



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 5060.2B

B 03

9 Feb 98

MARINE CORPS BASE ORDER 5060.2B w/ch 1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE, QUANTICO, CEREMONIAL PLATOON FOR COLOR
GUARD AND BURIAL DETAILS

Ref: (a) MC0 P3040.4D (NOTAL)
(b) CMC Washington DC 0802472 Sep 88 (ALMAR 207/88)
(c) U.S. Navy Regs 1990 (NOTAL)
(d) NAVMC 2691 (NOTAL)

Encl.: (1) MCB Form 5360/1 (EF), Funeral Support Checklist
(2) MCB Ceremonial Platoon

1. Purpose. To establish a permanent MCB Ceremonial Platoon responsible for conducting color guard and burial details as requested. All ceremonies will be conducted as outlined in the references.

2. Cancellation. MCBO 5060.2A.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. The MCB, Quantico is periodically requested to provide a burial detail for retired and honorably discharged Marines and veterans of other armed forces.

b. The MCB, Quantico is also requested to provide color guard details for use at military and civilian ceremonies within a 50 mile radius of the Base, or as specifically requested by the Director, Operations Division.

(1) The color guard represents this Base and the Marine Corps wherever it appears in public. It is essential all members of the color guard be representative Marines in appearance and stature.

(2) Members of the color guard, to include alternates, will always be sized by height and will have a variance of no more than 2 inch.

9 Feb 98

c. The uniform for burial/color guard details will be blue dress "B" with ribbons and badges, unless specified otherwise.

d. The MCB Ceremonial Platoon will raise and lower colors at Lejeune Hall each working day. On weekends and holidays, Security Battalion Marines will perform as the color detail.

5. Responsibilities

a. When support is officially requested by the next of kin (NOK), or by the NOK'S funeral director, the following support will be provided within the constraints of available resources:

(1) For a Marine who dies while on active duty, or a Marine Medal of Honor recipient:

(a) Six body bearers.

(b) Seven-member firing party and NCO (with sword).

(c) A bugler.

(d) An officer or SNCO in charge, of equal or higher grade than the deceased, to act as the CMC'S representative and present the memorial flag to the NOK.

(e) A chaplain.

(2) Support for retired Marines drawing pay and Marine Corps Reserve members (including retired eligible reservists not drawing pay) will be, at minimum, a Marine Corps representative. Additional support will be provided if available.

(3) Support for former Marines (honorably discharged or whose last service was honorable if they subsequently served in another armed service) will be, at minimum, a Marine Corps representative. Additional support will be provided if available.

b. All other requests for funeral support for a deceased member of another service will be referred, as appropriate, to the following:

<u>SERVICE</u>	<u>ACTIVITY</u>	<u>TELEPHONE NUMBER</u>
Navy	Commander Naval Military Personnel Command Washington, DC 20370-5642	(202) 674-2095 (DSN) 224-2095
Air Force	Chief of Services Andrews AFB, MD 20331-5000	(202) 767-5338/ 3489 (DSN) 297-5338/ 3489

Coast Guard	Chief of Personnel Services	(202) 267-0915
	Division Coast Guard Headquarters (AWH)	(202)
	Washington, DC 20593-0001	267-2100
Army	Old Guard	(202) 696-3003/4/5
	Fort Meyer, VA	(DSN) 226-3003/4/5

6. Action

a. Director, Manpower Division

(1) Assign a Staff Noncommissioned Officer with a secondary 8511 MOS to Operations Division for duty as the Staff Noncommissioned Officer In Charge of the Ceremonial Platoon. This will be a three year tour of duty to provide continuity to the Ceremonial Platoon. This billet will be exempt from OCS summer augmentation.

(2) Assign no less than 25 enlisted Marines of various grades to the Operations Division for duty with the Ceremonial Platoon. These Marines will be assigned for a period of not less than ~~six~~ nine months.

(3) When notified that a deceased officer will be buried at a funeral in which the Ceremonial Platoon will take part, nominate an officer of equal or higher grade to act as the CMC's representative during the funeral.

b. Director, Operations Division

(1) Serve as the Base Coordinator for MCB funeral support.

(2) Receive requests for funeral support and necessary information on MCB Form 5360/1 (EF), Funeral Support Checklist, enclosure (1). Coordinate support with appropriate agencies.

(3) Establish and maintain liaison with the Director, Quantico National Cemetery and area funeral directors, and provide information delineating Marine Corps military funeral support responsibility.

(4) Provide musical support for all Funeral Details as required.

(5) Establish a Ceremonial Platoon as depicted in enclosure (2).

(6) Ensure all ceremonial Marines are properly sized and representative in appearance.

(7) Provide detailed training/rehearsal for members of the Ceremonial Platoon.

9 Feb 98

(8) Prepare NAVMC Form 604 (EF), Combined Individual Clothing Requisition and Issue Slip (Men's) or NAVMC Form 604B (EF), Combined Individual Clothing Requisition and Issue Slip (Women's), for medium dress blue allowance for the Ceremonial Platoon.

(9) Notify the CMC (Casualty Assistance Branch, commercial (703) 696-2070, DSN 226-2070), when appropriate, to request assistance in cases where resources are not available to support a burial request.

(10) Refer all requests for military funeral support outside the local geographical area to the CMC Casualty Assistance Branch.

c. Director, Facilities Division. Provide transportation as requested by the Director, Operations Division, for Funeral Details.

d. Director, Logistics Division

(1) Provide authorized blank ammunition to the SNCOIC, Ceremonial Platoon as requested.

(2) Issue a medium uniform allowance upon presentation of an appropriate NAVMC Form 604 (EF) or NAVMC Form 604B (EF), to all new members of the MCB Ceremonial Platoon that have not previously been issued a blues allowance. Requisition uniform items not in stock utilizing a MILSTRIP priority 06.

e. Chaplain

(1) Provide an appropriate chaplain when requested. Fully brief and prepare chaplains for funeral support.

(2) Provide the Marine Corps Memorial Chapel for funeral services when requested. Properly prepare the Chapel for the conduct of funeral services/ceremonies.

f. CO, HOSVCBn. Provide messing, billeting, training spaces, and administrative support to the Ceremonial Platoon. Platoon members will be attached to Operations Company.

g. CO, Security Battalion

(1) If required/requested, provide military police for traffic control and/or convoy escort for funeral parties when funerals are conducted at the Marine Corps Memorial Chapel.

(2) Brief gate sentries and patrols on scheduled funerals. Provide guest passes and Base maps at each gate for people attending services in the Chapel.

h. Base Adjutant. Be prepared to half mast the MCB colors, as may be appropriate, for deaths of general officers or national officials.

i. Command Duty Officer. After normal working hours, coordinate funeral support requests. The following special instructions apply:

(1) For deceased active duty, retired, or former Marines:

(a) Per the format in enclosure (1), obtain as much information as possible.

(b) Immediately notify the SNCOIC of the Ceremonial Platoon of the funeral support required. Also, notify the Duty NCO in the Band Hall if a Bugler or taped music is required for Taps.

(c) Upon confirmation that support is available, notify the requester. Inform the requester that proof of service and type of discharge (i.e., DD Form 214, Certificate of Release or Discharge from Active Duty) must be provided prior to funeral (not required if funeral is to be conducted in a national cemetery operated by the Department of Veterans Affairs).

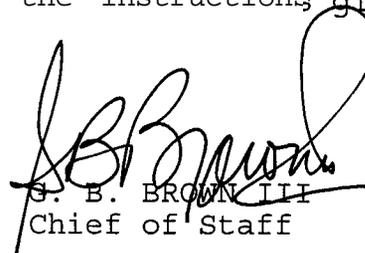
(d) If support is not available, or funeral is outside the local area, take action as described in paragraph 5 to request assistance. After hours, call HQMC Command Center, commercial (703) 614-7366, DSN 225-7366.

(2) For deceased active duty, retired, or former members of other services:

(a) Refer the requester to the proper service listed in paragraph 5b.

(b) If the particular service cannot provide a Burial Detail, then that service must call the CMC Casualty Assistance Branch (commercial (703) 696-2070, DSN 226-2070) to request Marine Corps support.

(c) If requested by the CMC Casualty Assistance Officer to support such a request, follow the instructions given in paragraph 5.


G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

copy to: 32, 33, 34, 35, 36



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 221346001

MCBO 5060.2B Ch 1
B 03
FEB 07 2002

MARINE CORPS BASE ORDER 5060.2B Ch 1

From: Commanding General
To: Distribution List

Subj: MCB, QUANTICO, CEREMONIAL PLATOON FOR COLOR GUARD AND
BURIAL DETAILS

1. Purpose. To direct a pen change to the basic Order.
2. Action. Page 3, paragraph 6a(2), change last sentence to read "These Marines will be assigned for a period of not less than nine months."
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.


D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

FUNERAL SUPPORT CHECKLIST

Name of Deceased _____ DOB: _____

Date and Time Received: _____

Funeral Director/Representatives: _____

Funeral Home: _____

Address: _____

Telephone Number: _____

Place/Date/Time of Funeral _____

cremation burial

Next of Kin:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Military Information

If the deceased is not USMC the funeral will have to be approved by Head, Current Operation Branch

USMC Army Navy USAF Coast Guard

Active Retired Former

*Rank _____

Type of Discharge _____

Dates of Services _____

Funeral Support

Requested Approved

Pallbearers	<input type="checkbox"/>	<input type="checkbox"/>
Firing Detail	<input type="checkbox"/>	<input type="checkbox"/>
Bugler	<input type="checkbox"/>	<input type="checkbox"/>
Flag Rep	<input type="checkbox"/>	<input type="checkbox"/>
Chaplain	<input type="checkbox"/>	<input type="checkbox"/>
Church <input type="checkbox"/>	Funeral Home <input type="checkbox"/>	Grave Site <input type="checkbox"/>

COORDINATION CHECKLIST

Burial Detail: Notify/fwd/fax a copy of checklist to HQSVCBn, S-3 (See POC list).
S-3 Notified _____
Date/Time/Person _____

Notify Band (See POC list).
Band and pick up time _____
Band Notified _____
Date/Time/Person _____

*Deceased Officer: Notify and deliver copy of checklist to MprDiv (See POC list).
Uniform _____
MprDiv Notified _____
Date/Time/Person _____

*Deceased E-7 - E-9: Notify and fax copy of checklist to MilPers (See POC list).
MilPers Notified _____
Date/Time/Person _____

All Notification Complete:

Name, Rank, Date, Time

IF CHAPLAIN IS NEEDED PLEASE CONTACT THE CHAPLAIN'S OFFICE (703)640-2131

POC LIST

MprDiv	2367		
MilPers	2507	NCOIC MilPers (Fax 4032)	Remarks: _____
OpsDiv	2814		_____
HQSVCBn	2555	NCOIC Ceremonial Platoon Platoon (Fax 3463)	_____
Band	2939		_____

MCB CEREMONIAL PLATOON

MCBO 5060.2 B
9 Feb 98

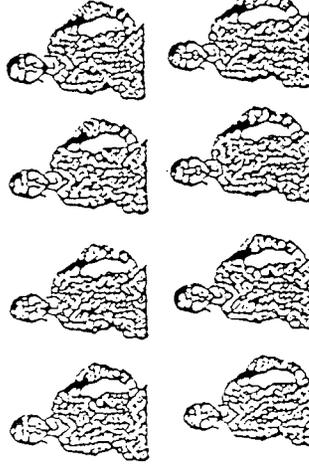
SNCOIC



Color Guard (4)



Pall Bearers (8)



Firing Detail (7)



Platoon Total 25



Supernumeraries

6