



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5060.2C  
B 031  
24 Aug 11

MARINE CORPS BASE ORDER 5060.2C w/Ch 1

From: Commander

To: Distribution List

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

Ref: (a) MCO P3040.4E (NOTAL)

(b) U.S. Navy Regs 1990 Ch.12 (NOTAL)

(c) MCO P5060.20 (NOTAL)

1. Situation

a. Information. Marine Corps Base Quantico (MCBQ) is periodically requested to provide a burial detail for retired and honorably discharged Marines and veterans of other armed forces. MCBQ is also requested to provide color guard details for use at military and civilian ceremonies within a 50 mile radius of MCBQ, or as specifically requested by the Director, Operations Division.

b. Cancellation. MCBO 5060.2B.

2. Mission. Establish a permanent MCBQ Ceremonial Platoon responsible for conducting color guard and burial details.

3. Execution

a. Commander's Intent. The Ceremonial Platoon will provide high quality color guard and burial details.

b. Concept of Operations

(1) Burial Detail

(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 for active duty Marines, or a

Marine Medal of Honor recipient within constraints of available resources: six body bearers, a seven-member firing party and non-commissioned officer (NCO) with sword, a bugler, an officer or staff non-commissioned officer (SNCO) in charge of equal or higher grade than the deceased, and a chaplain.

(b) Eligible personnel are defined as active duty, reserve, retired, or honorably separated veterans of any branch of service.

(c) 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.

(d) 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.

## (2) Color Guard

(a) To request a Color Guard, Ceremonial Platoon is contacted by phone or email. A request form will be sent to the requesting unit/individual. Upon receipt of the request, the Color Sergeant will seek approval from MCBQ G-3, pending any conflicting events or legalities.

(b) Eligible personnel include all Department of Defense (DOD) agencies.

(c) The first priority of support is funerals for military personnel.

## c. Tasks

### (1) AC/S G-1

(a) Assign a SNCO with a secondary military occupational specialty (MOS) of 0911, drill instructor, to Operations Division for duty as the SNCOIC of the Ceremonial Platoon. This billet will be exempt from Officer Candidates School (OCS) summer augmentation. The SNCO assigned to this billet will serve a minimum of 18 months.

(b) Assign no less than nineteen enlisted Marines, Sergeants and below, to the Operations Division for duty with

the Ceremonial platoon. These Marines will be assigned for a period of not less than nine months.

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

(d) Be prepared to half-mast the MCBQ colors, as may be appropriate, for deaths of general officers or national officials.

(2) AC/S G-3

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

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

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

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

(e) Prepare Navy Marine Corps (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.

(f) Notify the Commandant of the Marine Corps (CMC) Casualty Assistance Branch when appropriate, to request assistance in cases where resources are not available to support a burial request.

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

(3) AC/S G-4

(a) Provide transportation as requested by the Director, Operations Division, for Funeral Details.

(b) Provide authorized blank ammunition to the staff non-commissioned officer-in-charge (SNCOIC), Ceremonial Platoon as requested.

(c) 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 MCBQ Ceremonial Platoon that have not previously been issued a blues allowance. Requisition uniform items not in stock utilizing a MILSTRIP priority 06. Marines not completing their assigned tour of duty must return all issued uniform items to supply.

(4) Chaplain

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

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

(5) CO, Headquarters and Service Battalion. Provide messing, billeting, training spaces, and administrative support to the Ceremonial Platoon. Platoon members will be attached to Operations Company.

(6) CO, Security Battalion

(a) 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.

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

d. Coordinating Instructions

(1) All members of the color guard will be Marines of outstanding 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 two inches.

(3) The uniform for burial/color guard details will be blue Dress "A" medals with ribbons, unless specified otherwise.

(4) The MCBQ Ceremonial Platoon will raise and lower colors at Lejeune Hall each working day. On weekends and holidays, Security Battalion Marines will perform the colors.

(5) HQMC Casualty Assistance Branch

(a) If support is not available, or funeral is outside the local area, take action as described in the concept of operations.

(b) After hours, call HQMC Command Center.

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

(a) Navy, Commander Naval Military Personnel Services.

(b) Air Force, Chief of Services.

(c) Coast Guard, Chief of Personnel Services.

(d) Army, Old Guard.

4. Administration and Logistics. None.

5. Command and Signal

a. The Ceremonial Platoon, G-3 Division can be contacted at (703) 784-2814.

b. The CMC Casualty Assistance Branch can be contacted at (703) 432-9512 or (DSN) 278-9512.

c. The HQMC Command Center can be contacted at (703) 784-9524 or (DSN) 278-9524.

d. Navy, Commander Naval Military Personnel Services can be contacted at (202) 674-2095 or (DSN) 224-2095.

e. Air Force, Chief of Services can be contacted at (202) 767-5338/3489 or (DSN) 297-5338/3489.

f. Coast Guard, Chief of Personnel Services can be contacted at (202) 267-0915 or (DSN) 267-2100.

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g. Army, Old Guard can be contacted at (202) 696-3003/4/5  
or (DSN) 226-3003/4/5.

/s/

D. J. CHOIKE

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