



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

MCIEAST-MCB CAMLEJO 5360.3
ADJ
10 Jul 12

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

From: Commanding General
To: Distribution List

Subj: MILITARY FUNERAL HONORS SUPPORT

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

Encl: (1) Guide for Military Funeral Honors at Gravesite
(2) Guide for Wreath Laying Ceremony at Gravesite
(3) Hold Harmless Agreement (Waiver and Release from Liability)
(4) Fleet Manager memo 4400 BMT of 2 Oct 06

Report Required: I. Personnel Casualty Report (PCR) (Reports Control
Symbol DD-3040-02)

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 Marine Corps (HQMC), for funerals of eligible Marine Corps personnel and former military personnel, consistent with the provisions outlined herein.

2. Cancellation. BO 5360.3S.

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 herein.

(2) Concept of Operations

(a) The Marine Corps will, upon request and 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 his/her 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, or his/her designated representative.

(c) Responsible Organization

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

<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEASTMCB%20CAMLEJ%20BULLETINS/Forms/AllItems.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 above, will be comprised of the following when requested:

1. A staff noncommissioned officer in charge (SNCOIC) of equal or higher grade than the deceased 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 noncommissioned officer in charge (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 by the detail SNCOIC if one is available.

5. A ceremonial bugle and Compact Disc (CD) player that will be controlled and monitored through the monthly turnover meeting held by the MFH Coordinator, at the Adjutant's Office, Building 1.

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; and

8. Government fuel card for MFH that exceed a 50 mile radius of MCB Camp Lejeune. Specific guidance and training will be provided regarding the Hold Harmless Agreement (enclosure (3)), if necessary, and fuel card procedures (enclosure (4)).

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 Compact Disc player to each funeral detail.
- (d) Provide training to funeral detail SNCOICs.
- (e) Coordinate a monthly turnover meeting for the SNCOIC of each detail, preferably the last working day of each month.

(2) Assistant Chief of Staff, G-3. Shall task appropriate personnel identified in paragraph 4c(4) of this Order and enclosure (2) for ceremony guidance to perform the annual wreath laying ceremony for former Sergeant Major Thomas J. McHugh at Coastal Carolina State Veterans Cemetery on 10 November.

(3) Assistant Chief of Staff, Marine Corps Community Services. Shall procure a floral wreath, at a cost not to exceed \$125.00, for use in the ceremony for retired Sergeant Major Thomas J. McHugh per chapter (6), section (2), paragraph 4a of reference (b).

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

(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 working hours, weekends, and holidays, contact the CDO.

(d) Ensure all MFH details are in the Service "A" uniform at a minimum or as otherwise directed.

(e) Ensure your unit submits the name, rank, contact numbers (work, home, or 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. SNCOIC will checkout the bugle, CD player, and receive funeral supplies.

(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 coordinating the funeral ceremony shall contact HQMC by phone at (703) 432-9524/9525 with all requested services. HQMC requires a copy of the DD Form 214 be faxed to (703) 432-9248. MFH will be assigned to the command closest to the location of the funeral.

(c) Upon receipt the MFH Coordinator shall process the request to include confirming receipt and 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 (b).

(e) MFH requests received after normal working hours will be processed by the Command Duty Officer (CDO); to include confirming receipt, 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 are the Adjutant at (910)451-2414/3032/4455/4789; the CDO at (910) 451-2414/3031/3033; and/or Fax number (910) 451-2415.

(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 the playing of Taps per chapter (6), section (1), paragraph 1c of reference (b).

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

(d) All requests shall be referred to the Adjutant or Sergeant Major for final determination.

(3) Guide for MFH. Reference (c) and enclosure (1) of this Order contain specific instructions and proper procedures when conducting MFH.

(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 (b).

(a) The ceremonial party will consist of a field grade officer (OIC), 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 (b) and enclosure (2) of this Order contain specific instructions and proper procedures when conducting Military Wreath Laying ceremonies.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be submitted to the CG MCIEAST-MCB CAMLEJ (Attn: Adjutant) via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCB Camp Lejeune, 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.



D. L. THACKER, JR.
Deputy Commander

DISTRIBUTION: A

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, Pall Bearers 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 towards where rifles have been 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 move 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 towards 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

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 1 minute.
5. The OIC will then cover, and taking the wreath from the noncommissioned officer, places 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.

10 JUL 2012

Hold Harmless Agreement
(Waiver and Release from Liability)
PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice MMN00010 (Personnel Services Working Files) published February 22, 1993, 58 FR 10630. AUTHORITY: 10 U.S.C. 1071-1087, 1441-1455, 1475-1488, 2771 6148a, b, and d; 31, U.S.C. 240-243; 37 U.S.C. 401 and 551, et. seq.; 38 U.S.C. 765-770, 2021-2026; 50 U.S.C. 1436, and E.O. 11016; 5 U.S.C. 301, Departmental Regulations. PRINCIPLE: Members and former members of the Marine Corps and Marine Corps Reserve; permanently and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; Federal civil service employees of the Marines Corps; and dependents, survivors or appointed agents of the foregoing. PURPOSE: This information is to provide a record for the use in the administration of programs concerning the personal welfare of Marines and their dependents. ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as routine use pursuant to 5 U.S.C. 552a(b) (3). DISCLOSURE: MANDATORY for computer matching

Please read and sign. (If under 18 years of age, parent or guardian must sign)

I, _____
(Print Full Name)

freely and voluntarily accept the responsibility to participate in an activity aboard Marine Corps Base, Camp Lejeune, NC on _____ Time _____ Date

to _____ Time _____ Date with _____ (Unit/Group/Event)

Installation Events:

I hereby assume all risks associated with this event and shall indemnify, waive, release, and forever discharge the Marine Corps and any other individuals or entities connected in any way with the event from any and all claims for damages, death, personal injury or property damage and litigation cost/attorney fees, arising from or contributed to, in whole or part, by an act, omission, fault or mistake of the above named persons or entities and their employees or agents, resulting from my participation in this event. This waiver and release shall be binding on my heirs and assigns and shall run in favor of the above named persons or entities and any individuals in any way connected with the aforementioned event.

Government Vehicle:

In consideration of receiving free transportation from the United States Government by motor vehicle, I hereby release the United States Government, including all its subdivisions, officer, military personnel, employees, and agents from all liability for any injuries or death, property damage or destruction that may result to me and/or my minor child that may result from the transportation, whether caused by negligence otherwise. I understand that in transporting me and/or my minor child, the United States Government is not acting as a common carrier for hire and does not bear the liabilities attached to that status. I acknowledge that I voluntarily accept such transportation, I incur no obligations towards the United States Government except as imposed by the release. I agree that this release not only binds myself, but also my family, heirs, assigns, administrators, and executors.

Relationship: (check one)

Self Parent Legal Guardian

(Print full name)

Signature: _____

Date: _____

Unit / Senior Representative: _____
Signature: _____

Date: _____

Indicate your health insurance coverage by checking the appropriate box: Yes No

Name of Health Insurance Provider: _____

Health Insurance Policy Number: _____

Witness (Signature)

Witness (Signature)

* Under North Carolina law a child under the age of 18 is not competent to execute this release/hold harmless agreement unless he or she is married, serving in the military, or has received a judicial decree of emancipation. The signature of a parent or guardian on behalf of the minor is required.



UNITED STATES MARINE CORPS
 Base Motor Transport
 Marine Corps Base
 PSC Box 20004
 Camp Lejeune, North Carolina 28542-0004

MCIEAST-MCB CAMLEJ 5360.3

10 JUL 2012

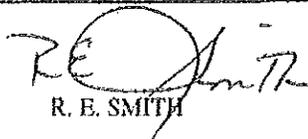
IN REPLY REFER TO:
 4400
 BMT
 2 Oct 06

MEMORANDUM

From: Fleet Manager, Marine Corps Base

Subj: VOYAGER CARD USE INSTRUCTIONS

1. The Voyager Card is provided as a source to obtain authorized goods and services for commercial design government vehicles at Camp Lejeune while on "over the road trips" exceeding fifty (50) miles.
2. Signing for the Voyager Card for this trip the operator will ensure the following:
 - a. Fuel tank is full and all fluids and lubricants are at proper levels prior to departing Camp Lejeune.
 - b. Spare tire is properly inflated and vehicle has proper jack and lug wrench.
 - c. Use of Voyager Card is not authorized within fifty (50) mile radius of Camp Lejeune.
 - d. Only self-service, regular unleaded gas for gas burning vehicles and those products to be immediately applied to the vehicle (fuel, oil, power steering fluid, transmission fluid, flat tire repairs, etc.) are authorized..
 - e. Purchase of drinks, food, tobacco products, or other items not applied to the vehicle is strictly prohibited.
 - f. Return of all Credit Card sales receipts to Bldg 1502 upon completion of trip.
 - h. Verify Voyager Card is accepted prior to pumping fuel. The PIN# is the serial number imprinted on the card.
3. USMC VEHICLES: In the event of a breakdown or tire damaged beyond repair, the vehicle operator is to call Base Motor Transport (910) 451-5273 (0730-1600 Monday thru Friday) for instructions on what actions are to be taken. In the event a breakdown occurs after hours and they are within a 100 mile radius of Camp Lejeune, the operator is to call Clinton Body Shop (910) 353-1681 for wrecker service. If they are outside the 100 mile radius they are to call Road Side Assistance, (888) 659-4524 on the Voyager Fuel Card.
4. GSA VEHICLES: In the event of a breakdown or tire damage, the vehicle operator is to call the GSA Maintenance Control Center (MCC) at 1-800-621-3588 for instructions of maintenance procedures. Refer to GSA Vendor Procedures card received with the Voyager Card.
5. THE PERSON CHECKING OUT THE VOYAGER CARD FROM BASE MOTOR TRANSPORT IS RESPONSIBLE AND WILL BE HELD ACCOUNTABLE FOR ALL PURCHASES.


 R. E. SMITH

I have read and understand the authorized use of the fuel card assigned.

 SIGNATURE/DATE

 CREDIT CARD #

 VEHICLE #