



UNITED STATES MARINE CORPS  
U.S. MARINE CORPS AIR STATION  
YUMA, ARIZONA 85369-5000

StaO 5360.2  
3BE  
29 Nov 89

STATION ORDER 5360.2

From: Commanding Officer  
To: Distribution List

Subj: MILITARY FUNERALS AND MEMORIAL SERVICES

Ref: (a) SECNAVINST 5060.22  
(b) NAVPERS 15555B  
(c) MCO P3040.4C

Encl: (1) Military Funeral Guide  
(2) Memorial Service Guide  
(3) Funeral/Memorial Checklist  
(4) Funeral/Memorial Service After Action Report

1. Purpose. To provide guidance for conducting military funerals and memorial services under the auspices of Commanding Officer, Marine Corps Air Station (MCAS) Yuma.

2. Discussion. The Commanding Officer, MCAS Yuma, is frequently requested to provide military funerals and memorial services for eligible active duty and retired military members and their dependents in the chapel located at MCAS Yuma. While all deceased active duty and retired have a right to Memorial Services and Graveside Committals, specific denominational rites may be dependent upon whether the deceased were currently practicing that faith. Funerals and memorial services shall be conducted per references (a) through (c). For the purpose of this directive, the term "military funeral" shall identify a service in a chapel or at graveside, at which the remains are present and military honors are rendered. The term "memorial service" shall identify a chapel service, with military honors, in memory of a decedent whose remains are not present. Both funerals and memorial services are conducted at the request of surviving family members, friends, shipmates, the command, unit, or other appropriate authority. Rendering of military honors includes the utilization of military personnel as ushers, color guard, honor guard, military escort, body bearers, flag bearers, honorary pall bearers, bugler, rifle squad, and others deemed appropriate by the responsible Commanding Officer or Chaplain.

3. Responsibilities

a. The Command Chaplain is responsible for military funerals and memorial services under the auspices of Commanding Officer, MCAS Yuma. As needed, he shall designate a chaplain to serve as the Military Funeral or Memorial Service Officer. The function of the Military Funeral or Memorial Service Officer shall be to ensure the

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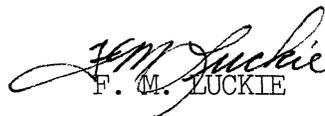
conduct of the service per references (a) through (c), and the ecclesiastical dictums and traditions of the Chaplain or Civilian Clergy Officiant(s). The Command Chaplain shall maintain a file of references and other pertinent information for utilization by the Military Funeral/Memorial Service Officer and provide appropriate musical support as required.

b. The commanding officers of active duty decedents shall designate and identify to the Command Chaplain an Escort Commander to coordinate appropriate military honors per references (a) through (c) and enclosures (1) and (2). When the deceased is other than an active duty member or is an active duty member of another command not in the general vicinity, the Commanding Officer, MCAS Yuma, will if appropriate, designate an escort commander. In either case, the responsible commanding officer shall provide a sufficient number of military personnel to render appropriate honors per reference (c). The Escort Commander shall report and is responsible to the Military Funeral Officer/Memorial Service Officer for the execution of his duties. Further, Escort Commanders shall familiarize themselves with regulations and policies governing local cemeteries and coordinate the graveside portion of the military funeral with the cemetery superintendent.

c. The Command Duty Officer shall, without delay, inform the Command Chaplain of the rank, name, address, and telephone number of the Casualty Assistance Calls Officer (CACO), when assigned. The CACO shall contact the Command Chaplain immediately to ensure timely provision of appropriate services and honors.

d. The Headquarters and Headquarters Squadron Commanding Officer and the Station Operations and Maintenance Squadron Commanding Officer shall provide a 7 man firing squad and a color guard upon request of the Military Funeral/Memorial Officer via the Station Sergeant Major.

e. The Provost Marshal shall oversee the necessary traffic and parking arrangements with special attention to official vehicles of organizational commanders and other ranking persons attending the funeral or memorial service.

  
F. M. LUCKIE

DISTRIBUTION: A

## MILITARY FUNERAL GUIDE

1. Objective. To provide guidance for the planning, coordination, and conduct of a military funeral.
2. Scope. The military funeral consists of two parts: (1) The Chapel Service, (2) the Graveside Committal Service. While connected, each part presents a unique set of planning requirements. Therefore, both the Military Funeral Officer (Chaplain) and the Escort Commander must be completely familiar with references (a) through (c).
3. General. The responsible mortuary will coordinate the internment with the superintendents of the local cemeteries and the Command Chaplain. Upon arrival of the remains of the deceased aboard MCAS Yuma, until the conclusion of the committal in local cemeteries, or the departure of the remains from MCAS Yuma for internment in an off-base cemetery, the Military Funeral Officer is in charge of the proceedings. The Escort Commander is responsible to the Military Funeral Officer for rendering appropriate honors. At no time will the decedents remains be permitted to stay in the Chapel or Chapel Complex without express written permission from the Commanding Officer. Cremains, however, may be stored in the Chapel safe up to forty-eight (48) hours in advance of the Funeral Service with prior approval from the Command Chaplain.
  - a. Chapel Service. The remains will be met at the entrance to the Chapel by the Military Funeral Officer, other participating clergy, the Escort Commander, and other military participants. As the remains are transferred from the hearse to the gurney, appropriate honors are rendered. Mortuary attendants will secure the casket to the gurney. Military personnel will move the casket, as required, during the service. The service will proceed under the direction of the Military Funeral Officer and other clergy officiants. Entry, exit and positioning will be per Figure (1) of this Enclosure. As the remains are returned to the hearse, appropriate honors are rendered.
  - b. Graveside Committal Service. When all military personnel and mourners are in position, the Escort Commander will signal the cemetery superintendent. As the body bearers remove the remains from the hearse, appropriate honors are rendered. At the conclusion of the committal service, volleys will be fired, taps played, the National Colors folded and provided to the Military Funeral Officer for presentation to the designated next-of-kin. The Escort Commander will dismiss participating military personnel upon departure of the mourners. Entry, exit and positioning will be per Figure (2) of this Enclosure.

ENCLOSURE (1)

Military Funeral Officer Plan of Action and Milestones (POA&M)

POA&M

CONTACT

- |  |   |
|--|---|
| 1. Review all references. Determine tentative date, time, location and uniform for the funeral service.          | Unit Commanding Officer<br>Command Chaplain   |
| 2. Identify and establish liaison with Escort Commander.   | Unit Commanding Officer<br>Escort Commander   |
| 3. Establish contact with the family of the deceased to determine special wishes/needs.                          | Family<br>Casualty Assistance Calls<br>Officer-if deceased is<br>active duty                                      |
| 4. Establish contact with cemetery for exchange of preliminary information.                                      | Superintendent, Cemetery  |
| 5. Establish contact with responsible mortuary for exchange of preliminary information.                          | Religious Program<br>Specialists<br>Funeral Director  |
| 6. Draft message to inform interested commands of the date, time, location, and appropriate uniform.             | Command Chaplain<br>Adjutant  |
| 7. Review identification and training of personnel assigned to provide honors.                                   | Escort Commander<br>NCOIC Honor Guard   |
| 8. Provide funeral service briefing.   | Unit Commanding Officer<br>Command Chaplain<br>Escort Commander   |
| 9. Advise the family regarding progression of funeral plans.   | Family  |
| 10. Coordinate preparation of the bulletin, musical support, and designated seating described in this enclosure. | Unit Executive Officer<br>Escort Commander<br>Family<br>Religious Program<br>Specialists                          |
| 11. Contact the Public Affairs Representative to coordinate media coverage, if required.                         | Unit Commanding Officer<br>Command Chaplain<br>Casualty Assistance Calls<br>Officer-if deceased is<br>active duty |

ENCLOSURE (1)

Military Funeral Officer Plan of Action and Milestones (POA&M)

POA&M (Con't)

CONTACT

- |  |   |
|--|---|
| 12. Coordinate clergy participation.   | Command Chaplain<br>Clergy Officiant(s)<br>Escort Commander |
| 13. Conduct or coordinate religious portions of the funeral and committal service.   | Clergy Officiant(s)   |
| 14. Prepare and present a packet of memorabilia for the family.  | Unit Commanding Officer                                     |
| 15. Receive After Action Report input from Escort Commander.   | Escort Commander  |
| 16. Submit After Action Report to Command Chaplain using Enclosure (4) format within seven (7) working days of funeral/memorial service. | Command Chaplain  |

ENCLOSURE (1)

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Escort Commander Plan of Action and Milestones (Funeral Service)

POA&M

CONTACT

- |  |   |
|--|---|
| 1. Review all references. Initiate liaison with Military Funeral Officer.  | Military Funeral Officer  |
| 2. Coordinate special wishes of deceased and/or survivors.   | Military Funeral Officer  |
| 3. Initiate contact with cemetery for exchange of information.   | Superintendent, Cemetery  |
| 4. Coordinate all matters relative to the route of the funeral procession, traffic control, funeral vehicle, visitor, decedent family, and dignitary parking. See reference (b). | Provost Marshal<br>Military Funeral Officer<br>Funeral Director<br>Unit Executive Officer                     |
| 5. Ensure the presentation of the National Colors at half-mast in front of Building 980, if required, by Commandant Marine Corps.  | MCAS Yuma Officer of the Day<br>Military Funeral Officer<br>Adjutant  |
| 6. Coordinate and ensure the appointment and training of pall bearers, body bearers, ushers, rifle squad, color guard, bugler, flag bearers, and others as required.             | Unit Executive Officer<br>Military Funeral Officer<br>NCOIC, Honor Guard<br>Casualty Assistance Calls Officer |
| 7. Coordinate and ensure transportation to the Chapel and Cemetery is provided for all honor personnel.  | MCAS Yuma Motor Transportation<br>Military Funeral Officer<br>NCOIC, Honor Guard                              |
| 8. Review funeral route from the Chapel to graveside and ensure the lead security vehicle driver is familiar with the route.   | Provost Marshal<br>Military Funeral Officer<br>Funeral Director   |
| 9. Secure mourning bands for all personnel and maintain accountability.  | Command Chaplain  |
| 10. Coordinate an unobtrusive set of signals to ensure the orderly flow of service within the Chapel and at graveside.   | Military Funeral Officer<br>Clergy Officiant(s)   |
| 11. Coordinate religious portions of the Funeral and Committal Service.  | Clergy Officiant(s)<br>Escort Commander   |

ENCLOSURE (1)

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Escort Commander Plan of Action and Milestones (Funeral Service)

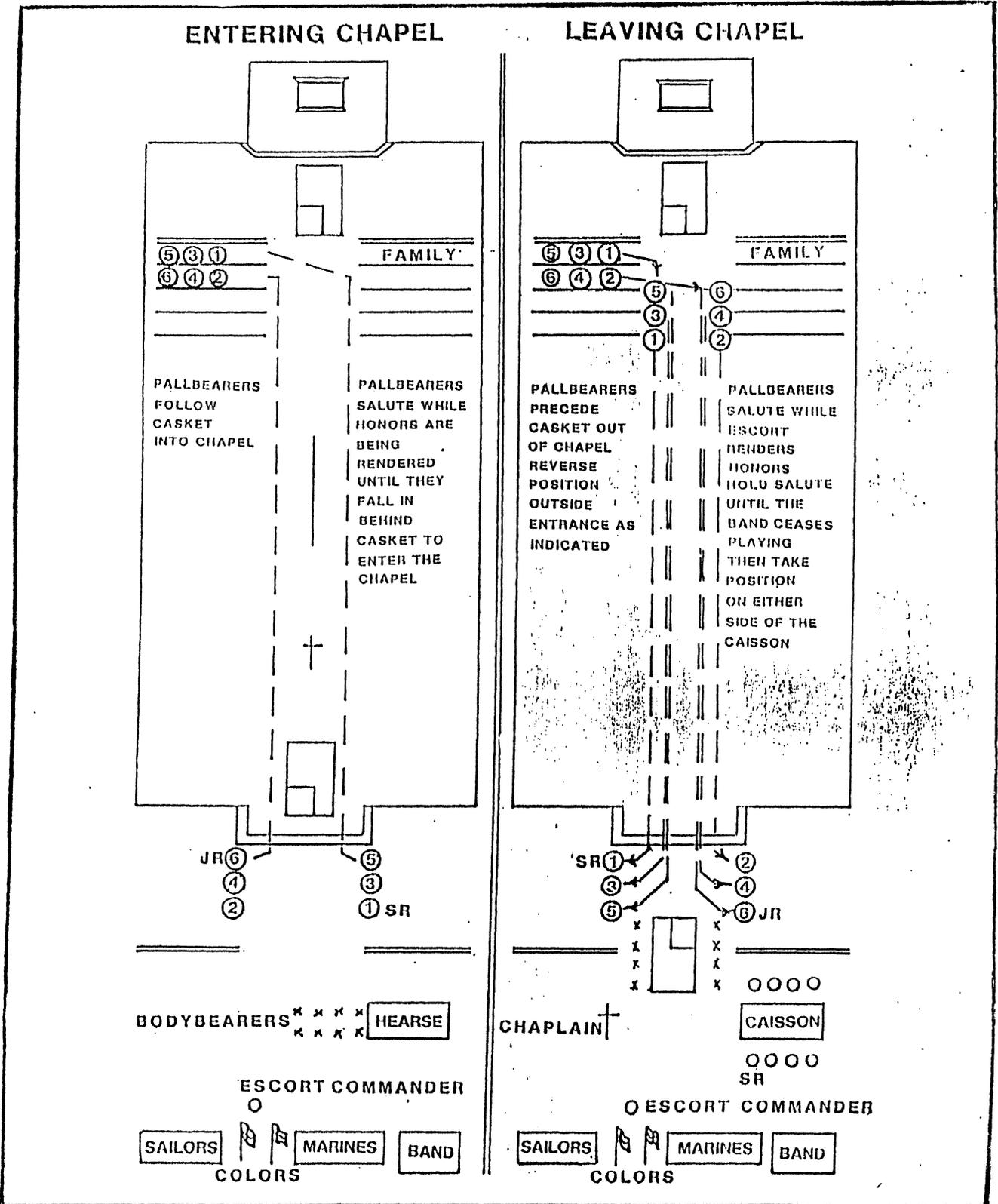
POA&M (Con't)

CONTACT

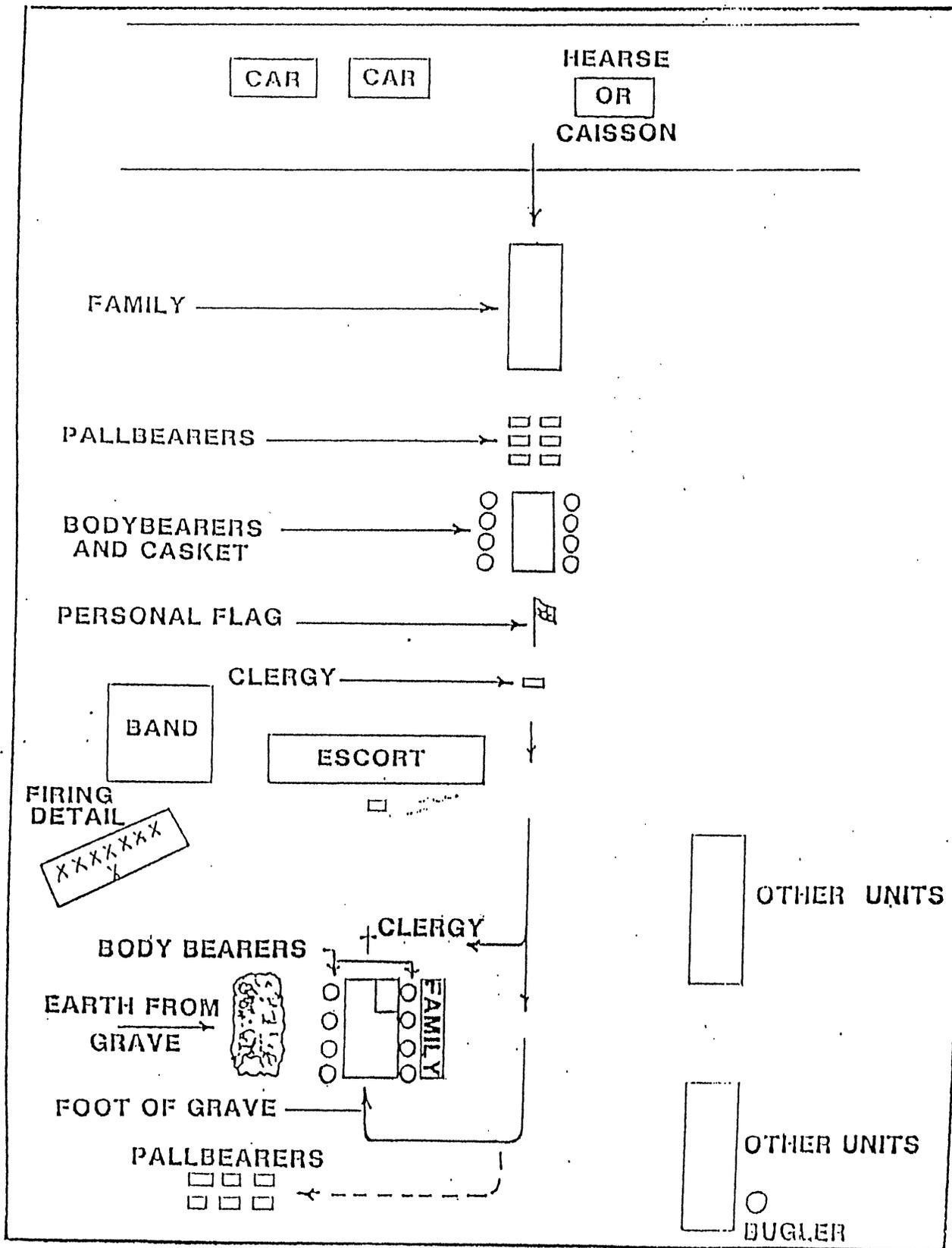
12. Provide After Action Report  
input detailing events with suggestions  
for improvement.

Military Funeral Officer

ENCLOSURE (1)



ENCLOSURE (1) Figure (1) --Entering Chapel; Leaving Chapel.



- NOTES: 1. Bugler will position himself at the head of the grave for "taps."  
2. Exit will be in reverse of entry.

ENCLOSURE (1)

## MEMORIAL SERVICE GUIDE

1. Objective. To provide guidance for the planning, coordination, and conduct of a memorial service.
2. Scope. This service is conducted, in its entirety, within the Chapel setting. The remains of the deceased are not present. The service is simplistic in form and must conform to ecclesiastical dictums.
3. General. The memorial service may be conducted upon the request of the next-of-kin, friends, shipmates, or at the direction of the deceased's unit commander. This enclosure provides detailed plans of action and milestones in the planning, coordination, and execution of the memorial service. The following is a generalized sequence of events for memorial services conducted aboard MCAS Yuma. However, in every instance, the service will conform to ecclesiastical dictums and traditions.

a. Preparation. Guests will be seated by the ushers. The commanding officer and executive officer of the decedent will be seated ten minutes prior to the service. The next-of-kin will be seated upon arrival. The honor guard, color guard, and color bearer will muster in the Narthex (Entrance) of the Chapel thirty (30) minutes prior to the service. At the specified hour, or upon the seating of the next-of-kin, whichever is last, the honor guard will be seated and the color guard will post the colors and be seated. The color bearer will then proceed down the center aisle of the Chapel from the Narthex to the Chancel, place the folded colors on the designated table, retire to the left of the congregation, face the folded colors, and remain standing at attention throughout the service.

b. Conclusion. Following taps, the benediction may be offered. The color bearer will then proceed to the folded National Colors, remove the colors from the table, present it to the Memorial Service Officer, Chaplain Officiant, or CACO and retire to his former position. The Memorial Service Officer, Chaplain Officiant, or CACO will, in turn, present the National Colors to the next-of-kin or designated recipient. The color guard will then retire the colors, followed by the honor guard, and the Escort Commander. Upon exiting the Chapel, the color guard and the honor guard will assume positions outside to the left and right of the Chapel entrance, respectively. As the next-of-kin or designated recipient of the National Colors approaches to within six paces of the honor guard and color guard, the order to "Present Arms" will be given by the Escort Commander, or in his absence, the senior member of the honor guard. The command "Order Arms" will be given when the next-of-kin or designated recipient has moved at least six paces beyond the position held by the honor guard and color guard. The Escort Commander will dismiss the honor guard and color guard upon departure of the next-of-kin or designated recipient.

ENCLOSURE (2)

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4. Action. In the absence of the next-of-kin, or a designated recipient, the deceased's commanding officer will be seated in the place of honor and will receive the boxed National Colors for disposition as appropriate.

ENCLOSURE (2)

Memorial Service Officer Plan of Action and Milestones (POA&M)

POA&M

CONTACT

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|--|---|
| 1. Review all references. Determine tentative date, time, location and uniform for the memorial service.           | Unit Commanding Officer<br>Command Chaplain   |
| 2. Identify and establish liaison with the Escort Commander.   | Unit Executive Officer<br>Escort Commander  |
| 3. Establish contact with the family of the deceased to determine special wishes/needs.                            | Family<br>Casualty Assistance Calls<br>Officer-if deceased is<br>active duty  |
| 4. Draft message to inform interested commands of the date, time, location, and appropriate uniform.               | Command Chaplain<br>Unit Adjutant   |
| 5. Review identification and training of personnel assigned to provide honors.                                     | Escort Commander<br>NCOIC, Honor Guard  |
| 6. Provide memorial service briefing.  | Unit Commanding Officer<br>Command Chaplain<br>Escort Commander   |
| 7. Advise the family regarding progression of memorial service plans.  | Family  |
| 8. Coordinate the preparation of the bulletin, musical support, and designated seating described in enclosure (3). | Unit Executive Officer<br>Escort Commander<br>Family<br>Religious Program<br>Specialists                            |
| 9. Contact the Public Affairs Representative to coordinate media coverage, if required.                            | Unit Commanding Officer<br>Command Chaplain<br>Casualty Assistance Calls<br>Officer - if deceased is<br>active duty |
| 10. Coordinate clergy participation.   | Clergy Officiant(s)<br>Command Chaplain<br>Escort Commander   |
| 11. Conduct and/or coordinate the memorial service.  | Clergy Officiant(s)   |
| 12. Prepare and provide a packet of memorabilia to the family.   | Unit Commanding Officer   |

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Memorial Service Officer Plan of Action and Milestones (POA&M)

POA&M (Con't)

CONTACT

13. Receive After Action Report input  
from Escort Commander.

Escort Commander

14. Submit After Action Report to  
Command Chaplain using Enclosure (4)  
format within seven (7) working days  
of funeral/memorial service.

Command Chaplain

ENCLOSURE (2)

Escort Commander Plan of Action and Milestones (Memorial Services)

POA&M

1. Review all references. Initiate liaison with the Memorial Service Officer.
2. Coordinate special wishes of deceased and/or survivors.
3. Coordinate all matters relative to traffic control, visitor, decedent family, and dignitary parking.
4. Ensure the presentation of the National Colors at half-mast in front of Building 980, if required by Commandant Marine Corps.
5. Coordinate and ensure the training of the color guard, honor guard, ushers, color bearer, and others as required.
6. Coordinate and ensure transportation to and from the Chapel is provided for all honor participants.
7. Secure mourning bands for all personnel and maintain accountability.
8. Coordinate an unobtrusive set of signals to ensure the orderly flow of the service.
9. Provide After Action Report input detailing events with suggestions for improvement.

CONTACT

Command Chaplain  
Memorial Service Officer

Memorial Service Officer  
Casualty Assistance Calls  
Officer

Provost Marshal  
Memorial Service Officer  
Unit Executive Officer

MCAS Yuma Officer of the  
Day  
Memorial Service Officer  
Adjutant

Unit Executive Officer  
Memorial Service Officer  
NCOIC, Honor Guard

MCAS Yuma Motor  
Transportation  
Memorial Service Officer  
NCOIC, Honor Guard

Command Chaplain

Memorial Service Officer  
Clergy Officiant(s)

Military Funeral Officer

ENCLOSURE (2)

FUNERAL/MEMORIAL CHECKLIST

Name of Deceased \_\_\_\_\_  
Name of PNOK \_\_\_\_\_  
Address/Telephone \_\_\_\_\_  
CACO \_\_\_\_\_ Ext \_\_\_\_\_  
Escort Commander \_\_\_\_\_ Ext \_\_\_\_\_

- \_\_\_\_\_ 1. Has the next of kin been notified through proper channels?
- \_\_\_\_\_ 2. Is the next of kin in the local area? If so, the Chaplain should accompany the Casualty Assistance Calls Officer when death notification is made. Does the next of kin need housing and transportation?
- \_\_\_\_\_ 3. Determine faith group of deceased. Ensure appropriate Chaplain/minister officates.
- \_\_\_\_\_ 4. Coordinate between Chapel and Command as to appropriate date and time for the service.
- \_\_\_\_\_ 5. Determine proper uniform for the service.
- \_\_\_\_\_ 6. Notify Base Reproduction of priority need for bulletins.
- \_\_\_\_\_ 7. Notify Organist of funeral/memorial service date and time; also provide with a list of songs for the service.
- \_\_\_\_\_ 8. Chaplain coordinates order of service - briefs all elements of the service to all who participate.
- \_\_\_\_\_ 9. Religious Program Specialist check out Service Record of the deceased from S-1. Rough a biographical sketch for memorial bulletin. Submit to the Chaplain for approval. Note: This needs to be done as soon as possible after death prior to the Service Record being sent out of the Command to Washington, DC (Marine/Navy).
- \_\_\_\_\_ 10. Type bulletin, then submit to Command for approval. Find out the number of copies and bulletin front needed for service.
- \_\_\_\_\_ 11. Find out if any pews are needed to be reserved in the Chapel.
- \_\_\_\_\_ 12. Coordinate with Chaplain and Command set up of the Chapel for service.
- \_\_\_\_\_ 13. Have the unit of deceased supply a photograph if they are to be displayed at the service.

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- \_\_\_\_\_ 14. Police the Chapel after the service.
- \_\_\_\_\_ 15. Provide the family of the deceased with a letter of condolence and copies of the memorial service bulletins after the service.
- \_\_\_\_\_ 16. Note: Any long distance toll calls to the family that need to be documented on a Toll Call Record and turned into the Adjutant's Office.
- \_\_\_\_\_ 17. If the deceased was Catholic, were last rites administered?
- \_\_\_\_\_ 18. Ensure sufficient parking spaces are reserved for service.
- \_\_\_\_\_ 19. Is facial tissue placed in family pew?
- \_\_\_\_\_ 20. Bugler/tape \_\_\_\_\_
- \_\_\_\_\_ 21. Honor Guard \_\_\_\_\_
- \_\_\_\_\_ 22. Color Guard \_\_\_\_\_
- \_\_\_\_\_ 23. Rifle Detail \_\_\_\_\_
- \_\_\_\_\_ 24. Escort Commander \_\_\_\_\_
- \_\_\_\_\_ 25. Ushers \_\_\_\_\_
- \_\_\_\_\_ 26. Pall Bearers \_\_\_\_\_
- \_\_\_\_\_ 27. CO \_\_\_\_\_
- \_\_\_\_\_ 28. Eulogist \_\_\_\_\_
- \_\_\_\_\_ 29. Who will give flag to Primary Next Of Kin? Chaplain or Escort Commander?

ENCLOSURE (3)

FUNERAL/MEMORIAL SERVICE AFTER ACTION REPORT

From:

To: Command Chaplain

Subj: (FUNERAL/MEMORIAL) SERVICE OF \_\_\_\_\_  
NAME

1. Facts: (Include date, time, place, details of events.)

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2. Discussion: (What happened/How it happened.)

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3. Recommendations: (What could be better.)

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ENCLOSURE (4)