Charitable giving may include drives for clothing and household goods, store or restaurant gift cards and a holiday toy drive. We will not be accepting cash for distribution to affected personnel; however, employees may donate the shipping costs associated with delivery of the donations to the recipients.
3. Duration of program. The program will run until further notice.
4. Participants. The Office of Human Capital (OHC) will assist to identify TSA employees who are eligible to participate in the program and match these employees with TSA offices or organizations that offer to sponsor designated employees.
5. Commitment. Participation in the program is strictly voluntary and may cease at any time at the election of either the sponsor or the recipient/impacted employee. The level of donations to any individual employee is not guaranteed and does not create any legal obligation in terms of financial support. However, sponsoring offices/organizations will make a good faith effort to provide emergency support to program recipients.

### Rules

1. Protocol for working with impacted employee and his/her family. Sponsoring offices or organizational units should designate a primary point of contact (POC) who will communicate directly with the recipient employee. However, a secondary POC is also suggested.
2. Consent. All participating recipients must sign a consent form authorizing disclosure of certain personal information for the purpose of administering the program and facilitating distribution of any donations. This form will be provided by OHC and kept on record for the program's duration. The consent form is not required to receive a gift card.

3. Privacy. The participating recipient's name and current and permanent home addresses will only be shared with the OHC, the sponsoring office's primary and secondary POCs and, if necessary, the recipient's Federal Security Director (FSD) and/or Deputy FSD or Special Agent in Charge (SAC). Sponsoring office POCs shall not release or share the recipient's name or home address with anyone in the sponsoring office unless the recipient has specifically requested that his/her name be shared. However, in order to elicit appropriate donations, the sponsoring office POCs may share other personal information provided by recipients, such as family composition (number of children, ages, etc.). The names of the children should not be collected, only age and gender.
4. Records. The OHC will maintain a record of participating recipients and sponsoring offices or units. The OHC will also maintain a signed copy of the consent form referenced above. Records will only be maintained for the duration of the program and handled in accordance with the applicable records retention schedules.
5. Ethics. **Solicitations for donations may only be made to, and donations will only be accepted from, TSA employees. External parties, to include regulated parties, contractors and the public, may not be solicited and may not participate as a donor or recipient of donations.** Employees must comply with all ethics rules applicable to fundraising activities and gifts among TSA employees. The Office of Chief Counsel should be consulted on ethics questions and will be the authority for guidance in this area.
6. Voluntary participation. Sponsoring offices or organizational units must ensure that their employees participate voluntarily. While the initial program announcement may be made by a management official, it is best if someone other than the FSD/AFSDs or SACs send out announcements regarding ongoing collections. Also, any in-kind donations or financial donations should not be tracked. Sponsoring offices or organizations must ensure that their employees have the freedom to donate or not donate, and those who donate may cease to participate at any time without repercussions.

Questions about this program should be sent via email to [AdoptAFamily@tsa.dhs.gov](mailto:AdoptAFamily@tsa.dhs.gov). Questions about any ethics or legal considerations should be directed to HQ OCC or Supporting Field Counsel.