



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 5360.10D  
DMCS  
16 Jun 2026

MARINE CORPS ORDER 5360.10D

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 5360.3G  
(b) MCO 5060.20  
(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) MCO 5210.11F  
(i) DoDI 5410.19 Volume 4  
(j) NAVPERS 15555D  
(k) MCO 5211.5  
(l) MCO 5215.1K w/Admin CH-3  
(m) Joint Travel Regulations

Encl: (1) Funeral Staff Organization  
(2) Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for 4-Star General Officer Funerals  
(3) Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for Former Commandants  
(4) Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for an Incumbent Commandant  
(5) Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for Medal of Honor (MOH) Recipients, Incumbent and Former Sergeants Major of the Marine Corps (SMMC), 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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Reports Required: I. After Action Report, par. 4b(2)(e)

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 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).

c. This Order is in accordance with references (a) through (m).

2. Cancellation. MCO 5360.10C.

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, MOH recipients, SMMCs, 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 plan, coordinate, 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 similarly 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 Marine, 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 Protocol Directorate, Commandant's Staff Group (CSG), and Communication 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 with workspaces, 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, Marine Barracks Washington; 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 with a detailed after-action report. This report should capture 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, MOH recipients, and SMMCs to maintain funeral plans with MFPC.

(b) Maintain and periodically review funeral plans for former Commandants, active and retired 4-Star generals, MOH recipients, and current and former SMMCs. Upon the death of 4-Star generals, MOH recipients, or SMMCs, 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 for Aviation (DC AVN). Provide a Liaison Officer (LnO) to the Funeral Staff to coordinate aviation-related issues, including a missing man formation flyover, if desired by the family. Be prepared to coordinate Military Airlift (MILAIR) for Funeral Staff and MBW ceremonial unit(s) for a funeral conducted outside the NCR. Use of appropriated funds to acquire transportation for family members is not authorized.

(5) Deputy Commandant for 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, Communication Directorate (CD). In coordination with Historical Division (HD), the Condolence Officer and PNOK, prepare an obituary for approval by the 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-staffing of the National Ensign at all Marine Corps bases and stations, 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 the CMC.

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

(10) Special Projects Directorate (SPD). Provide funding coordinator and special funding for travel, when directed by DMCS, in order to facilitate the travel requirements for military members in the execution of funeral related events.

(11) Commandant of the Marine Corps (CMC) Protocol. Advise and assist the Funeral Staff OIC and members on all protocol matters.

(12) Counsel to Commandant. Provide legal advice regarding questions related to the execution of events in order to ensure legal compliance with all family requests, funding, and MILAIR requests.

(13) 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, be prepared to identify and source both a primary and alternate for each designated staff position contained in enclosure (1). Provide the names, grades, office codes, and contact information (work and liberty) to DMCS.

(14) Commander, Marine Corps Forces Reserve (COMMARFORRES)

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

(b) Prepare and maintain, by location, a list of 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 (1) through (4) of this Order 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. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (g) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx>. Refer to reference (h) for Marine Corps records management policy and procedures.

b. 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 references (f) and (k).

c. Forms. There are no forms used in this Order.

d. Updates. Updates made to this Order must be done in accordance with the current iteration of reference (l).

e. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to DMCS via the appropriate chain of command.

f. 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.

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.



P. J. ROCK JR.  
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	GS-15/Maj	CMC 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
COMMSTRAT Officer	Capt/Maj	CD	1
Aviation LnO	LtCol/MSgt	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
COMMSTRAT Marine (COMCAM)	SSgt/below	CD	1
OLA Officer	Maj/above	OLA	1
Legal Advisor	Capt/above	CL	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), and (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, and honorary pallbearers that are not family members or guests.

NOTE 1: Use of appropriated funds and government resources to support transportation requirements must receive legal review prior to approval.

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

g. Determine and, to the greatest extent possible, carry out the wishes of the deceased (as contained in their Funeral Plan), and the PNOK's special arrangements in connection with the service, burial, and follow-on reception. If a funeral plan does not exist, coordinate all details with the PNOK.

h. Assist the family and their special guests during the funeral.

i. 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. Officer in Charge (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 carry out general responsibilities and any others that may be directed.

b. Assistant Officer in Charge (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.

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

c. Casualty Assistance Calls Officer (CACO)/Condolence Officer. The CACO/Condolence Officer assists the PNOK as outlined in reference (c), and is the primary Point of Contact (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 ensure 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 with planning a reception paid for by the family. Information should include, but not limited to, sample menu, prices, decorations, photo and video products, duration, etc.

NOTE 2: Receptions are private events and ineligible for support with appropriated funds.

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

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

(6) Coordinate with Headquarters and Services Battalion (HqSvcBn), Henderson Hall to obtain ushers for seating in the chapel. This applies only to Arlington National Cemetery (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 Communication Strategy and Operations (COMMSTRAT) 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, and HQMC and Funeral Staff personnel. 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) For funerals outside the NCR, coordinate transportation, changing room(s), lodging, and subsistence (if necessary) for key members of the funeral staff, support personnel, and ceremonial units.

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

(1) Maintain liaison with the Navy Office of the Chief of Information, public affairs officers, and the Department of War (DoW) 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, History Division, 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 War (SECWAR), SECNAV, and the other military services, including the office of the Chairman Joint Chief of Staff.

(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 visual information and multi-media production support to funeral and associated ceremonies, to include photography and videography coverage. Create an online library to view imagery of the funeral that can be used by the family.

(9) Coordinate with the Defense Media Activity to provide live streaming of funerals and associated ceremonies, as appropriate.

(10) Coordinate with ANC Public Affairs Office for access to funeral and ceremony locations.

j. Aviation Liaison Officer (AVN LnO). Coordinate tasking requirements for a missing man formation flyover, if requested by the family in accordance with reference (i). Be prepared to coordinate MILAIR to transport appropriate personnel and ceremonial units for funerals outside the NCR.

k. Marine Barracks Washington Liaison Officer (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 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 ANC 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.

(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).

l. Funding Coordinator. Track requests for, and approval of, all funding in conjunction with DMCS.

NOTE 3: Requests to fund travel must be in accordance with reference (m) and receive legal review prior to approval.

m. Clerical Staff. The clerical staff perform administrative tasks for the OIC. The majority of clerical support for other members of the funeral staff will be provided by their respective agencies.

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

o. Drivers. Drivers report to the AOIC for duty and dispatching.

p. Information Technology Support. Provide connectivity for the Funeral Staff OIC and AOIC for communication. For funerals located outside the NCR, communication assets will include cellphones, laptop computers, and air cards.

q. Communication Strategy and Operations (COMMSTRAT) Marine. Provide photography, videography, and multi-media products of funerals and associated ceremonies.

3. Headquarters Marine Corps (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 the SECNAV, CMC, ACMC, DC M&RA, DC AVN, SPD, CD, AR, CSG, OLA, and CMC Protocol.

(2) In coordination with the funeral staff OIC and CACO, designate the uniform for the funeral ceremony.

(3) Assign a brigadier general from the NCR, preferably one with a pre-existing 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, if requested by family.

(5) Review and approve all MILAIR requests.

(6) Oversee and assist the Funding Coordinator in their duties.

b. Commandant's Staff Group (CSG)

(1) Within 48 hours of notification of death, draft an All Marine Message (ALMAR) for release, and an All Naval Message (ALNAV) for SECNAV review announcing the death and ordering flags be lowered to half-mast. Within 48 hours of funeral, draft for release a follow-up ALMAR that provides funeral and biographical information. Coordinate messages with HD, and the Military Awards Branch (MMMA) for

historical and awards accuracy.

(2) Prepare an email for release by the 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), protocol officer information, 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.

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

(4) Prepare funeral remarks for the CMC.

c. Special Projects Directorate (SPD). Provide a Lodging and Transportation Officer and Funding Coordinator to serve on the funeral staff.

d. Deputy Commandant for 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 the OIC, AOIC, DMCS, and SPD with the deceased's funeral plan, if available.

e. Communication Directorate (CD)

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

(2) Provide a COMMSTRAT 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 for Aviation (DC AVN). Provide an Aviation LnO to serve on the funeral staff.

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

h. Commandant's Protocol Directorate. Provide a Protocol Officer to serve on the funeral staff.

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 if the funeral is conducted at ANC.

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

5. The standard uniform for funerals will be Dress Blue, (or White), Alphas for the official party, with Sam Browne Belt and mourning band, and Dress Blue, (or White), Bravos for all other attendees.

6. A Marine of commensurate rank will present the National Ensign to the PNOK at the conclusion of the burial honors.

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.
2. 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 MBW.
  - b. 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.

2. 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 the lead agent for the planning and execution of the funeral and related ceremonies.

b. The President of the United States, SECWAR, 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 at the Capitol, upon an approved congressional resolution, until the day of the funeral service, usually the second day following the death or day of arrival in the NCR. OLA is responsible for all coordination for all actions with the Capitol. OLA will serve as the liaison between the MBW, funeral detail, and the CACO.

Funeral Staff and Headquarters Marine Corps (HQMC) Staff Duties for Medal of Honor (MOH) Recipients, Incumbent and Former Sergeants Major of the Marine Corps (SMMC), 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 (GS-15/Maj).
- d. COMMSTRAT Officer (Lt/Capt).
- e. AVN LnO (LtCol/MSgt).
- 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 carry out their 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 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. MFPC will assist the Condolence Officer in the performance of his/her duties and advise on specific duties and entitlement of the deceased's family.

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. Communication Strategy and Operations (COMMSTRAT) Officer. The COMMSTRAT 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 in response to the death of a MOH Recipient.

e. Aviation Liaison Officer (AVN LnO). Coordinate tasking requirements for a missing man formation flyover.

f. Marine Barracks Washington Liaison Officer (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. Headquarters Marine Corps (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 for 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 the 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 (colonels).

c. General officer 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.

5. Missing Man Formation Flyover. Per reference (i), a missing man formation flyover is authorized for active duty aeronautically designated aviation officers and personnel, to include reserve officers on active duty, designated aviation personnel involved in an aviation-related accident, active duty personnel taking courses of instruction leading to an aeronautical designation, when involved in an aviation-related accident, any active duty or retired flag officer, retired recipients of the Silver Star or higher, and dignitaries of the Armed Forces or Federal government, as appropriate, or as determined by the CMC. 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 Federal Aviation Administration 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.

NOTE 4: The NOK of active duty Marines would only be entitled to Invitational Travel Authorizations (ITAs) through MFPC. Families of retirees require SECWAR approval.

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

a. Air Transportation. Transportation for the funeral staff and ceremonial battalion is authorized 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 for the funeral staff, ceremonial battalion and flight crew may be authorized in accordance with the Joint Travel Regulation.

c. Saluting Battery

(1) The locally assigned I&I will coordinate with PP&O and MARFORRES to locate and move a saluting battery and blank ammunition to the location to render final honors.

(2) The assigned I&I will coordinate with local law enforcement officials for the gravesite salute.

d. COMMSTRAT will alert the media for a potential flyover and the battery salute.

3. The AVN LNO will identify the nearest airfield to fly in personnel and equipment and source a qualified Forward Air Controller as the terminal controller for the aircraft.

4. The AOIC will conduct reconnaissance of funeral procession route with the assigned I&I.

5. Families request for burial at sea will be coordinated per reference (j).

6. 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 right side of the chapel facing the altar will normally be reserved for the family. The first pew on the right side facing the altar will be reserved for PNOK.
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 left 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 5: 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 or hearse.

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.

11. The OIC is authorized to deviate from this ceremonial script to meet the requests of the family. Deviation is authorized based on the size, space, and location of the church and final resting place.

Sequence of Events Checklist

This checklist is a guide to help you consider or accomplish sequential tasks associated with funeral services for the CMC, former Commandants, or 4-Star generals upon learning of the death. This list is non-binding and 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 SECNAV, CMC, ACMC, and DC M&RA.  
(DMCS)

\_\_\_\_\_ Designate an equivalent ranking general officer to make initial condolence call to the PNOK expressing condolences on behalf of the CMC. (DMCS)

\_\_\_\_\_ Designate a general officer to serve as the OIC Funeral Staff.  
(DMCS)

\_\_\_\_\_ Activate the funeral staff. (DMCS, OIC, AOIC)

\_\_\_\_\_ Schedule appointment and meet with NOK to express in-person condolences on behalf of the CMC. Ascertain NOK desires for service and desired Marine Corps support. (Condolence Officer, OIC, AOIC, Chaplain)

\_\_\_\_\_ 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 announce death and to half-mast colors. (CSG)

\_\_\_\_\_ 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)

\_\_\_\_\_ Schedule appointment with ANC Internment Director to receive guidance on available services provided by ANC and limitations to support planning. (OIC, AOIC)

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

\_\_\_\_\_ Ascertain PNOK wishes on type of ceremonies, i.e., wake, Celebrations of Life, burial, flyover. If incumbent CMC, plan for a flyover, laying in state at the capitol. (**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**)

\_\_\_\_\_ 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 and 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**)

\_\_\_\_\_ Schedule appointment with ANC Internment Director (1-star equivalent) to establish relationship for future planning. (**OIC, AOIC**)

\_\_\_\_\_ 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, if known. (**AOIC**)

\_\_\_\_\_ 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. (**Protocol, COMMSTRAT Officer**)

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

\_\_\_\_\_ In coordination with PNOK, develop and publish an obituary. (**COMMSTRAT 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 only be entitled to Invitational Travel Authorizations (ITA) through MFPC. Families of retirees require SECWAR approval. (**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. (**COMMSTRAT Marine, Chaplain**)

\_\_\_\_\_ Initial contact with COMMSTRAT Marine to discuss program/video/Photo/hardbound book, online light box matters. (**Condolence Officer, COMMSTRAT Marine, Chaplain**)

\_\_\_\_\_ Provide program options to family. (**Condolence Officer, COMMSTRAT Marine**)

\_\_\_\_\_ Determine family desires for video and photography coverage. (**Condolence Officer, COMMSTRAT Marine**)

\_\_\_\_\_ Determine family desires for program. (**Condolence Officer, COMMSTRAT Marine, Chaplain**)

\_\_\_\_\_ Publish program, posters, and banners. (**COMMSTRAT Marine**)

\_\_\_\_\_ Develop video/photo plan. (**COMMSTRAT Marine**)

\_\_\_\_\_ Provide video to family (copies, format). (**Condolence Officer, COMMSTRAT Marine**)

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

\_\_\_\_\_ Conduct reconnaissance of arrival site and place of repose.  
(**AOIC, Condolence Officer, MBW/OIC/FD, COMMSTRAT Marine**)

\_\_\_\_\_ Conduct reconnaissance of chapel and burial site. (**AOIC, Condolence Officer, MBW/OIC/FD, Chaplain, COMMSTRAT Marine**)

\_\_\_\_\_ 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. (**AOIC, MBW**)

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

\_\_\_\_\_ Prepare electronic record (CD) of clippings, photos, and video products of the ceremonies. (**COMMSTRAT Marine, 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. Commandants, former Commandants, and other 4-Star generals are entitled to a special full honors 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 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 and 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 Pallbearer.

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

\_\_\_\_\_VIPs, dignitaries, special guests, etc.

\_\_\_\_\_Family representatives to be contacted, if necessary, to resolve any unforeseen problems.

\_\_\_\_\_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 and 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 (Reminder, receptions are private events and ineligible for support with appropriated funds).

(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.

APPENDIX A

Glossary of Acronyms and Abbreviations

ACMC	Assistant Commandant of the Marine Corps
ALMAR	All Marine Message
ALNAV	All Naval Message
ANC	Arlington National Cemetery
AOIC	Assistant Officer in Charge
ASCO	Aviation Support Coordination Office
AVN LnO	Aviation Liaison Officer
CACO	Casualty Assistance Calls Officer
CD	Communication Directorate
CHINFO	Navy Chief of Information
CMC	Commandant of the Marine Corps
COMMARFORRES	Commander, Marine Corps Forces Reserve
COMMCICOM	Commander, Marine Corps Installations Command
COMMSTRAT	Communication Strategy and Operations
CSG	Commandant's Staff Group
DC AVN	Deputy Commandant for Aviation
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DC PP&O	Deputy Commandant for Plans, Policies and Operations
DMCS	Director, Marine Corps Staff
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DoW	Department of War
DRMD	Directives and Records Management Division
FAA	Federal Aviation Administration
FAA NAVREP	Federal Aviation Administration Naval Representative
HD	Historical Division
HQMC	Headquarters Marine Corps
HqSvcBn	Headquarters and Services Battalion
I&I	Inspector-Instructor
ITA	Invitational Travel Authorization
LnO	Liaison Officer
LTO	Lodging and Transportation Officer
M&RA	Manpower and Reserve Affairs
MBW	Marine Barracks Washington
MBW LnO	Marine Barracks Washington Liaison Officer
MDW	Military District of Washington
MFPC	Marine Family Programs, Casualty Branch
MILAIR	Military Airlift
MM	Manpower Management Division
MMMA	Military Awards Branch
MMSL	Senior Leaders Management Branch
MOH	Medal of Honor
NARA	National Archives and Records Administration
NCR	National Capital Region
NOK	Next of Kin
OIC	Officer in Charge

PII	Personally Identifiable Information
PNOK	Primary Next of Kin
POC	Point of Contact
SECNAV	Secretary of the Navy
SECWAR	Secretary of War
SMMC	Sergeant Major of the Marine Corps
SNOK	Secondary Next of Kin
SPD	Special Projects Directorate
VA	Veterans Affairs
VIP	Very Important Person