



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5360.3A  
ADJ

18 JUN 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5360.3A

From: Commanding General  
To: Distribution List

Subj: MILITARY FUNERAL HONORS SUPPORT

Ref: (a) MCO 3040.4  
(b) DivO 1710.4P  
(c) MCO P5060.20  
(d) MARCORMAN, par. 2819.3

Encl: (1) Guide for Wreath Laying Ceremony at Gravesite  
(2) Guide for Military Funeral Honors at Gravesite

Report Required: I. Personnel Casualty Report (PCR) (Reports Control  
Symbol DD-3040-02) par. 4c(1)(d)

1. Situation. Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) is required to provide Military Funeral Honors (MFH) within 150 miles, or as directed by Headquarters, U. S. Marine Corps (HQMC), for funerals of eligible Marine Corps personnel and former military personnel, consistent with the provisions outlined in this Order.

2. Cancellation. MCIEAST-MCB CAMLEJO 5360.3.

3. Mission. This Order promulgates policy, procedures, and instructions for the conduct of MFH, in accordance with references (a) through (d).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MFH shall be conducted in accordance with the requirements of references (a) through (d), and the guidance contained in this Order.

(2) Concept of Operations

(a) The Marine Corps will, upon request and within available resources, provide MFH at the funeral of:

1. Marine Corps personnel who die while on active duty;
2. Retired Marine Corps personnel;
3. Marine Corps Medal of Honor recipients;
4. All honorably discharged Marine Corps personnel, and/or;

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5. Upon request of other U.S. Armed Services honorably discharged personnel, the Marine Corps will provide a firing detail only. Authorization will be granted by the Commanding General (CG) or their designated representative.

(b) Area of MFH Support. MFH support will be assigned by HQMC. Funerals will be supported up to a 150-mile radius around Camp Lejeune, and outside this radius on a case-by-case basis, as directed by either HQMC, the CG, Deputy Commander, Chief of Staff, or their designated representative.

(c) Responsible Organization

1. The organizational assignment schedule for MFH support will be published annually by Bulletin 5360, located on the website at:

<http://www.mcieast.marines.mil/StaffOffices/Adjutant/Bulletins/MCIEASTMCBCAML EJBUL.aspx>

2. In the event multiple requests for MFH are received and cannot be handled by the primary organization because of the time element, the organizations assigned as alternate, tertiary, or on-call, as shown in the current Bulletin 5360, will be tasked to support, in that order. Normally, this command will limit requests to two within the same day for each organization.

(d) MFH Detail. A MFH detail to support the requirements in paragraph 4a, will be comprised of the following:

1. A staff noncommissioned officer-in-charge (SNCOIC) to act as the representative of the Commandant of the Marine Corps, and present the burial/memorial flag to the next of kin. In the event the deceased is of higher grade than the SNCOIC, a flag presenter of equivalent or higher grade will be designated;

2. Eight pallbearers (of equal stature), of which six may serve as members of the firing detail;

3. A NCOIC and seven Marines for a firing detail, of which six may serve as pallbearers;

4. A Bugler to be requested through the 2d Marine Division Band, if one is available, by the detail SNCOIC;

5. A ceremonial bugle and compact disc (CD) player that will be controlled and monitored through the monthly turnover meeting, held at Building 1, by the MFH Coordinator;

6. A CD of Ceremonial Taps will be played only as tertiary means if a Bugler is not available or the ceremonial bugle is inoperable;

7. A Chaplain, when requested from the Chaplain's office. The request for a Chaplain will be coordinated by the MFH Coordinator.

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b. Subordinate Element Missions

(1) Adjutant shall:

- (a) Assume overall cognizance for MFH support.
- (b) Establish and maintain liaison with area funeral directors and provide information delineating MFH support.
- (c) Purchase and provide a ceremonial bugle and CD player to each funeral detail.
- (d) Provide training to funeral detail SNCOICs.
- (e) Coordinate a monthly turnover meeting for the SNCOICs of each detail.

(2) Assistant Chief of Staff (AC/S), G-3 shall: Task appropriate personnel identified in paragraph 4c(4) and enclosure (1) of this Order to perform the annual wreath laying ceremony for former Sergeant Major Thomas J. McHugh at Coastal Carolina State Veterans Cemetery on 10 November each year.

(3) AC/S, Marine Corps Community Services shall: Procure a floral wreath, at a cost not to exceed 125 dollars, for use in the annual wreath laying ceremony for former Sergeant Major Thomas J. McHugh, per chapter 6, section 2, paragraph 4a of reference (a).

(4) Commanding General, 2d Marine Division (Attn: Band). Request the Band provide field music, as available, per reference (b).

(5) Organizational Commanders shall:

(a) Conduct MFH support in accordance with the schedule contained in the current Bulletin 5360.

(b) Provide training and equipment for personnel selected for MFH details.

(c) Ensure a command representative notifies the Adjutant's office prior to the departure of the MFH detail to and from the funeral location. After normal working hours, weekends, and holidays, contact the CDO.

(d) Ensure all MFH details are in the Dress Blue uniform.

(e) Ensure your unit submits the name, rank, contact numbers (i.e., work and cell phone number), and e-mail addresses of the SNCOIC and the alternate SNCOIC of the detail to the Adjutant's office by the 15th of the prior month.

(f) Ensure the SNCOIC attends the MFH turnover meeting at Building 1. The SNCOIC will receipt for the bugle, CD player, and receive funeral supplies.

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(g) Ensure the SNCOIC contacts the MFH Coordinator to schedule an alternate time to perform the monthly turnover in the event a funeral is assigned to your unit during the time of the scheduled meeting.

(h) Ensure the SNCOIC maintains a roster consisting of the name, rank, and contact numbers for all members assigned to the funeral detail.

c. Coordinating Instructions

(1) Processing MFH

(a) All Marine Corps MFH requests are processed by HQMC, except when the deceased was an active duty Marine.

(b) The funeral home or individual requesting the funeral ceremony shall contact HQMC by phone at (703) 432-9524/9525.

(c) Upon receipt of a tasker from HQMC, the MFH Coordinator shall process the request to include confirming receipt, contacting the funeral home, assigned MFH detail, and Command Chaplain (if applicable).

(d) The Adjutant will prepare and submit a Personnel Casualty Report (PCR) via the Defense Casualty Information Processing System (DCIPS) for retired and recently separated Marines, per chapter 3 of reference (a).

(e) MFH requests received after normal working hours will be processed by the Command Duty Officer (CDO). This includes confirming receipt of the MFH request, contacting the funeral home, the designated organization's Officer of the Day, the MFH detail SNCOIC, and Command Chaplain (if applicable).

(f) Contact numbers for MCIEAST-MCB CAMLEJ Adjutant are: (910)451-2414/4248/4455/4789, and the CDO at: (910)451-2414/3031/3033.

(g) In cases of other U.S. Armed Services, MCIEAST-MCB CAMLEJ will provide a firing detail upon request from the service member's primary branch of service. Honoring this request is dependent upon available resources.

(2) Limitations

(a) All requests for MFH support must be received by HQMC to allow sufficient time to properly plan, prepare, and coordinate travel to the interment site.

(b) A MFH detail shall, at a minimum, perform at the funeral a ceremony that includes the folding of a United States flag and presentation of the flag to the veteran's family, and playing Taps, per chapter 6, section 1, paragraph 1c of reference (a).

(c) Every attempt will be made to honor all MFH support requests at the level desired by the family.

(3) Guide for MFH. Reference (c) and enclosure (2) of this Order contain specific instructions and proper procedures when conducting MFH.

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(4) Marine Corps Birthday Wreath Laying Ceremonies. A ceremony will be conducted annually on 10 November at the gravesite/memorial of deceased former Commandants of the Marine Corps and Sergeants Major of the Marine Corps by the responsible activities listed in figures 6-3 and 6-4 in chapter 6 of reference (a).

(a) The ceremonial party will consist of a field grade officer, NCO, and a Bugler.

(b) The uniform is the Blue Dress "A" or "B" without arms, or the appropriate inclement weather uniform for the season of the year, as prescribed by the CG.

(c) Reference (a) and enclosure (1) of this Order contain specific instructions and proper procedures when conducting Military Wreath Laying ceremonies.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order shall be submitted to the CG, MCIEAST-MCB CAMLEJ (Attn: Adjutant) via the appropriate chain of command.

b. Refer to the report required section for any reports required by this Order.

6. Command and Signal

a. Command. This Order is applicable to 2d Marine Division, MCB CAMLEJ, Headquarters and Support Battalion, Marine Corps Combat Service Support Schools, Marine Corps Engineer School, and School of Infantry-East.

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

  
J. W. CLARK, JR.  
Deputy Commander

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Guide for Wreath Laying Ceremony at Gravesite

1. Upon arrival of the party at the graveside/memorial, the bugler will be posted a short distance from, and facing, the grave.
2. The OIC will take a position at or near the foot of the grave, facing toward the headstone.
3. The NCO with the wreath will take a position beside the grave, prepared to deliver the wreath to the OIC when appropriate.
4. The OIC will uncover and stand in silent meditation for approximately one minute.
5. The OIC will then cover, and taking the wreath from the NCO, place it on the grave.
6. When the wreath has been placed, the OIC will step back one pace, and in unison with the NCO, render a hand salute.
7. The bugler will then sound Taps. At the conclusion of Taps, the bugler will render a salute.
8. All then terminate their salutes. The party departs the graveside via the most direct route.

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Guide for Military Funeral Honors at Gravesite

1. Hearse arrives; MFH detail is already in place.
2. SNCOIC and pallbearers render ceremonial salute as hearse goes by.
3. SNCOIC moves up to pull casket partially out of Hearse.
4. SNCOIC moves out, pallbearers move in to pull casket from Hearse.
5. With casket, pallbearers move toward pedestal to place casket.
6. SNCOIC moves toward position at head of casket.
7. With casket in place, pallbearers will straighten flag before rising.
8. After conducting a ceremonial salute, pallbearers take one step back.
9. NCOs move into position at head and foot of casket.
10. The remaining six pallbearers move out toward where rifles were pre-staged. Rifle detail NCOIC and seventh member are already in place.
11. Each Marine automatically turns. Last Marine calls detail to halt.
12. Rifle detail moves as a single unit to pick up rifles. On command, all stand together at the position of attention. NCOIC gives detail about face and parade rest.
13. Reverend conducts sermon.
14. SNCOIC announces, "Ladies and gentlemen, please prepare yourselves for the rendering of honors!" SNCOIC faces the firing detail and renders a salute, signaling the firing detail to fire volleys. Pallbearer NCOs raise flag off casket. Rifle detail is called to attention. NCOIC commands them into firing position.
15. Rifle detail fires three volleys.
16. Taps is played.
17. On the last note of Taps, the NCO flag folders proceed to fold the flag.
18. Rifle detail and bugler depart. NCOIC moves to a new position.
19. SNCOIC moves toward rifle detail NCO for presentation of fired rounds. SNCOIC returns to position at the casket and rifle detail NCOIC departs.
20. Flag is presented to SNCOIC for inspection. NCO Flag folders depart.
21. SNCOIC receives fired rounds from rifle detail NCOIC.
22. SNCOIC moves to present flag to senior member or presents flag to next of kin. Rifle detail NCOIC departs.
23. SNCOIC/senior member presents flag, renders ceremonial salute, and departs.