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DMCS
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MARINE CORPS ORDER 5360.10C

From: Commandant of the Marine Corps
To: Distribution List

Subj: CONDUCT OF MILITARY FUNERALS FOR THE COMMANDANT OF THE MARINE CORPS (CMC), FORMER COMMANDANTS OF THE MARINE CORPS, MARINE CORPS 4-STAR GENERALS, MEDAL OF HONOR (MOH) RECIPIENTS, CURRENT AND FORMER SERGEANTS MAJOR OF THE MARINE CORPS (SMMC), AND OTHER DIRECTED CURRENT AND FORMER MARINES

Ref: (a) OPNAVINST 5360.1
(b) MCO P5060.20 CH-1
(c) MCO 3040.4
(d) U.S. Navy Regulations, September 14, 1990
(e) 5 U.S.C. 552a
(f) SECNAVINST 5211.5F
(g) SECNAV M-5210.1 CH-1
(h) SECNAV Notice 5210
(i) MCO 5210.11F
(j) SECNAVINST 5720.44C

Encl: (1) Funeral Staff Organization
(2) Funeral Staff and HQMC Staff Duties for 4-Star General Officer Funerals
(3) Funeral Staff and HQMC Staff Duties for Former Commandants
(4) Funeral Staff and HQMC Staff Duties for an Incumbent Commandant
(5) Funeral Staff and HQMC Staff Duties for MOH Recipients, Incumbent and Former Sergeants Major of the Marine Corps, and Other Directed Current and Former Marines
(6) Considerations for Funerals Conducted Outside the National Capital Region (NCR)
(7) Ceremony Conducted Inside a Chapel
(8) Sequence of Events Checklist
(9) Condolence Officer's Funeral Checklist
(10) Family of the Deceased Checklist

1. Situation

a. Marines take special care to ensure funerals are handled in a dignified and professional manner. Military funerals of the incumbent Commandant of the Marine Corps (CMC), former Commandants, 4-Star

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Generals, Medal of Honor (MOH) recipients, current and former Sergeants Major of the Marine Corps (SMMC) and other current and former Marines as directed by the CMC require even greater planning and attention to detail.

b. The death of an incumbent Commandant warrants a special joint military funeral with the Commander, Military District of Washington (MDW) as the lead agency per reference (a). Military funerals for all other directed current and former Marines will be planned and executed in accordance with references (b) and (c).

2. Cancellation. MCO 5360.10B. The subject line of this Order is amended to include MOH Recipients as well as current and former SMMCs.

3. Mission. The Director Marine Corps Staff (DMCS), will coordinate the planning and execution of military funerals for the CMC, former CMCs, 4-Star Generals, SMMCs, MOH recipients, and other directed current and former Marines in order to ensure staff actions are fully integrated and synchronized.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide the decedent's Primary Next of Kin (PNOK) and Secondary Next of Kin (SNOK) assistance to the greatest extent practical and legally authorized. Plan and execute funeral services and related ceremonies in accordance with the decedent's funeral plan, accommodating PNOK desires where feasible and appropriate, in accordance with the references, irrespective of where those services/ceremonies are conducted (i.e., inside or outside the National Capital Region (NCR)).

(2) Concept of Operations. DMCS will coordinate, plan, and oversee the execution of funerals covered by this Order through the Headquarters Marine Corps (HQMC) staff, Marine Barracks Washington (MBW), and a Funeral Staff established specifically to support the funeral and related services. The HQMC staff will execute tasks requiring immediate attention and once activated, the Funeral Staff will track all tasks relative to the funeral and services. Interment outside the NCR will be executed similar to interment within the NCR, but requires additional planning and logistical support for movement of personnel and equipment.

b. Subordinate Element Missions

(1) Director, Marine Corps Staff (DMCS)

(a) Provide final determination whether a current or former Marine is entitled to the provisions of this Order.

(b) Upon notification of the death of the CMC, a former Commandant, a 4-Star General, MOH recipient, current or former SMMC, or other directed current or former Marines, assign a brigadier general or colonel, as appropriate, serving in the NCR as the Funeral Staff Officer in Charge (OIC) and direct Funeral Staff activation per enclosure (1).

(c) Coordinate the actions of the Special Projects Directorate (SPD), Commandant's Staff Group (CSG), and Communications Directorate (CD) to notify the Secretary of the Navy (SECNAV) and publish appropriate death announcements via appropriate electronic communications.

(d) Ensure the Funeral Staff is provided work spaces, a collaborative video teleconference capability, and other required resources to perform their duties.

(e) Maintain after action reports from previous funeral events, and provide to the OIC upon activation of the Funeral Staff for their reference and use in executing their responsibilities.

(2) Funeral Staff Officer in Charge (OIC)

(a) Serve as the principal contact between the CMC, Assistant Commandant of the Marine Corps (ACMC), DMCS, HQMC staff agencies, and the family of the deceased for the coordination of the funeral and other related ceremonies.

(b) Make a condolence call to the PNOK accompanied by the assigned Casualty Assistance Calls Officer (CACO) for active duty Marines or the assigned Condolence Officer for former Marines. The Assistant Officer in Charge (AOIC) and chaplain may also accompany the condolence call to the PNOK.

(c) Receive and review the decedent's funeral plan provided by Marine Family Programs, Casualty Branch (MFPC), Manpower and Reserve Affairs (M&RA) if available. Confirm the desires of the PNOK for the funeral and related services. Immediately notify DMCS if the desires of the deceased contradict the PNOK desires.

(d) Coordinate with DMCS; the Commander, Marine Corps Installations Command (COMMCICOM), the Commanding Officer MBW, and MFPC to plan and execute the funeral and associated ceremonies per the guidance in enclosures (2) through (10).

(e) Within 30 days of interment, provide DMCS a detailed after-action report. This report should capture salient lessons learned and a detailed review of critical issues associated with the funeral or other related ceremonies.

(3) Deputy Commandant, for Manpower and Reserve Affairs (DC M&RA)

(a) Upon occasions of appointment, promotion, awarding, or retirement from Active Duty, highly encourage 4-Star Generals, SMMCs, and MOH recipients to maintain funeral plans with MFPC.

(b) Maintain and periodically review funeral plans for former Commandants, active and retired 4-Star Generals, current and former SMMCs, and MOH recipients. Upon the death of 4-Star Generals, SMMCs, or MOH recipients provide a copy of the funeral plan, if applicable, to DMCS and the Funeral Staff OIC.

(c) Assign a CACO or Condolence Officer, as applicable, to assist the family in processing benefits and entitlements, coordinate funeral plans, and interface with the Funeral Staff OIC.

(4) Deputy Commandant, Aviation (DC AVN). Provide a Liaison Officer (LnO) to the Funeral Staff to coordinate all aviation-related issues, including flyover if desired by the family, and assist the Funeral Staff by coordinating inbound and outbound transportation for family members, when required. Be prepared to coordinate Military Airlift (MILAIR) for Funeral Staff and MBW ceremonial unit(s) for a funeral conducted outside the NCR.

(5) Deputy Commandant, Plans, Policies and Operations (DC PP&O). Provide an Operations LnO to the Funeral Staff to coordinate any operational issues, including saluting battery actions, with supporting commands.

(6) Commanding Officer, Marine Barracks Washington (MBW). Execute the funeral and related ceremonies, as appropriate.

(7) Director, Historical Division (HD), Marine Corps University. Upon retirement of a 4-Star General, a SMMC, or MOH Recipient, compile a career summary that can be used to rapidly develop an obituary at the time of their death. Coordinate with the Head, Senior Leaders Management Branch (MMSL), Manpower Management Division (MM), M&RA. Prepare an appropriate article for publication in the Marine Corps Gazette, Leatherneck, and other publications.

(8) Director, Communications Directorate (CD). In coordination with HD, the Condolence Officer and PNOK, prepare an obituary for approval by CMC. Coordinate release with the SECNAV staff, the Navy Chief of Information (CHINFO), the Funeral Staff OIC, and other Marine Corps media and social platforms.

(9) Commandant's Staff Group (CSG). In coordination with DMCS, assist in providing the below actions.

(a) Prepare a message announcing the death and directing the half-masting of the National Ensign, as appropriate.

(b) Prepare an electronic mail message for release that announces the initial information to the Marine Corps general officer (active, reserve, and retired) and MOH communities.

(c) In coordination with MFPC, prepare condolence letters to the PNOK and SNOK for signature by CMC.

(d) Prepare remarks for CMC for use at the funeral.

(10) Special Projects Directorate (SPD) - Protocol. Advise and assist the Funeral Staff OIC and members on all protocol matters.

(11) All Headquarters Marine Corps (HQMC), Deputy Commandants and Separate Division Directors, and Commander, Marine Corps Installations Command (COMMCICOM)

(a) Provide support and personnel, as necessary.

(b) Upon activation of the Funeral Staff, identify and source both a primary and alternate for each designated staff position contained in enclosure (1). Provide the names, grade, office code, and contact information (work and liberty) to DMCS.

(12) Commander, Marine Forces Reserve (COMMARFORRES)

(a) Be prepared to provide Reserve Unit/Inspector-Instructor site support for funerals and related services conducted outside the NCR, as necessary.

(b) Prepare and maintain, by location, a list of 105mm saluting batteries, including information on the location of blank ammunition. Be prepared to relocate sufficient assets for appropriate honors for funerals conducted outside the NCR.

c. Coordinating Instructions

(1) HQMC staff sections and commands assigned to funeral duties will execute tasks contained in enclosures (2), (3), and (4) as appropriate.

(2) Per reference (d), the National Ensign will be flown at half-staff upon the death of a Commandant or former Commandant.

5. Administration and Logistics

a. Applicability. This Order does not pertain to funerals and related services for active and retired lieutenant generals, major generals, or brigadier generals unless specifically designated by the CMC.

b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records

Administration approved dispositions per references (h) and (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (i) for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (e)) and implemented per reference (f).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



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Director, Marine Corps Staff

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Funeral Staff Organization

1. The Funeral Staff will be manned, at a minimum, as depicted below.

TITLE	GRADE	STAFF CODE	Number
OIC	BGen	DMCS appoints from NCR	1
AOIC	Col	M&RA	1
CACO/Condolence Officer	LtCol/Col	Assigned by M&RA (MFPC)	1
Chaplain	CAPT (USN)	REL	1
Protocol and Special Arrangements Officer	Maj	SPD - Protocol	1
Announcements Officer	Lt/Capt	M&RA	1
Special Correspondence Officer	Maj/LtCol	CSG	1
Lodging and Transportation Officer (LTO)	Capt/Maj	SPD	1
Comm Strat Officer	Capt/Maj	CD	1
Aviation LnO	Maj/LtCol	DC Avn	1
Operations LnO	Maj/LtCol	DC PP&O	1
MBW LnO	Maj/LtCol	MBW	1
Funding Coordinator	Civilian	SPD	1
Clerical Staff	Cpl/Sgt	HqSvcBn JBM-HH/I&I	3
Messengers	LCpl/below	HqSvcBn JBM-HH/I&I	3
Drivers	Sgt/below	HqSvcBn JBM-HH/I&I	2
IT Support	Sgt/below	AR	4
Combat Camera (COMCAM)	MGySgt	CD	1

2. Upon activation of the Funeral Staff, staff agency heads and applicable commanders will identify both a primary and alternate for all designated positions, and provide their names, grade, staff code, and contact information (work and liberty) to DMCS.

3. DMCS may reinforce the Funeral Staff, as necessary, based on additional requirements identified by the Funeral Staff OIC.

Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for
4-Star General Officer Funerals

1. General. The funeral staff is responsible for ensuring all aspects of the funeral and related ceremonies are planned and conducted in accordance with references (a), (b), (c), (d), and this Order, and as directed by appropriate higher authority. This responsibility may include but is not limited to the following:

a. Handle all the arrangements and the details of the military funeral procession from the location where funeral services are to be conducted to the location where burial is to take place.

b. Arrange necessary vehicular transportation for Very Important Persons (VIPs), dignitaries of high military rank or government position, honorary pallbearers, and members of the family and their special guests.

c. Provide DMCS with daily, and subsequently as-needed, updates of all funeral arrangements and written situation reports.

d. In coordination with the Funeral Director, ensure all details to receive, record, and properly display all floral arrangements sent to funeral, and ensure delivery of the floral displays to the gravesite, as appropriate.

e. Make necessary arrangements with the appropriate civilian and military police for escort duty, crowd and traffic control, and any other requirements for the funeral or related ceremonies.

f. Prepare and implement a seating plan with ushers and attendants for services conducted.

g. Keep VIPs, dignitaries, honorary pallbearers, ceremonial units, and members of the family and their special guests informed.

h. Determine and, to the greatest extent possible, carry out the wishes of the deceased (as contained in the Funeral Plan), and the PNOK's special arrangements in connection with the service, burial, and follow-on reception.

i. Assist the family and their special guests during the funeral and any follow-on reception.

j. Develop after-action/turnover material for inclusion in the OIC's after-action report to DMCS.

2. Specific Duties of the Funeral Staff. The specific responsibilities of each member of the funeral staff are as follows:

a. OIC. The OIC is responsible to DMCS for the proper execution of a special military funeral and related activities. The OIC's

mission is to ensure that the funeral staff carries out its general responsibilities and any others that may be directed.

b. AOIC. The AOIC carries out such assignments and details as directed by the OIC. The AOIC's specific responsibilities are to:

(1) Keep the OIC fully apprised of all arrangements made for the funeral and related ceremonies by the funeral staff.

(2) Direct the use of the vehicles assigned to the funeral staff.

(3) Disseminate information to members of the funeral staff, as appropriate.

(4) Assume the duties of the OIC in his/her absence.

(5) Determine, recommend, and obtain the personnel and resources required to support the funeral staff.

c. Casualty Assistance Calls Officer (CACO)/Condolence Officer. The CACO/Condolence Officer assists the PNOK as outlined in reference (c), and is the primary POC between the funeral home, the PNOK, and the Marine Corps. The CACO/Condolence Officer will receive specific guidance from MFPC.

d. Chaplain

(1) Conduct the funeral, if requested, or familiarize the officiant with the ceremonial routine.

(2) Provide pastoral care to the family, as requested.

(3) Be prepared to provide pastoral care to the funeral staff.

e. Protocol and Special Arrangements Officer. The Protocol and Special Arrangements Officer ensures proper protocol is adhered to in all activities related to the funeral ceremonies, advises and assists the OIC, and performs the following specific responsibilities:

(1) Ensure all special arrangements are carried out in support of the funeral.

(2) Provide the CACO/Condolence Officer with current information necessary to assist the family on planning the reception. Information should include, but not limited to, sample menu, prices, decorations, photo and video products, duration, etc.

(3) Prepare a proper seating plan for the funeral, Celebration of Life, and related services. Ensure prompt delivery of invitations, and maintain an accurate list of all replies (accept and regret),

particularly from all VIPs, dignitaries, honorary pallbearers, and special guests of the family.

(4) Act as the single point of contact for all matters between the Marine Corps and the Visiting Flag Officers Quarters (VFQ) located at the Washington Navy Yard.

(5) Maintain close contact with the OIC and the CACO/Condolence Officer concerning final arrangements for services and burial.

(6) Ensure attendees are comfortable at the grave site (e.g., umbrellas, blankets, water, etc.).

(7) Prepare and execute parking plans for all functions.

(8) Coordinate with Headquarters and Services Battalion (HqSvcBn), Henderson Hall to obtain ushers for seating in the chapel (for ANC funerals).

f. Announcements Officer. Assist the Protocol and Special Arrangements Officer and act on matters pertaining to announcements and notifications concerning arrangements and protocol for the special military funeral. The duties of the Announcements Officer are separate from those of the Comm Strat Officer with the following specific responsibilities:

(1) Maintain a roster of attendees and participants in each event including all general officers, VIPs, dignitaries, special guests of the family, and honorary pallbearers, etc.

(2) Maintain accurate records of all persons who are to receive announcements and who accept or send regrets.

(3) Provide appropriate information for inclusion in the funeral announcement.

g. Special Correspondence Officer. Prepare funeral remarks for the CMC and replies to letters and messages of condolence addressed to the CMC.

h. Lodging and Transportation Officer (LTO). Assist the Protocol and Special Arrangements Officer in making special arrangements for lodging and transportation for VIPs, dignitaries, HQMC and Funeral Staff personnel, and special guests of the family. The LTO performs duties as the OIC may direct and has the following specific responsibilities:

(1) Arrange for accommodations, transportation, and other related special needs for those persons mentioned above, as necessary and appropriate.

(2) In coordination with the DC AVN, arrange for inbound and outbound transportation for family members, when required.

(3) In coordination with DC AVN, arrange air transportation, by government means, for all former Commandants who desire to attend the funeral.

(4) For funerals outside the NCR, coordinate transportation, changing room(s) and lodging and subsistence (if necessary) for key members of the funeral staff, support personnel, and ceremonial units.

i. Comm Strat Officer. Assist the OIC in all matters relating to internal and external media coverage and interest. The Comm Strat Officer duties and responsibilities are separate from those of the Announcements Officer, although they may frequently coordinate with each other. The Comm Strat Officer performs duties as the OIC may direct and has the following specific responsibilities:

(1) Maintain liaison with the CHINFO, public affairs officers, and the Department of Defense (DoD) on all public information matters relating to the special military funeral.

(2) Within 24 hours, of receiving notice of death and in coordination with the PNOK and Director, HD, prepare an obituary accompanied by appropriate photographs. Ensure the obituary includes information on funeral arrangements and attendance restrictions (e.g., 'funeral open to the public' or 'private funeral for close family and invited guests only', etc.), as appropriate.

(3) Develop a press release, separate from the obituary.

(4) Notify the White House staff and the public affairs officers for the Secretary of Defense (SECDEF), SECNAV, and the other military services.

(5) Serve as primary interface with the media, per the family's wishes, to include facilitating media interview requests, providing statements and escorting media to the events.

(6) Provide the following information, if available: Marine Corps statement, NOK contact information (if the family authorizes), updated biography, and information on where to send flowers, donations, and letters.

(7) Prepare an electronic record containing messages of condolence, photographs, and press clippings of media coverage of the funeral ceremonies for presentation to the PNOK.

(8) Coordinate photography and videography coverage of all ceremonies. Create an online light box to view imagery of the funeral that can be used for a book or other appropriate mementos for the family.

j. Avn LnO. Coordinate a fly-over, if requested by the family. Be prepared to coordinate MILAIR to transport staff and ceremonial units for funeral outside the NCR.

k. Operations LnO. Coordinate tasking requirements for a Saluting Battery, if necessary.

l. MBW LnO. Advise the Funeral Staff OIC on the conduct of the funeral and related ceremonies (i.e., arrival ceremonies), and coordinate the military aspects of the ceremonies. The LnO is the point of contact (POC) for the funeral staff on matters concerning funeral participation by MBW. The LnO will:

(1) Coordinate with DMCS on the assignment and participation of Marine general officers in all funeral ceremonies.

(2) Brief honorary pallbearers and military escorts as required to ensure proper conduct at the funeral.

(3) In coordination with the CACO/Condolence Officer, incorporate any PNOK special requests concerning the ceremonies.

(4) Conduct necessary liaison with Arlington National Cemetery (ANC) and MBW, and assume responsibility for traffic control, crowd control, and security arrangements.

(5) Serve as liaison between the family and Joint Base Myer-Henderson Hall chapel representatives when the funeral is held at one of the Joint Base chapels.

(6) Coordinate with the CACO/Condolence Officer and local funeral home for the preparation and delivery of remains for the ceremony or further transportation outside the NCR.

(7) When using military aircraft to transport the remains, coordinate a rehearsal for loading and unloading the casket with MBW and the flight crew.

(8) Coordinate event rehearsal(s).

m. Funding Coordinator. Track requests for, and approval of, all funding.

n. Clerical Staff. The clerical staff performs administrative tasks for the OIC. The majority of clerical support for other members of the funeral staff will be provided by their respective agency.

o. Messengers. Messengers perform duties as directed by the OIC/AOIC.

p. Drivers. Drivers report to the AOIC for duty and dispatching in support of the Funeral Staff.

q. IT Support. Provide connectivity for the Funeral Staff OIC and AOIC for communication. For funerals located outside the NCR, communication assets will include cellphone, laptop computer, and air card.

r. Combat Camera. Provide photography, videography, and multi-media products of funerals and associated ceremonies.

3. HQMC Staff Duties. The HQMC Staff will carry out those duties it normally performs upon the death of any general officer, excluding those specifically assigned to the funeral staff in paragraph 2 above. These duties include, but are not limited to the following:

a. Director, Marine Corps Staff (DMCS)

(1) Pass notification of death to CMC, ACMC, DC M&RA, SPD, CD, AR, and CSG.

(2) Designate the uniform for the funeral ceremony.

(3) Assign a brigadier general from the NCR, preferably one with a preexisting relationship with the family, to perform the duties of the Funeral Staff OIC.

(4) Designate six general officers to serve as military escorts at the funeral.

(5) Notify honorary pallbearers of the death and ascertain their attendance at the funeral, if desired by the NOK.

b. Commandant's Staff Group (CSG)

(1) Provide a Special Correspondence Officer to serve on the funeral staff.

(2) Prepare an All Naval Message (ALNAV) for release by SECNAV, and an All Marine Message (ALMAR) for release announcing the death and ordering flags be lowered to half-mast. Deliver the messages to DMCS for release.

(3) Prepare a follow-up ALMAR that provides funeral and biographical information. Coordinate messages with HD, and the Military Awards Branch (MMA) for historical and awards accuracy.

(4) Prepare an email for release by CMC that notifies the general officer, retired general officer, and senior executive community of the death. The email should contain the date of death, details on lowering flags to half-mast, funeral details, 'in lieu of' information (if applicable), funeral POCs, and the official biography of the deceased. Include a link to the biography in the email and ensure the biography is posted on the CMC website.

(5) Prepare CMC condolence letters to the PNOK for signature by CMC. Deliver to Funeral OIC for delivery. Condolence letters should be released within two (2) days following notification of death.

(6) Prepare funeral remarks for the CMC.

c. Special Projects Directorate (SPD). Provide a Protocol & Special Arrangements Officer, LTO, and Funding Coordinator to serve on the funeral staff.

d. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

(1) Notify DMCS upon the death of a 4-Star General, former SMMC, or MOH Recipient.

(2) Provide a Colonel to serve as the Funeral Staff AOIC.

(3) Assign a CACO/Condolence Officer to serve on the funeral staff and to assist the PNOK.

(4) Assign an Announcements Officer to serve on the funeral staff.

(5) Prepare necessary casualty assistance forms for the NOK.

(6) Provide DMCS and SPD with the deceased's funeral plan, if available.

e. Communications Directorate (CD)

(1) Provide a Comm Strat Officer to service on the funeral staff.

(2) Provide a Combat Camera Marine to document the funeral and related ceremonies through photography, videography, and multi-media products.

(3) Coordinate and assist in all matters relating to internal and external media coverage and interest.

f. Deputy Commandant, Aviation (DC AVN)

(1) Provide an Aviation LnO to serve on the funeral staff.

(2) Coordinate fly-over, if requested by the family. Be prepared to assist MILAIR to transport staff and ceremonial units for funeral outside the NCR.

g. Deputy Commandant, Plans, Policies and Operations (DC PP&O)

(1) Provide an Operations LnO to serve on the funeral staff.

(2) Assist in the coordination and tasking requirements for a Saluting Battery, if necessary.

h. Director, Historical Division (HD). Provide biographical sketch to CD and CSG for the development of the obituary, ALNAV, and ALMAR.

4. Commanding Officer, Marine Barracks Washington (MBW)

a. Provide ceremonial support for the funeral and related services.

b. Brief honorary pallbearers and military escorts on their duties, as required, to ensure the proper conduct of the funeral.

c. Coordinate civilian and military police participation for traffic and crowd control.

d. Conduct necessary liaison with ANC and the funeral home for the conduct of ceremonies.

5. The CMC will normally present the National Ensign to the PNOK at the conclusion of the burial honors. In the event CMC is not available to attend the funeral services, the CMC will designate a representative.

Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for
Former Commandants

1. A former Commandant is entitled to a special military full-honors funeral. In addition to the enclosure (2) actions taken for the funeral of other general officers, a special military full-honors funeral for a former Commandant consists of the following:

- a. Military full-honors will be rendered by a MBW.
- b. If the death occurs outside the NCR, a military honors arrival ceremony will be performed by MBW upon the arrival of the remains to the NCR.
- c. An honor guard will be provided at the place of interment. If the death occurs in the NCR, an honors ceremony, similar to that which would have been provided had the death occurred outside the area, will be performed by MBW in the vicinity of the place of interment.
- d. Half-masting of colors will be directed across the Marine Corps.
- e. Government transportation will be provided for the deceased and immediate family from their residence or place of death to the NCR for the funeral and other related ceremonies.
- f. Military escorts will be assigned for the funeral and other related ceremonies, as required.

Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for an
Incumbent Commandant

1. General. An incumbent Commandant is entitled to a special joint military funeral per reference (a). The principal distinction between a special military full-honors funeral for a former Commandant and the incumbent Commandant is the funeral for the CMC is executed jointly with the other military services. In addition to the actions taken for the funeral of former Commandants, a special joint military funeral includes the following:

a. The Commander, Military District of Washington serves as lead agent for the planning and execution of the funeral and related ceremonies.

b. The President of the United States, SECDEF, and SECNAV may require briefs and may assume approval authority for funeral planning and decisions.

c. A special joint military honors arrival ceremony will be planned and executed when receiving the remains from outside the NCR.

d. The remains will lie in repose until the day of the funeral service, usually the second day following the death or day of arrival in the NCR.

Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for Medal of Honor (MOH) Recipients, Incumbent and Former Sergeants Major of the Marine Corps, and Other Directed Current and Former Marines

1. A Marine Corps MOH recipient, incumbent or former SMMC, and other current or former Marines as directed by the CMC are entitled to a special military honors funeral. The funeral staff organization identified in enclosure (1) will be scaled to the following;

- a. Officer in Charge (OIC). (Col or as appointed by DMCS)
- b. Condolence Officer (Maj or above for officers; SgtMaj/MGySgt for enlisted; equal or higher rank to deceased)
- c. Protocol Officer/Announcements Officer/LTO (Lt/Capt)
- d. Comm Strat Officer (Lt/Capt)
- e. Avn LnO (Maj/LtCol)
- f. MBW LnO (MSgt/Capt)

2. Specific Duties of the Funeral Staff include but are not limited to the following;

a. Officer in Charge (OIC). The OIC is responsible to DMCS for the proper execution of a special military funeral and related activities. The OIC will ensure the funeral staff carries out its responsibility for ensuring all aspects of the funeral and related activities are conducted in accordance with the references.

b. Condolence Officer. The appointed Condolence Officer will serve as the Marine Corps' direct representative with the next of kin (NOK). The Condolence Officer is responsible for establishing contact with the NOK in order to offer condolences on behalf of the Commandant, coordinate desired military funeral honors, and provide additional assistance to the family. The condolence call to a retired or veteran MOH recipient does not establish eligibility for either mortuary affairs entitlements or other survivor benefits available for active duty Marines. The Department of Veterans Affairs (VA) and the Social Security Administration (SSA) administer benefits as provided by law to the survivors of retired and veteran service members. MFPC will assist the Condolence Officer in the performance of his/her duties, and advise on specific duties.

c. Protocol Officer/Announcements Officer/Lodging and Transportation Officer (LTO). This Funeral Staff member will combine the responsibilities of the Protocol Officer, Announcements Officer, and Lodging and Transportation Officer contained in enclosure (2). Specific duties should be tailored, as appropriate, and to the extent the NOK requests assistance.

d. Comm Strat Officer. The Comm Strat Officer will assist the Funeral Staff OIC in all matters relating to internal and external media coverage and interest. The responsibilities listed in enclosure (2) of this Order will serve as a guide of actions required in response to the death of a MOH Recipient.

e. Aviation Liaison Officer (Avn LnO). The Aviation Liaison Officer will coordinate any request for aviation assets in support of the funeral and related activities, within existing regulations.

f. MBW LnO. The MBW LnO will advise the Funeral Staff OIC on the conduct of the funeral and related ceremonies, and coordinate the military funeral honors with MBW.

3. HQMC Staff Duties. The HQMC Staff duties include but are not limited to the following;

a. Director, Marine Corps Staff (DMCS)

(1) Provide final determination whether the current or former Marine is entitled to a special military funeral per this instruction.

(2) Appoint a Funeral Staff OIC and coordinate with staff agencies to identify individuals assigned to the designated positions.

(3) Coordinate the actions of HQMC staff agencies in support of the planning and execution of a funeral for MOH recipients and other directed current or former Marines.

b. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

(1) Assign a Condolence Officer who is equal or higher rank to the deceased.

(2) Assist the Condolence Officer in the performance of his/her duties.

(3) Review and certify all awards of the decedent, and provide to the Funeral Staff OIC.

4. Funeral Honors. Military Funeral Honors conducted in the vicinity of the NCR will be executed by MBW. Military Funeral Honors conducted outside the NCR will be executed by the nearest Marine Corps unit, unless directed by CMC. DMCS will determine the appropriate funding source for MBW to conduct military funeral honors outside the NCR once the scope and requirements are identified. The composition of the Military Funeral Escort will be commensurate with the rank of the deceased. At a minimum, Company Grade Funeral Honors will be rendered to MOH recipients, incumbent and former SMMC, and other directed current and former Marines. Military Funeral composition will be as follows;

a. Company Grade Funeral consists of (1) marching platoon, Marine band, 4-Marine color guard, bugler, 7-Marine firing party, (6) body bearers, escort commander, Chaplain (or family minister), caisson (if available), and a personal flag bearer (e.g., MOH Flag), as required.

b. Field Grade Funeral consists of all elements contained in a Company Grade Funeral Escort plus (1) additional marching platoon (for total of (2) marching platoons), and (1) caparison horse (colonel grade officer).

c. General Grade Funeral consists of all elements contained in a Field Grade Funeral plus (2) additional marching platoons (for total of (4) marching platoons), (1) additional flag bearer (e.g., General Officer Flag), and minute gun salute battery (105mm).

5. Missing Man Formation Flyover. Per reference (j), a Missing Man Formation Flyover is authorized for retired U.S. Armed Forces war heroes (recipients of the Silver Star or higher). The Avn LnO will coordinate an appropriate fly-over, as requested by the family.

a. Funeral Flyovers within the National Capitol Region (NCR/Arlington Cemetery) shall be coordinated by the Avn LnO with HQMC Aviation Support Coordination Office (ASCO). Once an appropriate flying unit and type model aircraft have been identified, ASCO will establish liaison with COMNAVAIRFOR Atlantic (N32), Norfolk VA, for appropriate coordination of Federal Aviation Administration (FAA) airspace, restrictions/clearance issues.

b. Funeral Flyovers outside the NCR shall be coordinated by the Avn LnO with ASCO. Once an appropriate flying unit and type model aircraft have been identified, ASCO will assist the coordination of the appropriate FAA Naval Representative (FAA NAVREP) for the respective airspace where the event will be conducted. The FAA NAVREP will assist with airspace, restrictions/clearance issues.

Considerations for Funerals Conducted Outside the National Capital
Region (NCR)

1. General. The desire of an incumbent or former Commandant to be interred outside the NCR does not change the Funeral Staff and HQMC staff responsibilities contained in this Order.

2. Special considerations for funerals conducted outside the NCR are as follows;

a. Air Transportation. Transportation for the Funeral Staff and ceremonial battalion will be required from NCR to location of burial.

b. Lodging and Subsistence. Dependent on multiple factors, including flight times, crew rest, burial date, etc., lodging and subsistence in the local area for the funeral staff, ceremonial battalion and flight crew may be required.

c. Saluting Battery

(1) Coordinate with PP&O and MARFORRES to locate and move a 105mm saluting battery, and blank ammunition (may be at separate location), to the location to render final honors.

(2) Coordinate with local law enforcement officials for the gravesite salute.

d. Alert local media for a potential flyover and the 105mm gravesite salute.

e. Identify nearest large airfield to fly in personnel and equipment.

f. A flyover requires a qualified Forward Air Controller as terminal controller for the aircraft.

g. Conduct reconnaissance of funeral procession route.

3. This list is not intended to be all-inclusive or prescriptive. Good judgement must be exercised to ensure military funeral honors are planned and executed within all applicable laws and regulations.

Ceremony Conducted Inside a Chapel

1. The first four pews on the left side of the chapel facing the altar will normally be reserved for the family.
2. The CACO/Condolence Officer or the Funeral Escort Commander will escort the PNOK and family from their vehicles to the family room. No later than five minutes prior to the service, the head usher will seat the family with the PNOK seated last.
3. The first pew on the right side facing the altar will be reserved for the CMC or Senior CMC representative, and former CMCs. The second and third pews will be reserved for honorary body bearers and military escorts, respectively. VIPs and dignitaries will be seated behind the military escorts. If an organization arrives as a group, it will be seated next in order.
4. After the PNOK is seated, the ushers will close the doors and move the church truck (casket trolley) to the center of the vestibule. Both the front and inside doors of the chapel will be opened and the casket will be removed from the hearse by the body bearers, carried through the cordon formed by the military escorts and honorary pallbearers, and placed on the truck.
5. When the casket is centered on the truck, the clergy will lead the casket down the aisle, and all attendees will rise. The casket will be moved by two body bearers. Immediately following the casket, the head usher will escort the honorary pallbearers and the military escorts to their seats. When the casket is in place, the service is ready to begin.
6. The format and conduct of the memorial or funeral service will depend upon the religious faith tradition of the deceased. A typical service will consist of the following;
 - a. Prelude
 - b. Opening Sentences
 - c. Invocation
 - d. Scripture Lessons
 - e. Meditation
 - f. Eulogy
 - g. Pastoral Prayer
 - h. Benediction

NOTE: The order and content of the service will conform to the wishes of the PNOK.

7. At the conclusion of the service, the head usher will lead the military escorts and the honorary pallbearers out of the chapel. The two body bearers will turn the casket and, following the clergy, move the casket to the rear of the chapel. When the casket is ready to be moved down the aisle, the head usher, standing in front of the family pew, will signal for the people to rise. When the casket reaches the exit doors, the body bearers will lift it off the truck, carry it out of the chapel through the cordon of escorts and pallbearers, and place it on the caisson.

8. The head usher will escort the family out the center aisle behind the casket. After the body bearers have moved the casket off the truck, the head usher will lead the family to the outer steps of the porch and stop there until the completion of honors.

9. Procession from the chapel to the grave site will commence once all guests exit the chapel. The guests should follow in trace of the official party. Grave site services will commence upon arrival at the grave site and at the direction of the Chaplain or family minister.

10. Following the grave site services, the Chaplain or family minister will announce a dismissal to reception, if applicable.

Sequence of Events Checklist

This checklist is a guide to help you accomplish tasks associated with funeral services for the CMC, former Commandant, or 4-Star General. It sequentially lists things that must be done and/or considered upon learning of the death of the CMC or a former Commandant, or 4-Star General. This list is non-binding; it is not meant to be prescriptive, nor is it all-inclusive; some items may not apply to a particular funeral (mark "N/A"). The AOIC and Condolence Officer are encouraged to suggest updates to this checklist in their after action reports.

_____ Pass notification of death to CMC, ACMC, DMCS, and DC M&RA.
(**DMCS**)

_____ Designate a general officer to serve as OIC Funeral Staff and make a condolence call to the PNOK. (**DMCS**)

_____ Activate the funeral staff. (**DMCS, OIC, AOIC**)

_____ Contact MFPC to coordinate payment of benefits and obtain guidance on authorized entitlements. (**M&RA**)

_____ Prepare notifications to general officer community of death and place and time of funeral and related ceremonies. (**CSG**)

_____ Notify general officer community of the death and place and time of the funeral and related ceremonies. (**DMCS**)

_____ Prepare ALNAV and ALMAR to half-mast colors. (**CSG**)

_____ Conduct initial condolence call. (**OIC, AOIC, Condolence Officer, Chaplain**)

_____ Schedule appointment with NOK to express condolences on behalf of the CMC. Ascertain NOK desires for service and desired Marine Corps support. (**Condolence Officer**)

_____ Brief NOK on burial and death benefits (if applicable). Coordinate with local VA office. Coordinate a meeting with the VA or request a VA Representative to visit the NOK to assist with VA-related benefits. (**Condolence Officer, VA Rep**)

_____ Obtain all required information pertaining to the receiving funeral home, clothing, casket/or urn selection. (**Condolence Officer**)

_____ Ascertain PNOK wishes with respect to decedent's Funeral Plan. Relay the information to MFPC and OIC/AOIC. (**Condolence Officer**)

_____ Type of ceremonies, i.e., wake, Celebrations of Life, burial.
(**Condolence Officer**)

_____ Place of interment. (**Condolence Officer**)

_____ Place of repose. (**Condolence Officer**)

_____ Religious faith tradition. (**AOIC, Condolence Officer**)

_____ Special music or prayers. (**Condolence Officer, AOIC**)

_____ Flowers or donations in lieu of. (**AOIC, Protocol**)

_____ Confirm address to receive condolences or flowers. (**Condolence Officer**)

_____ Eulogy. (**AOIC, Condolence Officer**)

_____ Honorary pallbearers. (**AOIC, Condolence Officer**)

_____ Funeral home to handle remains. (**Condolence Officer**)

_____ Special persons & organizations to be notified. (**AOIC, CACO/Condolence Officer, Protocol**)

_____ Desires for a reception following the funeral. (**Condolence Officer**)

_____ Arrange, in coordination with funeral home, cemetery, and PNOK, the place and time of memorial services and the funeral. (**AOIC, Condolence Officer**)

_____ In coordination with MFPC, obtain beneficiary signature on all required claim forms, as required. Advise beneficiary of expected arrival/delivery of payment(s). Mail or fax each completed claim form per instructions provided by appropriate agencies. Contact PNOK to advise that all claims have been provided to the appropriate agency. (**Condolence Officer, MFPC**)

_____ Notify honorary pallbearers of the death and ascertain their attendance at the funeral. (**DMCS**)

_____ Notify, and arrange participation in the funeral or related services by any Medal of Honor recipients (if applicable). (**AOIC**)

_____ Notify VIPs, dignitaries, and special persons and organizations of the death and date/place/time of the funeral and related ceremonies. (**SPD**)

_____ Prepare ALNAV and ALMAR with historical information and date and place of interment. (**CSG**)

_____ In coordination with PNOK, develop and publish an obituary. (**Comm Strat Officer**)

_____ Designate military escorts (Marine Corps general officers) for the funeral ceremony. (**DMCS**)

_____ Designate military family escorts for immediate family members during stay in Washington, DC. (**AOIC**)

_____ Arrange for transportation of NOK and immediate family to Washington, DC, if death occurs outside the area. Note: The NOK of active duty Marines would be entitled to Invitational Travel Authorizations (ITA) through MFPC. (**LTO, MFPC**)

_____ Arrange ceremonial Marine participation at place of arrival, place of repose (if appropriate), and funeral. (**MBW/OIC/FD**)

_____ Publish information concerning death and funeral arrangements. (**CSG, PAO**)

_____ Arrange development and reproduction of funeral program and video/photography coverage of funeral. (**Combat Camera, Chaplain**)

_____ Initial contact with Combat Camera to discuss program/video/Photo/hardbound book, online light box matters. (**Condolence Officer, Combat Camera, Chaplain**)

_____ Provide program options to family. (**Condolence Officer, Combat Camera**)

_____ Determine family desires for video and photography coverage. (**Condolence Officer, Combat Camera**)

_____ Determine family desires for program. (**Condolence Officer, Combat Camera, Chaplain**)

_____ Publish program, posters, and banners. (**Combat Camera**)

_____ Develop video/photo plan. (**Combat Camera**)

_____ Provide video to family (copies, format). (**Condolence Officer, Combat Camera**)

_____ Conduct liaison with chapel authorities. (**Chaplain, OIC, FD**)

_____ Conduct reconnaissance of arrival site and place of repose. (**AOIC, Condolence Officer, MBW/OIC/FD, Combat Camera**)

_____ Conduct reconnaissance of chapel and burial site. (**AOIC, Condolence Officer, MBW/OIC/FD, Chaplain, Combat Camera**)

_____ Ascertain attendance and arrange for transportation, as necessary, for VIPs and dignitaries. (**AOIC, Protocol, SPD, LTO**)

_____ Determine number of persons in family party for purpose of

seating at funeral and other ceremonies. (**AOIC, Condolence Officer, Protocol**)

_____ Order flowers as an expression of sympathy from the Marine Corps. (**AOIC, Protocol**)

_____ Arrange and brief crowd and traffic control personnel. (**MBW**)

_____ Arrange for and brief ushers. (**AOIC, MBW/OIC/FD, Protocol**)

_____ Prepare electronic record (CD) of clippings, photos, and video products of the ceremonies. (**Combat Camera, Protocol**)

_____ Brief honorary pallbearers and military escorts. (**MBW/OIC/FD, AOIC**)

_____ Prepare seating plans for all ceremonies. (**Protocol**)

_____ Arrange transportation for HQMC personnel. (**SPD, LTO**)

_____ Arrange CMC Confirmation Brief. (**AOIC, SPD, Condolence Officer**)

Condolence Officer's Funeral Checklist

1. General Information. Former Commandants and other Marine Corps generals are entitled to a special full honor funeral. The Marine Corps will honor former Commandants in ceremonies beyond those normally prescribed for the special full honor funeral. Those arrangements made by the Marines Corps are not to be confused with those mortuary services provided by the funeral home(s) contracted for by the deceased or his/her family. This checklist supplements reference (c) and is provided specifically as it relates to special full-honors funerals for the CMC, former Commandants, or 4-Star Generals. This list is non-binding; it is not meant to be prescriptive, nor is it all-inclusive. The AOIC and Condolence Officer are encouraged to suggest updates to this checklist in their after action reports.

2. The following information elements are essential to ensure the completeness of the funeral plan.

_____Type of Funeral Ceremony, i.e., special full honor ceremony or a lesser ceremony is desired.

_____Place of Interment.

_____Place of Repose.

_____Religious Services.

_____Place and faith tradition of services to be held.

_____Clergy desired to perform the ceremonies (names and addresses are requested if known to the family).

_____Special music or prayers to be used in the services.

_____Desires with respect to flowers or donations.

_____Desires with respect to a eulogy.

_____Honorary Pallbearers (no more than 12).

_____Notification (Names and addresses of people in the following categories whom the Marine Corps should notify of the death and services/ceremonies).

_____Honorary pallbearers.

_____VIPs, dignitaries, special guests, etc.

_____Family representatives to be contacted, if necessary, to resolve any unforeseen problems.

_____Transportation (In the case of a former CMC who resides outside the Washington, DC area, determine if military air transportation to the National Capital Region is desired for the deceased and immediate family members).

_____Any special requests that the family may desire with respect to uniforms, etc.

Family of the Deceased Checklist

1. This checklist is provided to assist the Funeral Staff OIC and Condolence Officer in performing their duties. It is intended to be used in conjunction with reference (c) and in consultation with MFPC to guide discussion with the family of the deceased on matters they should consider in carrying out the funeral. This list is non-binding; it is not meant to be prescriptive, nor is it all-inclusive. The AOIC and Condolence Officer are encouraged to suggest updates to this checklist in their after action reports.

2. The family of the deceased should consider the following issues:

a. From home to Washington, DC

(1) Transportation (if air transportation is discussed, the remains must be transported as soon as practicable).

(2) Collecting mail and forwarding phone calls from home.

(3) The Marine Corps' primary POC. (Condolence Officer)

b. While in Washington, DC

(1) Temporary housing/lodging and transportation

(2) Reception

(a) Menus (special menu items).

(b) Seating.

(c) Guest books.

(d) Parking.

(e) Decorations (historical photos, video).

(f) RSVPs.

c. Funeral

(1) Chapel

(a) Ft. Myer: Old chapel or new chapel.

(b) Reserved seats: Who determines who gets reserved seats?

(c) Ushers.

(d) Photographer/videographer/programs/online light box.

(e) Honorary pallbearers.

(f) Consider reception at Ft. Myer Officer's Club immediately before chapel ceremony for guests to meet. The chapel is always heavily booked and guests may want to meet somewhere besides the chapel parking lot.

(g) Fly over.

(h) Procession to grave site: Cross-country walking (i.e., shoe selection).

(2) Miscellaneous items: Display box for casket flag.