UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE (FMF)
UNIT 35601
FPO AP 96382-5601
AND
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

III MEF/MCIPAC-MCBBO 1700.1B
MCCS/MFPB
APR 06 2022

III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 1700.1B

From: Commanding General, III Marine Expeditionary Force
Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
To: Distribution List

Subj: HOLIDAY FOOD GIFT CARD PROGRAM

Ref: (a) DoD 5500.07-R, "Joint Ethics Regulation," November 17, 2011

Encl: (1) Sample HFGCP Unit Representative Designation Letter
(2) Sample HFGCP Unit Roster Cover Letter
(3) Sample HFGCP Unit Roster

1. Situation. This Order establishes policy and responsibilities for the Holiday Food Gift Card Program (HFGCP) in accordance with the reference.

2. Cancellation. III MEF/MCIPAC-MCBBO 1700.1A.

3. Mission. To update policy and procedural guidance for the implementation and operation of the HFGCP in support of qualifying families of members of the United States Armed Forces and civilian workforce assigned to Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB), III Marine Expeditionary Force (MEF), and other tenants and activities operating on MCIPAC-MCBB facilities and areas immediately surrounding Okinawa.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The HFGCP provides financial assistance, in the form of Defense Commissary Agency (DeCA) gift cards, to eligible families during the December holidays. The intent of the program is to identify qualified families in need of assistance and enable them to purchase and enjoy traditional holiday meal items at little or no cost of their own.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) Participation in the HFGCP is voluntary. Qualifying families may choose to remain anonymous and should not be subject to unwanted public attention.

(2) Concept of Operations

(a) The HFGCP is a III MEF/MCIPAC-MCBB program. Marine Corps Community Services (MCCS) supports the commander's implementation and sustainment of the program by establishing a HFGCP Committee to oversee the program. The HFGCP Committee will consist of the following personnel:

1. Director, Personal and Professional Development (P&PD)-Resources, MCCS.

2. Sergeant Major, MCIPAC-MCBB.

3. Designated HFGCP Treasurer, P&PD-Resources, MCCS.

4. Major subordinate command (MSC) Coordinators (MSC Sergeants Major/Command Master Chiefs).

(b) Individuals, groups, and non-Federal entities are the source of HFGCP donations, which are only acceptable in the form of DeCA gift cards.

(c) Per the reference, there will be no solicitation of donations in the workplace. Donations are strictly voluntary and supervisors are not to solicit funds from subordinates.

b. Subordinate Element Missions

(1) Commanding Officers

(a) Commanding officers desiring to participate in the HFGCP will use enclosure (1) to appoint their senior enlisted advisor(s) or staff noncommissioned officer or above designees to serve as their respective primary and alternate HFGCP unit representatives.

(b) Validate participation eligibility of qualified families using enclosures (2) and (3).

(c) Ensure strict unit compliance with reference (a).

(2) MCCS

(a) Provide oversight for the HFGCP.

(b) Conduct periodic internal audits and reviews of the program to ensure proper control of collection, safekeeping, and disbursement of DeCA gift cards.

(3) Director, P&PD-Resources

(a) Serve as overall administrator of the HFGCP.

(b) Designate a primary and alternate HFGCP treasurer to receive, track, safeguard, and distribute DeCA gift card donations and maintain accounting records.

(c) Determine program timelines and host an annual HFGCP kickoff meeting in coordination with HFGCP Committee members.

(d) Coordinate with DeCA officials prior to the December holidays to ensure an ample stock of DeCA gift cards is available.

(4) HFGCP Committee. Review and maintain qualification guidelines for participating families and determine the number of HFGCP DeCA gift cards to be distributed to each family based on the total number available.

(5) MSC Coordinators

(a) Serve as overall coordinator for their MSC's participation in the HFGCP.

(b) Coordinate the designation of HFGCP unit representatives and promote unit participation in the program.

(c) Determine HFGCP eligibility for families not meeting the general HFGCP qualification guidelines when special circumstances exist.

(6) HFGCP Unit Representatives

(a) Following the HFGCP eligibility guidelines, work closely with respective unit leadership, chaplains, Unit, Personal and Family Readiness Program Readiness Coordinators, and supervisors to identify qualified families to participate in the HFGCP.

(b) Using enclosures (2) and (3), validate and submit a HFGCP Unit Roster listing eligible personnel to the commanding officer for signature. Once approved, forward both documents to the HFGCP treasurer for processing.

(c) Coordinate the collection of unit donations in the form of DeCA gift cards and submit, along with a list of donors, to the HFGCP treasurer for processing. Participation in the program is purely voluntary.

(d) Ensure HFGCP DeCA gift cards are distributed to the approved recipients, that the recipients sign the nomination roster acknowledging receipt of the DeCA gift cards, and that the roster showing original signatures is returned to the HFGCP treasurer within the designated timeline.

(7) HFGCP Treasurer

(a) Provide and maintain the HFGCP records subject to audit and generate a weekly status report. This report will be used to determine HFGCP DeCA gift card distribution amounts.

(b) Ensure DeCA gift cards are the only source of donations accepted for the program. Establish inventory procedures and serialized records for DeCA gift cards received and distributed. The Marine Corps has no possessory interest in the DeCA gift cards and is only maintaining temporary custody of the cards for purposes of ensuring distribution to eligible individuals.

(c) Coordinate with HFGCP unit representatives to ensure program guidelines are adhered to. Disseminate current HFGCP information and forms via email and post on the https://www.mccsokinawa.com/ website.

c. Coordinating Instructions

(1) HFGCP Qualification Requirements

(a) Single income families of active duty Marines and Sailors in the grade of E-4 and below and Department of Defense (DoD) employees in the grade of GS-5 (or nonappropriated fund 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 in the grade of E-5 with two or more children, or other legal dependents (e.g., parent), who currently reside in Okinawa with the Service Member when special financial need exists.

(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 December 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.

(2) Donation Collection. Unit participation and DeCA gift card donations are essential to the success of the HFGCP. DeCA gift card donations can be submitted by units to the Camp Foster Marine and Family Programs building 445. Units desiring to participate in the program may only donate in the form of DeCA gift cards purchased from local commissaries.

(3) Distribution

(a) DeCA gift cards are issued to qualifying family in equal denominations at $25 increments. The total number of DeCA gift cards received by each family is based on the total number of donations available. DeCA gift cards not issued during the current year will be safeguarded and issued the following year when additional donations become available.

(b) The HFGCP DeCA gift cards are provided to the HFGCP unit representatives, who are responsible for timely distribution to the qualifying recipients using enclosures (2) and (3). Only the Service Member/DoD employee and/or spouse are authorized to sign for their HFGCP DeCA gift card(s).

(c) All HFGCP DeCA gift card recipients are required to print and sign the nomination roster acknowledging receipt of the DeCA gift card. The original roster (not a copy) must be delivered to the HFGCP treasurer as evidence that the intended recipients received the DeCA gift card. The MSC coordinator will be notified if a designated HFGCP unit representative fails to submit a completed roster within the established timeline.

(d) Government funds (appropriated and nonappropriated) shall not be used to purchase DeCA gift cards for the HFGCP.

5. Administration and Logistics. Point of contact for this Order is the Director, P&PD-Resources, P&PD Branch, DSN 645-2903.

6. Command and Signal

a. Command. This Order is applicable to members of the United States Armed Forces and members of the civilian component assigned to MCIPAC-MCBB installations commands, III MEF, and other tenants and activities operating on MCIPAC-MCBB facilities and areas in Okinawa.

b. Signal. This Order is effective the date signed.

W. J. BOWERS

J.W. BIERMAN

DISTRIBUTION: III MEF: List I, II
MCIPAC-MCBB: List C

SAMPLE HFGCP UNIT REPRESENTATIVE DESIGNATION LETTER

[LETTERHEAD]

SSIC
Code
Date

From: Commanding Officer, [Unit]
To: Holiday Food Gift Card Committee

Subj: HOLIDAY FOOD GIFT CARD PROGRAM UNIT REPRESENTATIVE DESIGNATION LETTER

Ref: (a) III MEF/MCIPAC-MCBBO 1700.1B

1. In accordance with the reference, the following individual is designated as the primary Holiday Food Gift Card Program (HFGCP) unit representative for unit: [Unit]

Name: [Rank/Grade LAST, First]
Duty Phone: [Duty Phone]
Email Address: [Email Address]

2. The alternative HFGCP unit representative is as follows:

Name: [Rank/Grade LAST, First]
Duty Phone: [Duty Phone]
Email Address: [Email Address]

3. Point of contact is [Name of HFGCP Unit Rep.] at DSN 315-6XX-XXXX or email: [Email Address]

[NAME OF SIGNER]

SAMPLE HFGCP UNIT ROSTER COVER LETTER

[LETTERHEAD]

SSIC
Code
Date

From: Commanding Officer, [Unit]
To: Treasurer, Holiday Food Gift Card Program

Subj: HOLIDAY FOOD GIFT CARD PROGRAM UNIT ROSTER COVER LETTER

Ref: (a) III MEF/MCIPAC-MCBBO 1700.1B

Encl: (1) HFGCP Unit Roster

1. Per the reference, the information in enclosure (1) is submitted. This information has been verified by the Holiday Food Gift Card Program unit representative and certified by the major subordinate command coordinator.

2. Point of contact is [Name of HFGCP Unit Rep.] at DSN 315-6XX-XXXX or email: [Email Address]

[NAME OF SIGNER]

Sample HFGCP Unit Roster

CUI

[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: [Day, D Mmmm YYYY]						Due no later than: [Day, D Mmmm YYYY]		
Ex.	*123456789*	*Smith, John*	*E-4*	*No*	*Financial need exists*	*3*	XXXXX	XXXXX	*John Smith*
1									
2									
3									
4									
5									
6									
7									
8									
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