



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
1700  
B 10  
OCT 28 2016

From: Commander, Marine Corps Installations National Capital  
Region-Marine Corps Base Quantico  
To: Distribution List  
Subj: LETTER OF INSTRUCTION (LOI) FOR 2016 HOLIDAY FOOD VOUCHER  
PROGRAM (HFVP)  
Encl: (1) Sequence of Events  
(2) Unit Representative Letter Template  
(3) Eligible Criteria

1. Situation. To ensure eligible command families stationed aboard Marine Corps Base Quantico (MCBQ) during the holiday season are able to have a basic holiday meal and are connected with regional programs to support their needs.

2. Mission. Holiday Food Vouchers are gifts provided through local community donations. The recipients are prioritized based on the criteria set forth in enclosure (3). Commands may nominate individuals to participate in the Holiday Food Voucher Program (HFVP) or individual active duty families may request participation through an online registration process. Every recipient will receive a voucher for the same monetary amount. The number of recipients is determined by the overall amount of donations received. The distribution of the Holiday Food Vouchers will support the Thanksgiving and Christmas seasons and will be issued on two separate dates. The Religious Ministries and the Quantico Officers Spouses Organization (QOSO) will coordinate local community donations in support of each season. The Holiday Food Vouchers will be distributed by QOSO with the administrative support of the Program Coordinator. Location, date, and times are included in enclosure (1).

3. Execution

a. Commander's Intent. Through the generous support of local charitable organizations, the purpose of the HFVP is to provide eligible families a basic holiday meal and to provide support for families whose sponsor are deployed to combat operations during the holiday period. Leaders are strongly encouraged to nominate in need, eligible members via the online registration process and make significant efforts to ensure members are aware of the resource.

b. Concept of Operations. The Sergeant Major, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) is assigned as the lead Program Coordinator for

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this event. All organizations aboard the installation are welcome to participate. Thanksgiving and Christmas Holiday Food Voucher Program will utilize the same three phases outlined below. Registration for each program will be processed independently.

(1) Phase 1. Identify eligible Service Members through an online registration on <https://www.eventbrite.com/e/mcincrmcbq-holiday-food-voucher-program-tickets-28893350790> or the link provided on the MCINCR-MCBQ webpage.

(2) Phase 2. Validate registrants to ensure they meet the eligibility requirements.

(3) Phase 3. Distribute food vouchers to those registrants found eligible based on priority.

c. Tasks

(1) In coordination with subordinate and tenant activities, the Sergeant Major, MCINCR-MCBQ will communicate the guidelines of the HFVP and provide instruction for the registration process.

(2) Program Coordinator (SgtMaj, MCINCR-MCBQ)

(a) If more participants register than the number of vouchers provided, coordinate with the appointed unit representatives to review the eligibility guidelines to prioritize recipients based on the criteria set forth in enclosure (3).

(b) Validate eligibility, compile registrations and submit total number of food vouchers requested to QOSO.

(4) Directors, heads of tenant activities, Senior Enlisted

(a) Appoint a unit representative utilizing enclosure (2) and send to the Sergeant Major, MCINCR-MCBQ no later than 7 November 2016. Appointed Unit Representatives will remain the unit point of contact for the entire season. Unit Representatives will be responsible for the pickup of food vouchers that are not retrieved by the individual on the designated pick up date. The unit representative is tasked with ensuring the voucher is delivered to the named service member.

(b) Publicize and distribute information on the HFVP. Refer families in need of support.

(c) Identify families that may have exceptional needs during this holiday season and nominate them via the MCBQ web registration or invite the Service Member/family to register.

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(d) Refer cases not meeting the requirements listed in enclosure (3) to the Base Sergeant Major for approval.

(e) Ensure that charitable organizations desiring to participate in the program are aware that they may donate in the form of a check or money order made out to: Quantico Officer Spouses Organization or "QOSO" and in the memo line write: Donation for Holiday Food Voucher Program. Ensure donations are mailed to: P.O. Box 895, Quantico, VA 22134.

(5) Quantico Officer Spouses Organization (QOSO)

(a) Provide assistance in maintaining donated contributions for HFVP.

(b) Submit request to Defense Commissary Agency (DeCA) for the total number of food vouchers requested. DeCA requests two week notice in order to facilitate the order.

(c) Distribute food vouchers with administrative support from the Sergeant Major, MCINCR-MCBQ.

(d) Coordinate with the Sergeant Major, MCINCR-MCBQ for the total number of eligible families and determine the monetary amount of each voucher based upon total funds available.

(e) Designate and identify a treasurer to prepare checks to DeCA in the amount determined by the HFVP.

(6) Religious Ministries (Chaplain, MCINCR-MCBQ)

(a) Coordinate and collect funds via designated religious offering and submit available donations to the QOSO NLT two business days after the close of the designated offering.

(b) Provide printed correspondence to the receiving family on behalf of Religious Ministries that will accompany the voucher. The number of notes will be determined after the donations are tallied.

d. Coordinating Instructions

(1) A legal review has determined the religious offering fund can contribute to the HFVP.

(2) Enclosure (1) outlines the sequence of events.

(3) The dollar value of the vouchers is based on funds available and number of eligible names submitted by the deadline outlined in enclosure (1).

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(4) Units are not authorized to solicit funds for the HFVP. Donations may be received by Religious Ministries or QOSO.

(5) Due to a potential decrease in funds available and the community support of the other regional charitable organizations, it was determined that only one period of disbursement for vouchers be established per holiday.

(6) Every person who registers for the HFVP will have their eligibility confirmed and provided coordinating instructions, if eligible. Prior to a family being found ineligible they will be personally contacted by the coordinator for clarification and notification of ineligibility. Every attempt will be made to coordinate regional resource support.

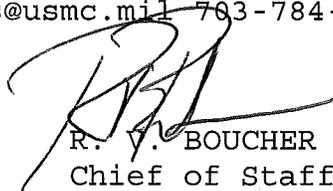
(7) HFVP Vouchers are to be redeemed at the Quantico Commissary. HFVP Vouchers cannot be used to purchase tobacco products. Recipients will not receive change or credit if their commissary purchase is less than the voucher amount.

(8) HFVP Vouchers are good for six (6) months from date of issue; however families should make every attempt to redeem the voucher during the holidays keeping in the spirit of the program.

(9) Distribution of the holiday vouchers will take place at the Chapel Annex, from 0900-1130. The date for Thanksgiving is 17 November 2016 and Christmas is 15 December 2016.

4. Administration and Logistics. N/A

5. Command and Signal. The Holiday Food Voucher Program Coordinator is Sergeant Major Williams, C. R. He can be contacted at [charles.williams@usmc.mil](mailto:charles.williams@usmc.mil) 703-784-5907.

  
R. V. BOUCHER  
Chief of Staff

Distribution: A

## MCBQ HFVP 2016 Sequence of Events

7 Nov - Names of HFVP Unit Representatives submitted to MCINCR-MCBQ SgtMaj. Each representative will remain the unit POC throughout the holiday season.

9 Nov - Registration closes for Thanksgiving HFVP registration.

14 Nov - All eligible registrants are notified via email of their approval and provide instructions for receiving the voucher.

15 Nov - Quantico Officer Spouses Organization submits request to DECA for food vouchers.

17 Nov - Distribution of vouchers for Thanksgiving season. Unit representatives pick up any unclaimed vouchers for their unit at 1130 at Lejeune Hall.

18 Nov - Registration opens for Christmas Holiday Food Voucher Program.

8 Dec - Christmas season registration closes.

12 Dec - All eligible registrants are notified via email of their approval and provided instructions for receiving the voucher.

15 Dec - Distribution of vouchers for Christmas season. Unit representatives pick up any unclaimed vouchers for their unit at 1130 at Lejeune Hall.

16 Dec - Signature of receipt of vouchers roster; submitted to HFVP Treasurer and Chaplain.



UNITED STATES MARINE CORPS  
UNIT LETTER HEAD HERE

IN REPLY REFER TO:  
1700  
C20  
1 Oct 16

From: Commanding Officer, Command/Unit Name Here  
To: Program Coordinator, Holiday Food Voucher Program

Subj: DESIGNATION AS THE HOLIDAY FOOD VOUCHER UNIT REPRESENTATIVE

1. The 2016 Holiday Food Voucher Program (HFVP) primary unit representative for Command/Unit Name is as follows:

- Enter Rank/Last Name/First Name
- Work phone
- Work email

2. The alternative unit representative for Command/Unit name is as follows:

- Enter Rank/Last Name/First Name
- Work phone
- Work email

3. Point of contact for this matter is name of POC from Command/Unit at phone number and email.

SIGNATURE BLOCK OF  
COMMANDING OFFICER

Eligibility to Receive Holiday Food Vouchers In Order  
of Priority

I. Active Duty Families (E-4 and below)

II. Active Duty Families (E-5)

III. Any SNCO or Officer that has extenuating circumstances.  
Those cases will be briefly communicated to the SgtMaj MCINCR-  
MCBQ for consideration