

Instruction

1. Ensure that the Unit Name is typed in upper left hand block A1.

2. Ensure that the Service Member's full DoD ID number is entered.

a. Failure to enter the DoD ID number may result in families receiving multiple gift cards.

b. Multiple entries of the same DoD ID number will highlight each block, as in the example below.

3. Eligibility Requirement: Select reason, please do not include detailed explanation of financial need.

4. Do not change formulas within the unit roster. For questions please contact your MSC Coordinator, Holiday Food Gift Card Program (HFGCP) Treasurer, or HFGCP Assistant Treasurer.
- c. MSC coordinators may qualify families not otherwise eligible under the above guidance when special financial need exists. Under this provision, MSC coordinators should qualify any family currently residing in Okinawa whose sponsor is deployed to combat operations during the holiday period, and financial need exists.

d. Eligible family members must be physically present during the December holiday period. Families off-island during the December holiday period do not qualify for this program.
6. Important Dates. See separate HFGCP Information Paper for timelines for the current year.
- Primary Contact: MCBB_HFGCP@usmc.mil
- HFGCP Treasurer
Ms. Anabel Hayden
anabel.hayden@usmc.mil
DSN: 645-8395
Camp Foster Bldg. 445, Room 113

[Unit Name]

[Year] Holiday Food Gift Card Program (HFGCP) Unit Roster

Commanding Officer's Signature for Approval of Unit Roster: _____

Signature & Date for receipt of DeCA gift cards (HFGCP Unit Rep Only): _____

Total: 0

	Service Member DoD ID #	Service Member Name (Last, First)	Rank	Dual Military	Eligibility Requirement	# of Dependents	DeCA Gift Card #:	DeCA Gift Card #:	Signature of DeCA Gift Card Recipient (Only the Service Member or their spouse are authorized to sign for gift cards)
	Due no later than:						Due no later than:		
Ex.	123456789	Smith, John	E4	No	Financial Need Exists	3	XXXXXX	XXXXXX	John Smith
1									
2									
3									
4									
5									

12345

Red highlight means duplicate value or double entry.

Orange highlight means Space bar is being used vice the Delete or Backspace Key.

~~Parker David~~

Use the strikethrough function when removing families after submission*

*Note

(Highlight boxes, right click with the mouse, select "Format Cells", select the "Fonts" tab at the top, and check the Strikethrough option in the Effects block.)

5. Eligibility to receive a DeCA gift card is as follows:
- a. Single income families of active duty Marines and Sailors (E-4 and below) and Department of Defense (DoD) employees (GS-5/nonappropriated fund (NAF) equivalent and below), with at least one child, or other legal dependent (e.g., parent), who currently reside in Okinawa with the Service Member or DoD employee when special financial need exists.

b. Single income families of active duty Marines and Sailors (E-5) with two or more children, or other legal dependents (e.g., parent), who currently reside on Okinawa with the Service Member when special financial need exists.