

2022 Holiday Food Gift Card Program Major Subordinate Command/Element Coordinator and Unit Representative Duties

Major Subordinate Command/Element (MSC/E) Coordinator General Duties:

1. Serve as the overall coordinator for their MSC/E's participation in the Holiday Food Gift Card Program (HFGCP).
2. Coordinate the designation of unit HFGCP representatives.
3. Determine HFGCP eligibility for families not meeting general HFGCP guidelines where special circumstances exist.

HFGCP Unit Primary/Alternate Representative General Duties:

1. Must be available throughout the December holiday period.
2. Ensure a signed copy of your designation letter is delivered to the HFGCP treasurer by **14 November 2022**.
3. Coordinate closely with your respective unit leadership to identify HFGCP eligible families.
 - a. The minimum requirements for family eligibility are defined in III MEF/MCIPAC-MCBBO 1700.1B.
 - b. Confirm prospective recipients are actually interested in receiving a Defense Commissary Agency gift card.
4. Submit cover letter and HFGCP unit roster of eligible families to the commanding officer for review and signature. Both documents must be signed.
5. Submit HFGCP unit roster to the HFGCP treasurer by **29 November 2022**.
6. Pick up gift cards from the HFGCP treasurer **5-9 December 2022**.
7. Obtain Service Members' original signatures on unit roster confirming gift card was received. Undelivered gift cards must be returned to HFGCP treasurer.
8. Return completed unit roster to HFGCP treasurer **12-16 December 2022**.
9. Deliver any donated gift cards to the HFGCP treasurer with names of contributors and amount donated. Please note that cash, checks, and money orders cannot be accepted.

Points of Contact:

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