



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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IN REPLY REFER TO:
MCINCR-MCBQO 5060.2D
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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5060.2D

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO CEREMONIAL PLATOON

Ref: (a) DOD Instruction 1300.15, "Military Funeral Support", October 22,
2007
(b) MCO 3040.4
(c) U.S. Navy Regs 1990 Ch.12
(d) MCO P5060.20 W/Ch 1

1. Situation

a. Information. As tasked by Headquarters Marine Corps Funeral Honors Section (FHS), Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) typically conducts over 150 Military Funeral Honors (MFH) annually at the Quantico National Cemetery and throughout the region. In addition, MCINCR-MCBQ frequently provides Color Guard details in support of myriad events and ceremonies conducted in and around Quantico. In order to facilitate the accomplishment of this mission, the command established a non-T/O unit, known as the Ceremonial Platoon. This order provides guidance and direction regarding the manning, equipping, training, and employment of the Ceremonial Platoon.

b. Cancellation. MCBO 5060.2C.

2. Mission. MCINCR-MCBQ sources, maintains, and provides the Ceremonial Platoon in order to conduct Military Funeral Honors and Color Guard Details within the National Capital Region (NCR).

3. Execution

a. Commander's Intent

(1) Purpose. The purpose of this order is to outline how the Ceremonial Platoon is manned, equipped, trained and employed.

(2) Method. The Command will ensure that the Ceremonial Platoon is adequately manned, resourced, trained and prepared to conduct its mission. Ceremonial Platoon Marines will be instilled with pride, professionalism, respect, honor, and attention to detail and duty.

(3) End state. Ceremonial Platoon is organized, manned and equipped to provide professional support to MFH and Color Guard details within the NCR.

b. Concept of Operations

(1) Ceremonial Platoon will be staffed with a minimum of 17 Marines (Sergeant and below), one Color Sergeant and one Staff Non-Commissioned Officer sourced from the tenant commands aboard Quantico.

(2) Ceremonial Platoon will be trained and equipped in accordance with the standards established in the references.

(3) Ceremonial Platoon will conduct all tasked MFH that occur at the Quantico National Cemetery (QNC) and within a 50 mile radius of MCINCR-MCBQ unless another Marine Corps unit is closer in proximity.

(4) Ceremonial Platoon maintains and provides a Color Guard to represent the Commander, MCINCR-MCBQ when directed or requested.

(5) Ceremonial Platoon executes morning and evening colors at Lejeune Hall, manages half-staff notifications base-wide, and maintains the national ensign at the Iwo Jima Memorial.

c. Tasks

(1) Assistant Chief of Staff, G-1

(a) Coordinate with the MCINCR-MCBQ Sergeant Major in sourcing and assigning a Staff NCO for duty as the Ceremonial Platoon SNCOIC. The SNCO will be assigned for a period of not less than 18 months.

(b) Assign no less than 17 enlisted Marines to the Current Operations Branch, AC/S G-3 for duty with the Ceremonial platoon. The Marines assigned will meet the following guidelines:

1. Marines will be assigned for a period of not less than nine months, and their departure from the platoon will be staggered.

2. Marines must have a minimum of ten months remaining on their current contract.

3. Marines must be within height and weight standards and not be assigned to the Body Composition Program (BCP) or Military Appearance Program (MAP). Marines whom have been assigned to BCP or MAP programs must have been successfully removed for these programs for a minimum of six months prior to being assigned to Ceremonial Platoon.

(c) When required, nominate a Marine of equal or higher grade of the deceased to act as the Commandant of the Marine Corps (CMC) Representative.

(d) Coordinate with the MCINCR-MCBQ Sergeant Major in sourcing and assigning a Sergeant to serve as the Command Color Sergeant. The Color Sergeant will serve for a period of not less than 12 months and will have a minimum of 13 months left on contract prior to being assigned to Ceremonial Platoon.

(e) Assign Ceremonial Platoon Marines to Headquarters Company, Headquarters and Service Battalion.

(2) Assistant Chief of Staff, G-3. Provide oversight and guidance to Ceremonial Platoon and coordinate resourcing for military equipment in support MFH and Color Guard details.

(a) Head, Current Operations Branch. Serve as the Officer in Charge of the Ceremonial Platoon. Ensure appropriate support has been coordinated for MFHs and Color Guard details, i.e. chaplain, transportation, music, etc.

(b) Ceremonial Platoon SNCOIC

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

2. Ensure all ceremonial Marines are properly sized and professional in appearance.

3. Provide detailed training/rehearsals for members of the Ceremonial Platoon.

4. Notify Headquarters Marine Corps FHS when appropriate, to request assistance in cases where resources are not available to support a MFH.

5. Refer all requests for military funeral support outside the local geographical area to Headquarters Marine Corps FHS.

6. Ensure Lejeune Hall morning and evening Colors are conducted during weekdays and coordinate with Security Battalion for the proper execution of colors during weekends and holidays.

7. Coordinate with G-1 in ensuring the MCINCR-MCBQ colors are half-masted and properly disseminate the Half Staffing Notifications to the tenant commands aboard Quantico.

(c) MCINCR-MCBQ Color Sergeant

1. Serve as the representative of the Commander MCINCR-MCBQ when performing Color Guard Details within the NCR.

2. Ensure all members of the Color Guard are trained in the execution of their duties.

3. Function as the Point of Contact (POC) for all external agencies requesting support from the MCINCR-MCBQ Color Guard.

(d) OIC Quantico Marine Corps Band. Provide a bugler for all MFH. By exception and only when approved by the AC/S G-3 will Ceremonial Platoon utilize the Ceremonial (electronic) Bugle.

(3) Assistant Chief of Staff, G-4

(a) Provide transportation as requested by the AC/S G-3 in support of Ceremonial Platoon tasking.

(b) Provide authorized blank ammunition to the staff Non-commissioned Officer-in-Charge (SNCOIC), Ceremonial Platoon as requested.

(4) MCINCR-MCBQ Sergeant Major

(a) Coordinate with the AC/S G-1 in sourcing a SNCOIC for duty with Ceremonial Platoon.

(b) Coordinate with the AC/S G-1 in sourcing a Color Sergeant.

(c) Provide oversight and guidance to the Ceremonial Platoon SNCO and Color Sergeant as appropriate.

(5) Commanding Officer, Headquarters and Service Battalion

(a) Provide messing, billeting, training spaces, and administrative support to the Ceremonial Platoon.

(b) Issue a medium blue uniform allowance upon presentation of an appropriate NAVMC Form 604 (EF) or NAVMC Form 604B (EF) to all new members of the MCINCR-MCBQ Ceremonial Platoon that have not previously been issued a Dress Blue uniform allowance. Marines not completing their assigned tour of duty must return all issued uniform items to supply.

(c) Facilitate the purchasing of supply system items for the use by Ceremonial Platoon to support MFH and Color Guard Details via S-4 (Supply).

d. Coordinating Instructions. None.

4. Administration and Logistics

a. Administration

(1) All Marines assigned to Ceremonial Platoon will be placed on COMRATS due to Ceremonial Platoon's mission requiring Marines to conduct MFH and Color Guard details at various hours throughout the day and evening.

(2) The priority of mission for Ceremonial Platoon is the conduct of MFHs. Support to requested Color Guard Details will be a second priority. In the event the Color Guard has committed to an event and short notice MFH task creates a conflict, the Color Sergeant will attempt to coordinate support from another Color Guard aboard MCINCR-MCBQ prior to cancelling the support. Upon initial receipt of all requests, the Color Sergeant will inform the requesting organization that support from the Color Guard could be cancelled in the event of a MFH.

(3) Denial of a request for Color Guard support, other than circumstances described in paragraph 4.a. (2) above, resides with the Head, Current Operations Branch, MCINCR-MCBQ G-3.

b. Logistics

(1) Due to the proximity of HQMC and Marine Barracks Washington, all members of Funeral Honors details will wear the seasonal Blue Dress "A", with white trousers in the summer for all Marines regardless of rank, and blue trousers in the winter.

(2) Ceremonial Marines will be issued a pair of white trousers from the Quantico Marine Band and will return the trousers to the Quantico Marine Band upon completion of their tour with Ceremonial Platoon.

5. Command and Signal

a. AC/S G-3 has overall cognizance and oversight of the Ceremonial Platoon and can be contacted at (703) 784-2658.

b. The Head, Current Operations Branch G-3, will serve as the OIC of Ceremonial Platoon and can be contacted at (703) 784-3420.

c. The SNCOIC of Ceremonial Platoon will oversee the training and day-to-day operations of Ceremonial Platoon and can be reached at (703) 784-0456.

d. The Color Sergeant is responsible for the daily training of the Color Guard coordinating support for requested Color Guard Details and can be reached (703) 784-2814.

6/22/2016

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A. D. BROUGHTON

Signed by: BROUGHTON.ALLEN.DALE.1168122922

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