



UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/ Western Recruiting Region
1600 Henderson Avenue Suite 206
San Diego, California 92140-5001

DepO 5360.1H

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10 DEC 1997

DEPOT ORDER 5360.1H

From: Commanding General
To: Distribution List

Subj: FUNERALS OF DECEASED ARMED FORCES PERSONNEL

Ref: (a) MCO P3040.4D
(b) COMNAVBASESDIEGOINST 5360.1M
(c) ALMAR 003/97
(d) NAVMC 2691, Chap 19, Para 19-2

Encl: (1) Instructions for Commanding General's
Representative at Military Funerals
(2) Information for Dependents of the Deceased

1. Purpose. To prescribe procedures to be followed in the conduct of military funerals in the implementation of references (a) and (b).

2. Cancellation. DepO 5360.1G.

3. Background

a. General. References (a), (b), and (c) impose certain responsibilities upon this Command to participate in funerals conducted for deceased armed forces personnel within the greater San Diego city area. The manner in which we provide support is best summarized in the following statement from our Commandant: "Rendering Honors is our final salute to a fellow Marine and a time to comfort families in memory of their loved one's proud service to our country and Corps. We perform thousands of ceremonies annually, but few are more important than rendering honors at a funeral for a fellow Marine...While I realize that we may not be able to grant every request for assistance, I expect nothing short of 100% effort to do so." signed C. C. Krulak, Commandant of the Marine Corps.

b. Coordination. The Commander, Naval Base, San Diego has been designated by reference (b) as the coordination agency for notifying the various commands of funerals scheduled in San Diego. The funeral coordinator at COMNAVBASE is responsible for notifying this Command of funeral assignments. The AC/S G-3, Operations Officer is responsible for the proper organization and execution of funerals. Funerals will be conducted in accordance with reference (d).

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4. Policy

a. Military Honors. When requested by the next of kin and as scheduled in accordance with reference (b), a funeral detail shall be provided from MCRD for Marines on active duty who are killed or die under honorable conditions, and veterans with service in the United States Marine Corps, honorably separated, who are killed or die under honorable circumstances. As a matter of Command Policy and operational necessity, MCRD will only provide funeral support to military personnel who have served in the Marine Corps.

b. Commanding General's Representative. A representative of the Commanding General, MCRD/WRR will be assigned for all military funerals. The representative will be of equivalent grade or higher than the deceased. The Command Representative will be tasked by the AC/S G-3 and will be provided special instructions by the NCOIC of the Depot Funeral Detail. The G-3 Operations Officer may be contacted for any additional information on the deceased or clarification of funeral details.

c. Chaplains. In accordance with reference (b), chaplains of this Command will be made available to provide religious services for personnel who are killed or die while on active duty or who are killed or die after being retired with pay from any branch of the Armed Forces. Chaplains are encouraged to provide funeral services for dependents of active duty personnel as appropriate.

5. Information

a. The AC/S G-3 will task personnel quotas for duty on funeral details. Organizations tasked with providing personnel for funerals, will assign Marines to the detail on a one month rotational basis and provide a list of personnel assigned to the AC/S G-3, OpsO one week prior to the commencement of a new month. The assigned Marines will be Sergeants or below. Marines will report in the Service "A" uniform to the Depot Funeral NCOIC by 0700 on the first Monday of each month. They will remain on the funeral detail until properly relieved on the first Monday of the following month. After being trained, Marines on this detail will return to their regular duties. In the event a funeral request is received during the prescribed one month period, the AC/S G-3, Operations Officer will contact parent organizations and provide tasking information for the Marines assigned to the funeral detail. Organizations with personnel assigned to the funeral detail will ensure the Marines are notified and given the tasking information. The intent of the one month rotation is to improve the quality of funeral execution and reduce confusion associated with new taskings for each funeral. While assigned to the Depot Funeral Detail,

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Marines will not be permitted to take non-emergency annual leave, execute TAD orders, or be assigned any duties which may interfere with their ability to perform a funeral during the one month period.

b. Casket Funeral Detail. A casket funeral detail will consist of the following Marines:

	<u>RTR</u>	<u>HQSVCBN</u>
NCOIC Funeral Detail	0	1
Firing Party NCO	0	1
Firing Party	2	5
Bodybearers	2	4
Bugler	0	1
Supernumeraries	2	0
<u>Total</u>	6	12

c. Urn Funeral Detail. An urn funeral detail will consist of the following:

	<u>RTR</u>	<u>HQSVCBN</u>
NCOIC Funeral Detail	0	1
Firing Party NCO	0	1
Firing Party	2	5
Urnbearers	1	1
Bugler	0	1
Supernumeraries	2	0
<u>Total</u>	5	9

d. Multiple Funerals. In the event that the Depot is tasked with supporting multiple funerals on the same day, the AC/S, G-3 will assign organizations on a case by case basis in accordance with paragraph 5b and 5c.

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e. Special Funeral Detail. When required and deemed appropriate by the Commanding General, additional personnel may be required for the rendering of honors. In these instances, the AC/S G-3 will assign organizations in accordance with paragraph 5b and 5c.

6. Action

a. Assistant Chief of Staff, G-3

(1) Assigned responsibility for all scheduling and tasking of Marine Corps funerals performed by MCRD/WRR Marines.

(2) Assign Commanding General's Representative to funerals as appropriate.

(3) Band Officer. Provide a bugler from Marine Band San Diego to participate in funeral details as directed by the AC/S, G-3 and in accordance with paragraph 5b and 5c.

(4) Noncommissioned Officer in Charge, Depot Funerals. Assigned responsibility for the training, appearance and proper performance of the funeral detail.

b. Assistant Chief of Staff, G-4

(1) Provide one 8 passenger van for the Command Representative and one 44 passenger bus for the funeral detail as requested by the Depot Funeral NCOIC.

(2) Provide weapons and blank ammunition to support funerals and practice as requested by the Depot Funeral NCOIC.

c. Commanding Officer, Recruit Training Regiment

(1) Provide Marines for service on the Depot Funeral Detail as directed in paragraph 5.

(2) Provide Commanding General's Representative as directed in paragraph 4b.

d. Commanding Officer, Headquarters and Service Battalion

(1) Provide Marines for service on the Depot Funeral Detail as directed in paragraph 5.

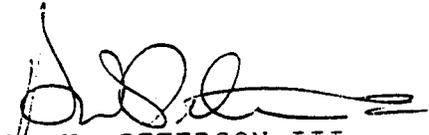
(2) Provide Commanding General's Representative as directed in paragraph 4b.

7. Discrepancies. In the event there is a problem, or unusual occurrence in connection with honors rendered under this order, the

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Officer or Noncommissioned Officer in charge of the Depot Funeral Detail will immediately notify the AC/S G-3, Operations Officer of the nature of the discrepancy.



H. W. PETERSON III
Chief of Staff

DISTRIBUTION: A

INSTRUCTIONS FOR COMMANDING GENERAL'S REPRESENTATIVE
AT MILITARY FUNERALS

1. The following is an amplification of NAVMC 2691, Marine Corps Drill and Ceremonies Manual, Chapter 19, paragraph 19-2 in regards to the procedure that will be followed by the Commanding General's representative at funerals:

a. The officer in charge or the noncommissioned officer in charge of the funeral detail will have located the grave site and be standing-by at the grave awaiting the funeral procession.

b. Upon arrival of the funeral procession, which will be by automobile, the officer in charge or the noncommissioned officer in charge will meet the vehicle directly behind the hearse when the procession stops at the grave site. The Officer in Charge/Noncommissioned Officer in Charge will introduce himself to the next of kin as the Commanding General's representative and express the condolences of the Command; then proceed with the procession from the cemetery office to the site of the grave. A hand salute will be rendered during the period of time in which the casket is being removed from the hearse.

c. When the next of kin moves to the grave site, follow and assist if requested, or as necessary, or accompany the clergyman ahead of the coffin to the grave site and then stand to the left of the clergyman.

d. A hand salute is rendered during the firing of the volley and during the playing of taps. The representative can take his lead from the commands given by the noncommissioned officer in charge of the Funeral Detail.

e. After taps, the flag which has been draped over the casket will be folded by the body bearers and delivered to the Command representative. A hand salute will be rendered by the Command representative as the flag is delivered. Once the flag has been passed to the Command representative, the body bearer delivering it will render a hand salute. The flag should always be carried with the elongated side closest to the body, with the right hand placed palm down flat across the top and the left hand placed palm up flat across the bottom.

f. In presenting the flag to the next of kin, it should be rotated, so that when delivered to the next of kin, the elongated end will be closest to his/her body. As the flag is presented to the next of kin, the following statement will be made: This flag is presented to you on behalf of a grateful Nation as a token of appreciation for the honorable and faithful name). Once the flag has will render a hand salute.

(1) In some cases, the primary next of kin may designate someone else to receive the flag. If this occurs, present the flag to that designated person in lieu of the next of kin.

(2) In some cases, the next of kin may desire that the clergy or other person present the flag upon the conclusion of the ceremonies. If this occurs, honor the request of the next of kin.

g. After presentation of the flag, the Command representative should remain in the immediate area until the next of kin departs. Prior to departure, the next of kin should be informed that the Command stands ready to provide information and counsel regarding the rights and benefits for which they may be eligible and to render assistance in procuring these benefits. Inquiries concerning benefits should be directed to either the Depot Adjutant's Office, Retired Affairs Division, 37nd Street Naval Station, or Veterans Service Office. See enclosure (2).

h. After departure of the next of kin, the Command representative may depart.

i. Any problems or unusual incidents which may arise should be immediately reported to the Depot Adjutant and the Assistant Chief of Staff, G-2/3 upon return from the cemetery.

2. The uniform will be Seasonal Service "A", as appropriate, with Garrison Cap, unless directed otherwise. All Marine participants will wear a mourning Band, positioned on the upper left arm midway between the shoulder and the elbow.

3. In the event that the deceased has been cremated, an urn containing the ashes of the deceased will replace the casket. All instructions for the Command representative contained above will be the same.

INFORMATION FOR DEPENDENTS OF THE DECEASED

Active Duty

For information or assistance please call:

Marine Corps Recruit Depot Adjutant
225-3162

Retired/Others

For information or assistance please call:

32nd Street Naval Station Retired Affairs Division
235-4706 or

Veteran's Service Office
7151 El Cajon Blvd, Suite "C"
San Diego, CA 92115-1819
Phone: (619) 589-2111/2/3