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MCCS/MFPB1

28 Sep 26

INFORMATION PAPER

Subj: 2026 HOLIDAY FOOD GIFT CARD PROGRAM

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

Purpose. Per the reference, the purpose of the Holiday Food Gift Card Program (HFGCP) is to provide support to families needing assistance during the holidays. The program is intended to ensure qualified families residing in Okinawa can purchase a traditional holiday meal at little or no cost of their own. This program only utilizes Defense Commissary Agency (DeCA) gift cards in lieu of vouchers used in previous years.

Key Points

1. Holiday Food Gift Card Committee (HFGCC). The HFGCC is comprised of the following:

a. Director, Personal and Professional Development Resources

b. Sergeant Major, Marine Corps Installations Pacific

c. Major Subordinate Command/Element (MSC/E) Sergeants Major/Command Master Chiefs

d. Designated HFGCP Treasurer

2. Eligibility to receive a gift card

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

c. MSC/E coordinators may qualify families not otherwise eligible under the above guidance when special financial need exists. MSC/E 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 that are traveling off island during the December holiday period do not qualify for this program.

3. Units and private donors donate DeCA gift cards. When qualifications are met, the HFGCP treasurer shall distribute the donated DeCA gift cards to participating HFGCP unit representatives.

4. Unit and private gift card donations are essential to the success of the HFGCP. Units, private organizations, or individuals may donate $25 or $50 DeCA gift cards. Gift cards should be delivered to the HFGCP treasurer located inside the Camp Foster Marine and Family Programs (MFP), building 445, room 113. DeCA gift cards should be donated no later than 2 November for use this year, however, will be accepted anytime. Please note that the HFGCP treasurer cannot accept cash, checks, or money orders.

5. Commanding officers desiring to participate in the program should appoint their sergeant major/command master chief or a staff noncommissioned officer/chief petty officer to work as their respective unit HFGCP representative.

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Individual unit HFGCP representatives shall be available throughout the holiday period and will work closely with their respective MSC coordinators for guidance. Individual unit representatives are responsible for submitting a roster of eligible personnel to their commanding officer for signature. Rosters must be completed in the format provided then forwarded to Camp Foster MFP via MCBB_HFGCP@usmc.mil for processing.

6. DeCA gift cards will be distributed in the amount determined based upon the contributions and number of names submitted. In 2025 the HFGCP provided 212 families gift cards totaling $15,900.

7. A HFGCP kickoff meeting is scheduled for unit representatives to attend on 16 October 2026, from 1430 to 1530 inside the Camp Foster MFP classroom 201, building 445. Meeting attendance is encouraged but not required for units to participate in the HFGCP. The following timeline applies to the 2026 HFGCP:

a. 23 October 2026 - Deadline for submitting HFGCP unit representative designation letters to the Camp Foster MFP.

b. 13 November 2026 - Deadline for submitting roster of eligible families to the Camp Foster MFP.

c. 16-20 November 2026 - DeCA gift cards issued; unit representatives to pick up at the Camp Foster MFP.

d. 30 November-4 December 2026 - Submit signature roster showing gift card receipt to the HFGCP treasurer.

8. Items of special interest

a. Per paragraph 4c(1)(c) of the reference, dual income families are not eligible for the HFGCP unless there are special circumstances or one of the active duty Service Members is deployed during the holiday period, and financial need exists. The eligibility criteria outlined in paragraph 4c(1)(a) and 4c(1)(b) ("Single income families…") is an important point to consider when assessing eligibility of your Marines and Sailors.

b. When families have been issued their DeCA gift cards, the cards may be redeemed at any Okinawa Commissary. DeCA gift cards expire 5 years from the date of purchase, however, in keeping with the spirit of the HFGCP, gift card recipients should be encouraged by their command leadership to redeem the gift cards during the December holidays.

9. Points of contact for this program are Ms. Alexis Martinez Brito at 645-3600 and Mr. Jack Finkenbinder at 645-3150, or via email at MCBB_HFGCP@usmc.mil. All forms and rosters can be found on the MCCS Okinawa website at www.mccsokinawa.com/hfgcp after the 16 October kickoff meeting.

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