



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 5360.10B
DMCS
23 Sep 2015

MARINE CORPS ORDER 5360.10B

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 4-STAR GENERALS

Ref: (a) OPNAVINST 5360.1
(b) MCO P5060.20 W/CH 1
(c) MCO 3040.4
(d) U.S. Navy Regulations
(e) 5 U.S.C. 552a
(f) SECNAVINST 5211.5E
(g) SECNAV M-5210.1

Encl: (1) Funeral Staff Organization
(2) Funeral Staff and HQMC Staff Duties for all General Funerals
(3) Funeral Staff and HQMC Staff Duties for Former Commandants
(4) Funeral Staff and HQMC Staff Duties for an Incumbent Commandant
(5) Considerations for Funerals Conducted Outside the National
Capital Region
(6) Ceremony Inside Chapel
(7) Sequence of Events Checklist
(8) Casualty Assistance Call Officer's Funeral Checklist
(9) Checklist for the Family of the Deceased

1. Situation. Marines take special care to ensure funerals are handled in a dignified and professional manner. The funerals of Commandants, former Commandants, or other generals require even greater planning and attention to detail. The death of an incumbent Commandant warrants a special joint military funeral with Commander, Military District Washington (Cdr MDW) as the lead agency per reference (a). The funeral for all other Marine Corps generals will be executed per reference (b) and (c).

2. Cancellation. MCO 5360.10A.

3. Mission. The Director, Marine Corps Staff (DMCS), will coordinate the planning and execution of funerals for the Commandant, former Commandants, and generals.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide the decedent's primary next of kin (PNOK) and family all assistance to the greatest extent practical and legal, and conduct all aspects of 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. The HQMC staff will execute tasks requiring immediate attention and, once activated, the Funeral Staff will track all tasks relative to the funeral/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. Unless an incumbent Commandant specifically declines a joint military funeral, the HQMC staff, Funeral Staff, and MBW will assist Cdr MDW in funeral execution.

b. Subordinate Element Missions

(1) DMCS

(a) Upon notification of the demise of a Marine Corps general, assign a brigadier general serving in the NCR as the Funeral Staff officer in charge (OIC) and direct Funeral Staff activation per enclosure (1).

(b) Coordinate the actions of the Special Projects Directorate (SPD), the Commandant's Staff Group (CSG), and the Office of Marine Corps Communication (OMCC) to notify the Secretary of the Navy (SECNAV) and publish appropriate demise announcements via ALNAV, ALMAR, and electronic mail.

(c) Ensure the Funeral Staff is provided work spaces, a collaborative video teleconference capability, and other required resources.

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

(2) Funeral Staff OIC

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

(b) Make a condolence call to the PNOK accompanied by the Assistant Officer in Charge (AOIC), a chaplain, and the Casualty Assistance Calls Officer (CACO).

(c) Receive and review the decedent's funeral plan provided by the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA), if available. Confirm the desires of the PNOK for the funeral and related ceremonies. Immediately notify DMCS if the desires of the deceased contradict the PNOK desires.

(d) Coordinate with DMCS; the Commander, Marine Corps Installations Command (COMMCICOM), and the Commanding Officer (CO), MBW, to plan and execute the funeral and associated ceremonies per the guidance in enclosures (2) through (9).

(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, and contain products generated by the Funeral Staff that were critical to planning and execution and which provide a turnover-type starting point for future funeral events.

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

(a) Request retiring generals provide a funeral plan. Maintain and periodically review and confirm funeral plans. Upon the demise of a Marine Corps general, provide a copy of the funeral plan, if applicable, to DMCS and the Funeral Staff OIC.

(b) Designate a CACO to assist the family in processing benefits and entitlements, coordinate funeral plans, and interface with the OIC of the Funeral Staff.

(4) Deputy Commandant for 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 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, MBW. Execute the funeral appropriately.

(7) Director, Historical Division (HD), Marine Corps University. Upon retirement of each general, compile a career summary that can be later used to rapidly develop an obituary. Coordinate with the Head, Senior Leaders Management Branch (MMSL), Manpower Management Division, M&RA. Prepare an appropriate article for publication in the Marine Corps Gazette, Leatherneck, and other publications.

(8) Director, Office of United States Marine Corps Communication (OUSMCC). In coordination with HD and the CSG, prepare an obituary for approval by CMC. Coordinate release with the SECNAV staff, the Chief of Navy Information, and the Funeral Staff OIC.

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

(a) Immediately prepare a message announcing the death and directing the half-masting of the National Ensign.

(b) Immediately prepare an electronic mail message for CMC/ACMC/DMCS release that announces the initial information to the Marine Corps general officer community (active, reserve, and retired).

(c) Prepare condolence letters to the PNOK for signature by CMC.

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

(10) CMC Protocol. Advise and assist the Funeral Staff OIC and members on all protocol matters.

(11) All HQMC Deputy Commandants and Separate Division Directors, and 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 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

(a) HQMC staff sections and commands assigned to funeral duties will execute tasks in enclosures (3), (4) and (5), as appropriate.

(b) 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 for lieutenant generals, major generals, or brigadier generals.

b. Privacy Act. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (e) and (f). Any unauthorized review, use, disclosure or distribution is prohibited.

c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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.



JAMES B. LASTER
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	Col	M&RA	1
Chaplain	CAPT (USN)	REL	1
Protocol and Special Arrangements Officer	Capt	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
Public Affairs Officer (PAO)	Capt/Maj	OMCC	1
Aviation LnO	Maj/LtCol	DC Avn	1
Operations LnO	Maj/LtCol	DC PP&O	1
MBW Liaison LnO	Maj/LtCol	MBW	1
Funding Coordinator	Capt/MSgt	SPD	1
Clerical Staff	Cpl/Sgt	HqSvcBn JBM-HH/I&I	3
Messenger	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	OMCC	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 OIC.

Funeral Staff and HQMC Staff Duties for all General Funerals

1. General. The funeral staff is responsible for ensuring all aspects of the funeral and related ceremonies are conducted in accordance with reference (a) 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. Via DMCS, keep CMC continuously advised of all funeral arrangements made via daily, and subsequently as-needed, written situation reports.

d. Coordinate 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. Ascertain and carry out the wishes of the deceased, and the family's special arrangements in connection with the services and burial, such as flowers, music, clergy, etc.

i. To the extent possible, assist the family and their special guests.

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, as approved, the personnel and material required.

c. Chaplain

- (1) Conduct the funeral, if requested, or familiarize the officiant with the ceremonial routine.
- (2) Provide pastoral care to the family.
- (3) Be prepared to provide pastoral care to the funeral staff.

d. 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 current information necessary to assist the family on planning the reception. Information should include: sample menu, prices, decorations, photo and video products, duration, etc.
- (3) Prepare a proper seating plan for the funeral and related ceremonies and ensure its execution. 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.
- (6) 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.
- (7) Maintain close contact with the OIC and the CACO concerning final arrangements for services and burial.
- (8) Ensure attendees are comfortable at the grave site (e.g., hot or cold drinks, umbrellas, blankets, etc.).

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

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

e. 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 Public Affairs Officer (PAO) with the following specific responsibilities:

(1) Maintain a roster of attendees and participants in each event (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.

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

g. 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 Deputy Commandant for Aviation, 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.

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

(1) Maintain liaison with the Chief of Information, Naval District Washington; Public Affairs officers, and the Department of Defense on all public information matters relating to the special military funeral.

(2) Within 24 hours of receiving notice of demise and in coordination with the PNOK and HD, prepare an obituary accompanied by appropriate photographs. Ensure it 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, SECNAV, and the other 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 events.

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

i. MBW LnO. Advise the Funeral Staff OIC on the conduct of the funeral and related ceremonies (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, incorporate any PNOK special requests concerning the ceremonies.

(4) Conduct necessary liaison with Arlington National Cemetery and the MDW, 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 and local funeral home for preparation and delivery of remains for 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).

j. Funding Officer. Track requests for, and approval of, all funding.

k. 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 from their respective agency.

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

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

n. CACO. The CACO assists the PNOK as outlined in reference (c), and is the POC between the funeral home and the Marine Corps. The CACO will receive specific guidance from MFPC.

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

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. DMCS

(1) Pass notification of death to CMC, ACMC, DC M&RA, SPD, PAO, 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 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.

(6) Designate military escorts (Marine Corps general officers) for the funeral ceremony.

b. CSG

(1) Immediately upon receiving notification of demise and ICW AOIC, prepare an ALNAV for release by SECNAV and an ALMAR for release by CMC, announcing the death and ordering flags be lowered to half-mast. Deliver the messages to DMCS for coordination of release.

(2) Prepare a follow-up ALMAR that provides funeral and biographical information. Ensure coordination of follow-up messages with HD at Marine Corps University, and the Military Awards Branch (MMMA) at M&RA for historical and awards accuracy.

(3) 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.

(4) Prepare CMC condolence letters and deliver them to DMCS for routing for signature. Condolence letters should be released the day following notification of death.

(5) Prepare funeral remarks for the CMC.

c. SPD. Support the funeral staff, as appropriate.

d. DC, M&RA

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

(2) Provide DMCS and SPD with the General's funeral plan, if there is one on file.

(3) In conjunction with HD, provide biographical information to OMCC and CSG for development of the obituary, ALNAV, and ALMAR.

e. OMCC. Provide photography, videography, and multi-media products of all ceremonies.

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

g. PP&O. Provide point of contact and coordinate tasking requirements for Saluting Battery, if necessary.

- h. Dir, HD. Provide biographical sketch to PAO.
4. MBW
- a. Provide ceremonial support.
 - 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 Arlington National Cemetery 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 HQMC Staff Duties for Former Commandants

1. A former Commandant is entitled to a special full honor funeral. In addition to the enclosure (2) actions taken for the funeral of other generals, a special full honor funeral for a former Commandant consists of the following.

- a. Full honors rendered by a ceremonial Marine battalion. (MBW)
- b. If the demise occurs outside the NCR, a military honors arrival ceremony will be performed by an honor guard upon the arrival of the remains in the Washington, DC, area. (MBW)
- 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. (MBW)
- d. Half masting of colors across the Marine Corps.
- e. Government provided transportation for the deceased and 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.

Funeral Staff and HQMC Staff Duties for an Incumbent Commandant

1. General. Per reference (a), an incumbent Commandant is entitled to a special military funeral. The principal distinction between this and a special full honor funeral for a former Commandant is that the funeral for an incumbent is a joint funeral. In addition to the actions taken for the funeral of former Commandants, a special military funeral includes the following.

a. To various levels, the President of the United States, SECDEF, and SECNAV will require briefs and may assume approval authority for funeral planning and decisions.

b. Conduct a military honors arrival ceremony when receiving the remains in the Washington, DC, area, when the death occurred outside this area.

c. Delivery of the remains to the funeral director.

d. Receive 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 provide a special honor guard while the remains are in repose.

Considerations for Funerals Conducted Outside the National Capital Region

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 follow:
 - 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. Note that 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 all-inclusive or prescriptive.

Ceremony Inside Chapel

1. The first four pews on the right side of the chapel facing the altar will normally be reserved for the family.
2. The CACO 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 acting CMC, and former CMCs. The second and third pews will be reserved for honorary pallbearers 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 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.
5. 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.

Prelude
Opening Sentences
Invocation
Scripture Lessons
Meditation
Eulogy
Pastoral Prayer
Benediction

NOTE: The order and content of the service 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.

Sequence of Events Checklist

This checklist is a guide to help you accomplish tasks associated with funeral services for a Commandant, former Commandant, or general. It sequentially lists things that must be done and/or considered upon learning of the demise of the Commandant or a former Commandant. 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 CACO are encouraged to suggest updates to this checklist in their after action reports.

- _____ Pass notification of demise 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 Casualty Branch (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, CACO, Chaplain**)
- _____ Schedule appointment with NOK to complete all necessary benefits and entitlements claim forms (**CACO, VA Rep**)
- _____ Brief NOK on burial and death benefits (if applicable).
Coordinate with local VA office to have rep accompany CACO on NOK visit to assist with VA-related benefits: (**CACO, VA Rep**)
- _____ Obtain all required information pertaining to the receiving funeral home, clothing, casket or urn selection: (**CACO**)
- _____ Ascertain PNOK wishes with respect to decedent's Funeral Plan
 - _____ Type of Ceremony: (**CACO**)
 - _____ Place of interment: (**CACO**)
 - _____ Place of repose: (**CACO**)
 - _____ Religious faith tradition: (**AOIC/CACO**)
 - _____ Special music or prayers: (**CACO/AOIC**)

- _____ Flowers or donations in lieu of: (**AOIC/Protocol**)
- _____ Eulogy: (**AOIC, CACO**)
- _____ Honorary pallbearers: (**AOIC, CACO**)
- _____ Funeral home to handle remains: (**CACO**)
- _____ Special persons & organizations to be notified: (**AOIC, CACO, Protocol**)

- _____ Arrange, in coordination with funeral home, cemetery, and PNOK, the place and time of memorial services and the funeral: (**AOIC, CACO**)
- _____ Obtain beneficiary signature on all required claim forms. 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: (**CACO**)
- _____ Notify honorary pallbearers of the death and ascertain their attendance at the funeral: (**DMCS**)
- _____ Notify, and arrange participation in the ceremony(ies) 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: (**PAO**)
- _____ 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 demise occurs outside the area: (**LTO**)
- _____ 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: (**COMCAM, Chaplain**)
 - _____ : Initial contact with COMCAM to discuss program/video/
Photo/hardbound book, online light box matters (**COMCAM,
Chaplain**)
 - _____ : Provide program options to family (**COMCAM**)
 - _____ : Determine family desires for video and photography coverage
(**COMCAM**)
 - _____ : Determine family desires for program (**COMCAM, Chaplain**)
 - _____ : Publish program, posters, and banners (**COMCAM**)
 - _____ : Develop video/photo plan (**COMCAM**)
 - _____ : Provide video to family (copies, format)(**COMCAM**)
- _____ Conduct liaison with chapel authorities: (**Chaplain, OIC, FD**)
- _____ Conduct reconnaissance of arrival site and place of repose. (**AOIC,
CACO, MBW/OIC/FD, COMCAM**)
- _____ Conduct reconnaissance of chapel and burial site. (**AOIC, CACO,
MBW/OIC/FD, Chaplain, COMCAM**)
- _____ 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, CACO, Protocol**)
- _____ Order flowers as an expression of sympathy from the Marine Corps.
(**AOIC, Protocol**)
- _____ Arrange for 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. (**COMCAM, Protocol**)
- _____ Brief honorary pallbearers and military escorts. (**MBW/OIC/FD, AOIC**)
- _____ Prepare seating plans for all ceremonies. (**Protocol**)
- _____ Arrange transportation for HQMC personnel to ceremonies. (**SPD, LTO**)
- _____ Arrange for CMC Confirmation Brief. (**AOIC, SPD**)

Casualty Assistance Calls Officer 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 family. This checklist supplements the Marine Corps Casualty Assistance Program Manual and is provided specifically as it relates to special full honor funerals for a Commandant, former Commandants, or Marine Corps generals. This list is non-binding; it is not meant to be prescriptive, nor is it all-inclusive. The AOIC and CACO 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. Whether the 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.

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

Checklist for the Family of the Deceased

1. This checklist is provided to assist the Funeral Staff OIC and CACO in performing their duties. It is intended to be used in conjunction with the Marine Corps Casualty Assistance Program Manual and 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 CACO 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.
- (2) Collecting mail and forwarding phone calls from home.
- (3) Who should people call to get information?

b. While in Washington

- (1) Temporary housing/lodging and transportation.
- (2) Receptions
 - (a) Menus (special menu items).
 - (b) Seating.
 - (c) Guest books.
 - (d) Parking.
 - (e) Decorations (historical photos, video).

c. Funeral

- (1) Chapel
 - (a) Ft. Myer: Old chapel or new chapel.
 - (b) Reserved seats: who can determine 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 (shoe selection).

(2) Et cetera: Display box for casket flag.