



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 5360.10A  
MHP-10  
16 May 1995

MARINE CORPS ORDER 5360.10A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: CONDUCT OF FUNERALS FOR THE COMMANDANT OF THE  
MARINE CORPS, FORMER COMMANDANTS OF THE MARINE  
CORPS, AND MARINE CORPS FOUR STAR GENERALS

Ref: (a) OPNAVINST 5360.1, State, Official and Special  
Military Funerals  
(b) NAVMC 2691, Marine Corps Drill and Ceremonies  
Manual

Encl: (1) Duties of the Funeral Staff in the Event of the  
Death of the Commandant of the Marine Corps  
(2) Duties of the Funeral Staff in the Event of the  
Death of a Former Commandant of the Marine Corps  
(3) Responsibilities of the HQMC Staff and HqBn for  
the Conduct of Funerals for Marine Corps Four Star  
Generals  
(4) Ceremony Inside Chapel  
(5) Sequence of Events Checklist  
(6) CACO's Funeral Checklist

1. Purpose. To promulgate instructions for the handling and  
conduct of funeral and burial ceremonies in the National Capital  
Region for Marine Corps generals.

2. Cancellation. MCO 5360.10.

3. Background. Procedures and policies for the conduct of the  
military funeral for the incumbent CMC are contained in reference  
(a). Reference (b) prescribes drills and ceremonies for the  
rendering of military honors at funeral and burial ceremonies  
appropriate for generals. The CMC is the designated  
representative of the SecDef for the purpose of making all  
arrangements in connection with special military funerals in the  
Washington, DC, area involving the Marine Corps.

4. Action

a. Upon receiving information on the demise of one of the  
subject generals, the Director, Marine Corps Staff (DMCS) will

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assign a general officer to make a condolence call on the primary next of kin (PNOK). The general officer will be accompanied by the assistant officer in charge (AOIC) of the funeral staff, a chaplain, and the Casualty Assistance Calls Officer (CACO). They will confirm the desires of the PNOK/family for the funeral and related activities.

b. The Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA) is responsible for conducting funeral and burial ceremonies for the CMC, former CMC's, and other officers in the grade of general.

c. Upon notification, the DC/S M&RA will form a funeral staff which will plan, coordinate, and ensure the proper execution of the funeral and burial ceremony in the National Capital Region for the CMC or a former CMC, if such has been requested by either the deceased or his PNOK. The funeral staff will be composed of Marines from the Headquarters staff and Headquarters Battalion (HqBn) who will be predesignated for funeral staff duty. The funeral staff will be manned in the following manner:

<u>TITLE</u>	<u>GRADE</u>	<u>PROVIDING STAFF CODE</u>	<u>NR</u>
Officer in Charge	BGen	M	1
Assistant Officer in Charge	Col	M	1
Chaplain	CAPT(USN)	REL	1
Protocol and Special Arrangements Officer	Capt/LtCol	SPD	1
Announcements Officer	Lt/Capt	RA	1
Housing and Transportation Officer	Capt/LtCol	SPD	1
Public Affairs Officer	Capt/Maj	PA	1
Funeral Officer	Maj/LtCol	M	1
Funeral Escort Commander	Col	MarBks, WASHDC	1
Clerical Staff	Cpl/Sgt	M, P, HqBn	3
Messenger	LCpl/below	AR	3
Vehicle Drivers	Sgt/below	HqBn	2

<u>TITLE</u>	<u>GRADE</u>	<u>PROVIDING STAFF CODE</u>	<u>NR</u>
Casualty Assistance Calls Officer	Col	M	1
Family Escort Officer	LtCol	A	1

(1) Upon receipt of this Order, heads of staff agencies tasked to provide personnel to the funeral staff are responsible for designating a primary and alternate officer for each position required on the staff. The officers of the funeral staff will be a standing staff. Upon designation, their name, grade, staff code, and telephone number will be provided to the DC/S M&RA.

(2) Duties and responsibilities of the funeral staff and each of its members during a special military funeral and a special full honor funeral are set forth in enclosures (1) and (2).

(3) The DC/S M&RA may augment the funeral staff, as necessary, based on the additional requirements identified by the Officer In Charge (OIC).

(4) The funeral staff may not require activation if the desires of either the deceased or his PNOK indicate that the ceremony will consist of either simple or no honors. If the funeral staff is not activated, funeral details will be conducted by the cognizant department/division from within its staff structure in accordance with the procedures outlined in enclosure (3).

(5) The DC/S M&RA may choose to partially activate the staff when the requirements are less than listed herein. In this case the OIC will redistribute the duties of the vacant functions.

(6) Enclosures (4), (5), and (6) provide additional information for the funeral staff in performing their duties.

d. When the remains of the deceased are not to be brought to the National Capital Region for ceremonies or interment, the commanding general of the major base nearest to the place of demise and burial will be designated by the DC/S M&RA to perform the functions outlined herein. The DC/S M&RA will provide additional support upon request on a case-by-case basis.

e. The DC/S M&RA will maintain a funeral plan for each Marine Corps four star general. The Head, Casualty Section (MHP-10), will act as the Funeral Liaison Officer for each

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Marine Corps four star general. The Funeral Liaison Officer will act as the point of contact between this Headquarters and the general concerned and assist in the development of a funeral plan.



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DUTIES OF THE FUNERAL STAFF IN THE  
EVENT OF THE DEATH OF THE  
COMMANDANT OF THE MARINE CORPS

1. General. The CMC is entitled to a special military funeral. The funeral staff is responsible for ensuring that all aspects of the funeral and related ceremonies are conducted in accordance with OPNAVINST 5360.1 and this Order and as directed by appropriate higher authority. This responsibility may include but is not limited to:

a. Conducting a military honors ceremony when receiving the remains in the Washington, DC, area, if death occurred outside this area.

b. Delivery of the remains to the funeral director.

c. Receiving the remains from the funeral director for transportation to the place of repose as desired by the family or as directed by appropriate authority, rendering appropriate honors as required, and providing a special honor guard while the remains are in repose.

d. Handling 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.

e. Arranging necessary vehicular transportation for VIP's, dignitaries of high military rank or government position, honorary pallbearers, and members of the family and their special guests.

f. Keeping the newly appointed or acting CMC continuously advised of the arrangements made for the special military funeral.

g. Details regarding the receiving, recording, and proper display of all floral arrangements sent to the place of repose, and delivery of such floral displays to the gravesite, as appropriate.

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

i. Preparing and implementing a seating plan with ushers and attendants for services conducted.

ENCLOSURE (1)

j. Keeping VIP's, dignitaries, honorary pallbearers, ceremonial units, and members of the family and their special guests informed.

k. Ascertaining and carrying out the wishes of the family for special arrangements in connection with the services and burial, such as flowers, music, clergy, etc.

l. Assisting the family and their special guests while in the Washington, DC, area for the funeral.

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

a. OIC. The OIC is responsible to the DC/S M&RA 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 the OIC may direct. 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 two vehicles assigned for use by 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, as approved, the personnel and material required.

c. Chaplain, U.S. Marine Corps

(1) Acts as a liaison between the family and Fort Myer chapel representatives when the funeral is held at one of the Fort Myer chapels.

(2) As the religious advisor to the CMC, the Chaplain will conduct the funeral, if requested, or familiarize the clergy conducting the funeral with the ceremonial routine.

ENCLOSURE (1)

d. Protocol and Special Arrangements Officer (PSAO). The PSAO ensures that protocol is adhered to in all activities related to the funeral ceremonies. The PSAO advises and assists the OIC as directed and performs the following specific responsibilities:

(1) Ensures that all special arrangements are carried out in support of the special military funeral.

(2) Prepares a proper seating plan for the funeral and related ceremonies and ensures its execution. This includes the delivery of invitations to and the receipt of acceptances and regrets from all VIP's, dignitaries, honorary pallbearers, and special guests of the family.

(3) Prepares, maintains, and continually updates the special guest list which will include all general officers, VIP's, dignitaries, special guests of the family, and honorary pallbearers desired by the PNOK.

(4) Maintains close contact with the Funeral Officer (FO) and the CACO concerning final arrangements for services and burial.

(5) Prepares and executes plans for parking at all functions, as required.

(6) Prepares replies to letters and messages of condolence addressed to the newly appointed or acting CMC.

e. Announcements Officer (AO). The AO assists the PSAO and acts on matters pertaining to announcements and notifications concerning arrangements and protocol for the special military funeral. As such, the duties are separate from those of the Public Affairs Officer (PAO) with the following specific responsibilities:

(1) Maintains accurate records of all persons who receive announcements and who accept or send regrets.

(2) Provides the Director of Administration and Resource Management (AR) with information required to publish information concerning the funeral arrangements.

f. Housing and Transportation Officer (HTO). The HTO assists the PSAO in making special arrangements for housing and transportation for VIP'S, dignitaries, members, and special guests of the family. The HTO performs duties as the PSAO may direct and has the following specific responsibilities:

ENCLOSURE (1)

(1) Arranges for accommodations, transportation, and other related special needs for those persons mentioned above while in the Washington, DC, area for the funeral.

(2) Arranges for inbound and outbound transportation for family members with the Deputy Chief of Staff for Aviation (DC/S A) when required.

(3) Arranges air transportation, by government means, for all former Commandants who desire to attend the funeral.

g. PAO. The PAO assists the OIC in all matters relating to public and military news attention, coverage, and information regarding the special military funeral. The PAO's duties and responsibilities are separate from those of the AO, although they may frequently coordinate with each other. The PAO performs duties as the OIC may direct and has the following specific responsibilities:

(1) Maintains liaison with the Chief of Information, Naval District Washington, PAO's, and DoD on all public information matters relating to the special military funeral.

(2) Establishes early liaison with the Chief of Information, Navy Department (CHINFO) to ensure the timely release of the ALNAV announcing the death. The PAO will provide prepared, proposed ALNAV texts via the OIC and the DC/S M&RA for submission to the SecNav for signature and release. Any historical reference to the deceased in the ALNAV should be coordinated and cleared with the Director, History and Museums Division (HD).

(3) In coordination with HD and the PNOK, prepares an obituary for release to the news media, accompanied by appropriate photographs of the deceased.

(4) Ensures that the Marine Corps Aide to the President, Secretaries of the Army and the Air Force, and the Director, General Services Administration are provided a copy of the ALNAV's.

(5) Prepares a notebook containing messages of condolence, photographs, and press clippings of the funeral ceremonies for presentation to the PNOK.

(6) Coordinates with AR to obtain photographic coverage of all ceremonies.

ENCLOSURE (1)



h. FO. The FO advises the OIC on the conduct of the funeral and related ceremonies, and coordinates the military aspects of the ceremonies. The FO will coordinate the assignment and participation of Marine general officers in all funeral ceremonies with the DMCS. In coordination with the Funeral Director of the Marine Corps (MHP-10), the FO incorporates any special requests from the PNOK concerning the ceremonies. Standard procedures for the conduct of funerals and appropriate honors are contained in NAVMC 2691. The Funeral Director of the Marine Corps (MHP-10) is the point of contact for the funeral staff on matters concerning funeral participation by the Marine Barracks, Washington, DC. The FO conducts necessary liaison with Arlington National Cemetery and the Military District, Washington, and is responsible for traffic control, crowd control, and security arrangements.

i. Funeral Escort Commander (FEC). The FEC will provide ceremonial Marines in order to conduct a special military or a special full honor funeral as appropriate. In addition, the FEC will serve as escort commander. The FEC will coordinate with the Funeral Director of the Marine Corps (MHP-10) concerning funeral participation by the Marine Barracks, Washington, DC. He/She will provide site officers as necessary when joint ceremonies will be conducted.

j. Clerical Staff. The clerical staff performs administrative tasks for the OIC. The majority of the clerical support for other members of the funeral staff will be provided from their respective divisions.

k. Messengers. Messengers perform duties as directed.

l. Drivers. Drivers report to the AOIC for duty and dispatching in support of the funeral staff.

m. CACO. The CACO assists the PNOK as outlined in the Marine Corps Casualty Procedures Manual, MCO P3040.4, and is the point of contact between the funeral home and the Marine Corps.

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

a. DMCS

(1) Notifies the appropriate general officer population of the death and funeral arrangements.

ENCLOSURE (1)

(2) Designates the uniform for the funeral ceremony.

b. DC/S M&RA

(1) Keeps the DMCS informed of the plans for the funeral and other related ceremonies.

(2) Briefs the honorary pallbearers and official participants in the ceremonies of their duties.

(3) Prepares necessary casualty assistance forms for the NOK.

c. Special Projects Directorate (SPD). Prepares letters of condolence to the PNOK for signature by the SecNav.

d. AR

(1) Publishes information to announce the death and funeral arrangements.

(2) Arranges transportation to the funeral and other ceremonies for HQMC staff personnel.

(3) Provides photographic coverage of all ceremonies.

ENCLOSURE (1)

DUTIES OF THE FUNERAL STAFF  
IN THE EVENT OF THE DEATH OF A  
FORMER COMMANDANT OF THE MARINE CORPS

1. General. A former CMC is entitled to a special full honor funeral, not to be confused with a special military funeral. The principal distinction is that these ceremonies are service unique rather than joint. A special full honor funeral for a former CMC consists of the following:

- a. Full honors rendered by a ceremonial Marine battalion.
- b. If demise occurs outside the Washington, DC, area, an honors ceremony will be performed by an honor guard upon the arrival of the remains in the Washington, DC, area.
- c. An honor guard will be provided at the place of repose. If the demise occurs in the Washington, DC, area, an honors ceremony, similar to that which would have been provided had the death occurred outside the area, will be performed in the vicinity of the place of repose.
- d. An ALNAV will be published announcing the death of a former CMC. Because of the requirement for immediate release, it will contain only basic data. Proper protocol for the half masting of the national ensign will be published in the ALNAV in accordance with the Flag Manual, MCO P10520.3B. A subsequent ALNAV which contains funeral and biographical information will be published as soon as practicable.
- e. Transportation, by government means, for the deceased and his immediate family from their residence or place of demise to the Washington, DC, area for the funeral and other related ceremonies and return.
- f. Military escort, as required, at the funeral and other related ceremonies. This escort shall consist of six general officers.

2. Funeral Staff. The standing funeral staff will be activated at the direction of the DC/S M&RA. Deference to the desires of the PNOK may obviate the need for activating the funeral staff. In such cases, arrangements for the funeral and all related ceremonies will be executed by cognizant staff agencies as indicated in enclosure (3). The responsibilities and duties of the funeral staff for a former CMC are the same as those indicated in enclosure (1) insofar as they pertain to a special full honor funeral. The funeral staff for a former CMC whose

ENCLOSURE (2)

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demise occurs outside of the Washington, DC, area and who will be transported here for burial will be augmented by a Funeral Escort Officer (FEO). The FEO is the officer assigned to attend to the needs of the widow and immediate family of the deceased from the time they arrive in the area until they depart. The officer on the funeral staff normally assigned CACO duties may perform the functions of the FEO. The FEO's duties are essentially the same as an aide-de-camp.

ENCLOSURE (2)

RESPONSIBILITIES OF THE HOMC STAFF AND HOBVN FOR  
THE CONDUCT OF FUNERALS FOR MARINE CORPS  
FOUR-STAR GENERALS

1. General. A Marine Corps general, active or retired, is entitled to a special full honor funeral with full honors rendered by a ceremonial battalion. Staff responsibilities in the conduct of funerals for a Marine Corps general, other than the CMC or his predecessors, who resides or will be buried in the Washington, DC, area are as follows:

a. DMCS

(1) Upon notification of death tasks a general officer to make a condolence call on the PNOK.

(2) This general officer will also become the OIC of the funeral and related ceremonies, performing his/her duties under the cognizance of the DC/S M&RA.

(3) Designates six general officers as military escorts at the funeral.

(4) Designates the uniform for the funeral ceremony.

(5) Notifies all active duty generals, retired generals, and lieutenant generals of the death.

b. DC/S M&RA

(1) Plans, coordinates, and ensures the proper execution of the funeral ceremonies.

(2) Designates the CACO who makes personal contact with the PNOK and confirms their desires for the funeral.

(3) Briefs honorary pallbearers and military escorts as required to ensure the proper conduct of the funeral.

(4) Coordinates military police participation for traffic and crowd control.

(5) Plans transportation for the NOK for all events connected with the funeral.

(6) Conducts necessary liaison with Marine Barracks, Washington, DC, Military District Washington, and Arlington National Cemetery for the conduct of ceremonies.

ENCLOSURE (3)

(7) Arranges security for the VIP's and dignitaries in attendance.

c. SPD

(1) Contacts all honorary pallbearers requested by the deceased's PNOK to determine their availability for the funeral.

(2) Determines what dignitaries and VIP's will be in attendance at the funeral and prepares a guest list.

(3) Makes an appropriate seating plan for the chapel and provides a representative at the funeral to ensure the plan is carried out.

(4) Coordinates with HqBn to obtain ushers for seating in the chapel.

(5) Plans and coordinates transportation for VIP'S, dignitaries, special guests, and friends from HQMC to and from the funeral.

(6) Arranges for transportation for the NOK to and from the funeral and place of interment and, if in repose, to and from the place of repose.

(7) Prepares letters of condolence to the PNOK for signatures of the CMC and the SecNav.

d. Public Affairs (PA)

(1) In coordination with HD and the PNOK, develops an obituary, accompanied by appropriate photographs for release to the news media.

(2) Prepares the ALMAR announcing the death and funeral arrangements.

e. AR

(1) Publishes information to announce the death and funeral arrangements.

(2) Provides photographic coverage for the funeral ceremony.

(3) Arranges transportation to the funeral for HQMC staff personnel.

ENCLOSURE (3)

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f. CO HqBn. Provides support, as required, to all HQMC staff to support funeral ceremonies.

g. Chaplain, U.S. Marine Corps. As the religious advisor to the CMC, the Chaplain will conduct the funeral, if requested, or familiarize the officiating clergy with the ceremonial routine.

h. HD. Provides biographical information to PA for the development of the obituary and ALMAR.

i. CO MarBks, Washington, DC. Provides Marines for ceremonial support as tasked by the DC/S M&RA.

2. The CMC normally will present the national ensign to the PNOK at the conclusion of the burial honors. In the event the CMC is not available to attend the funeral services, he will designate his representative.

ENCLOSURE (3)

CEREMONY INSIDE CHAPEL

1. The CACO or the FEO will escort the PNOK and family from the car(s) to the family room. No later than 5 minutes prior to the service, the head usher will seat the family with the PNOK seated last. The first four pews on the right side of the chapel facing the altar will normally be reserved for the family.
2. The first pew on the left side facing the altar will be reserved for the CMC or acting CMC, and former CMC'S. The second and third pews will be reserved for the honorary pallbearers and military escorts, respectively. VIP's and dignitaries will be seated behind the military escorts. If an organization arrives as a group, it will be seated next in order.
3. After the PNOK is seated, the ushers will close the doors and move the church truck 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.
4. 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.
5. The format and conduct of the memorial or funeral service will depend upon the religious preference and/or denomination of the deceased. A typical service will consist of:

Prelude

Opening Sentences

Invocation

Scripture Lessons

Meditation

Eulogy

Pastoral Prayer

Benediction

ENCLOSURE (4)



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

6. At the conclusion of the service the head usher will escort 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.

7. 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 emplace 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.

ENCLOSURE (4)

SEQUENCE OF EVENTS CHECKLIST

- \_\_\_\_\_ Pass notification of demise to CMC, ACMC, DMCS, and DC/S M&RA.
- \_\_\_\_\_ Designate a general officer to make a condolence call on the PNOK.
- \_\_\_\_\_ Activate funeral staff.
- \_\_\_\_\_ Ascertain PNOK wishes with respect to:
  - \_\_\_ Type of ceremony
  - \_\_\_ Place of interment
  - \_\_\_ Place of repose
  - \_\_\_ Religious service and denomination
  - \_\_\_ Special music or prayers
  - \_\_\_ Flowers or donations
  - \_\_\_ Eulogy
  - \_\_\_ Honorary pallbearers
  - \_\_\_ Funeral home to handle remains
  - \_\_\_ Special persons and organizations to be notified
- \_\_\_\_\_ Prepare ALNAV/ALMAR to half-mast colors.
- \_\_\_\_\_ Arrange, in coordination with funeral home, cemetery, and PNOK the place and time of any memorial services and the funeral.
- \_\_\_\_\_ Notify general officer population of the death and the place and time of the funeral and related ceremonies.
- \_\_\_\_\_ Notify honorary pallbearers of the death and ascertain their attendance at the funeral.
- \_\_\_\_\_ Notify VIP's, dignitaries, special persons, and organizations of the death and the place and time of the funeral and related ceremonies.
- \_\_\_\_\_ Prepare ALNAV/ALMAR with historical information and the date and place of interment.
- \_\_\_\_\_ Develop, in coordination with the PNOK, and publish an obituary.
- \_\_\_\_\_ Designate military escort for the funeral ceremony.
- \_\_\_\_\_ Arrange for transportation of NOK and immediate family to Washington, DC, if demise occurs outside of the area.
- \_\_\_\_\_ Arrange for ceremonial Marine participation at place of arrival, place of repose, if appropriate, and funeral.
- \_\_\_\_\_ Publish information concerning death and funeral arrangements.
- \_\_\_\_\_ Conduct liaison with chapel authorities.
- \_\_\_\_\_ Conduct reconnaissance of arrival site and place of repose.
- \_\_\_\_\_ Conduct reconnaissance of chapel and burial site.
- \_\_\_\_\_ Ascertain attendance and arrange for transportation, as necessary, for VIP's and dignitaries.
- \_\_\_\_\_ Determine number of persons in family party for purposes of seating at funeral and other ceremonies.

ENCLOSURE (5)

- \_\_\_\_\_ Order flowers as an expression of sympathy from the Marine Corps.
- \_\_\_\_\_ Arrange for and brief crowd and traffic control personnel.
- \_\_\_\_\_ Arrange for and brief ushers.
- \_\_\_\_\_ Prepare a notebook of clippings and photographs of the ceremonies.
- \_\_\_\_\_ Brief honorary pallbearers and military escorts as required.
- \_\_\_\_\_ Prepare seating plans for all ceremonies.
- \_\_\_\_\_ Arrange for transportation of HQMC personnel to all ceremonies.

ENCLOSURE (5)

CACO's FUNERAL CHECKLIST

1. General Information. By OPNAVIST 5360.1, former CMC's and other Marine Corps generals are entitled to a special full honor funeral. The Marine Corps will honor its former Commandants in ceremonies beyond those normally prescribed for the special full honor funeral. Those arrangements which are to be made by the Marines Corps are not to be confused with those mortuary services provided by the funeral home(s) contracted for by the general or his family.

2. Essential Elements of Information for the Funeral Plan. The following elements of information are essential to ensure the completeness of the funeral plan:

a. Type of Funeral Ceremony. Whether the special full honor ceremony or a lesser ceremony is desired.

b. Place of Interment

c. Place of Repose

d. Religious Services

(1) Place and denomination of services to be held.

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

(3) Special music or prayers to be used in the services.

(4) Desires with respect to flowers or donations to charities.

(5) Desires with respect to a eulogy.

e. Honorary Pallbearers. No more than 12.

f. Notification. Names and addresses of personnel in the following categories whom the Marine Corps should notify of the death and ceremonies to be held:

(1) Honorary pallbearers.

(2) VIP'S, dignitaries, special guests, etc.

(3) Family representatives to be contacted, if necessary, to resolve unforeseen problems.

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g. Transportation. In the case of a former CMC who resides outside the Washington, DC, area, determine if military air transportation is desired for the deceased and immediate members of the family.

h. Special Requests. Any special requests that the family may desire with respect to uniforms, etc.

ENCLOSURE (6)