

## Adopt-A-Family Program : Shipment of Assistance Items

As you are aware, the Adopt-A-Family Program (AAFP) is an Office of Human Capital initiative through which TSA offices, organizational units, or employees can provide assistance to TSA staff impacted by natural disasters. Several inquiries have been received regarding the process/procedure in getting items to the affected employee and their families in areas within designated TSA evacuation zones following the impacts from Hurricanes Harvey, Irma and Maria. In coordination with the Office of Chief Counsel, the following guidance is being provided to clarify the shipment of items to those employees/families that have adopted through the AAFP.

### Agency Shipping

Basic necessities may be shipped using agency postage or funds as these items generally assist the employee in his or her ability to return to work and maintain health and well-being for operational readiness. Further, shipment of donated basic necessities for family members who remain within evacuation zones on the islands of Puerto Rico and the U.S. Virgin Islands, generally fall within allowable subsistence expenses for personnel unable to evacuate following issuance of a TSA evacuation order. Accordingly, agency resources may be used to ship items, including but not limited to:

- Food
- Clothing
- Personal Hygiene Items
- Diapers
- Bug Repellant
- Gift Cards

Items that may be donated to meet the request of a sponsored family, but for which use of agency funds would not be appropriate would include (but not be limited to) the following:

- Furniture
- Vehicles
- Personal Laptops
- Toys
- Televisions or other entertainment items.

It is also important to note that this information only applies to shipments of donations to TSA employees under the AAFP and the Gift Card programs. Agency funds are prohibited from being used for shipping items to non-TSA employees impacted by the natural disasters.

If you have any questions, regarding the use of agency funds for the shipment of an item, please contact the Office of Chief Counsel ([Jennifer.hallman@tsa.dhs.gov](mailto:Jennifer.hallman@tsa.dhs.gov) or [marykate.whalen@tsa.dhs.gov](mailto:marykate.whalen@tsa.dhs.gov)) or the AAFP at [AdoptAFamily@dhs.gov](mailto:AdoptAFamily@dhs.gov).