



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5043

MCBO 5360.2
B 053
26 Jun 13

MARINE CORPS BASE ORDER 5360.2

From: Commander
To: Distribution list

Subj: DISPERSION OF CREMAINS

Ref: (a) DODINST 1300.15
(b) OPNAV 5360.1
(c) Code of Virginia, Title 32.1
(d) Federal Benefits for Veterans, Dependents & Survivors Handbook, 2012 edition, Chapter 7

Encl: (1) Cremains Dispersal Request Form
(2) Cremains Site Placard

1. Situation. References (a) and (b), provide policy on the provision of military funeral honors to eligible beneficiaries. There is no higher headquarters policy on funeral procedures pertaining to the dispersion of cremains.

2. Cancellation. MCBO 5360.1 w/Ch1

3. Mission. To establish procedures for processing requests to disperse the ashes of cremated individuals (cremains) on Marine Corps Base Quantico (MCBQ).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commander, MCBQ is the approval authority for requests to disperse cremains on the Base. Authority to review and approve such requests is hereby delegated to the Command Chaplain, and in the absence of the Command Chaplain, to the Deputy Command Chaplain.

(2) Concept of Operations. The dates and times for dispersion of cremains and associated ceremonies may be limited by the Command Chaplain to designated dates and times.

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Requests may be denied if it is determined that certain cremains pose a health or safety risk.

b. Subordinates Elements Missions.

(1) Command Chaplain will:

(a) provide a Cremains Dispersal Request Form (enclosure (1)) to any person who indicates interest in dispersing cremains on Base property,

(b) provide Command religious support to the family of the deceased in accordance with references (a) and (b) and

(c) make all determinations regarding the eligibility of the deceased to have their cremains dispersed on the Base.

(2) Applicants will provide the Office of the Command Chaplain with Proof of honorable discharge from the Armed Forces of the deceased or the family member sponsor of the deceased and a death certificate.

(3) Office of Counsel will:

(a) review this Order on a periodic basis to ensure compliance with the appropriate local and Federal environmental, land use, health laws and regulations and

(b) will review all cremains requests for compliance with appropriate local and Federal environmental, land use, and health laws and regulations in accordance with reference (c).

(4) Director, G-5 Installation and Environment Division will:

(a) place the designated placard (enclosure 2), indicating the location of human cremains, at the southeast area in the Harrison Cemetery,

(b) coordinate with the National Museum of the Marine Corps for the placement of a designated placard (enclosure (2)) at the area southwest of the Semper Fidelis Chapel at the National Museum of the Marine Corps.

(Note: These two areas, designated as cremains dispersion sites, meet the required criteria of being easily accessible,

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not in designated future construction or development projects, not in close proximity to any waterway or drinking water source, and easily recorded so that future generations may locate the site.)

(c) maintain records of those cremains which are dispersed, including the death certificates of individuals, and

(d) ensure that no unauthorized markers or other memorial items are placed at the dispersion sites.

(5) Director, National Museum of the Marine Corps will coordinate with Director, G-5, Installation and Environment Division for the posting of a placard (enclosure (2)) in the designated area near Semper Fidelis Chapel.

c. Coordinating Instructions. Any active-duty United States service member or veteran who is eligible for internment (ground burial), and their dependent(s), as determined by Veteran's Administration policy (reference (d)) or other persons authorized by the Commander, MCBQ may have their cremains dispersed in a designated marked area within the limits of MCBQ.

5. Administration and Logistics. The Command Chaplain's Office will process the request for dispersion of cremains and route the package through the Office of Counsel. Copies of the approved request will be sent to the G-5 Installation and Environment Division. Notification will be made to the requestor on the final decision. If a chaplain is requested the Command Chaplain's office will poll the chaplain's to see if a chaplain is available to officiate the ceremony.

6. Command and Signal

a. Command. This Order is applicable to those who meet the eligibility requirements.

b. Signal. This Order is effective the date it is signed.

/s/

DAVID W. MAXWELL

DISTRIBUTION A:

**REQUEST TO DISPERSE CREMAINS
ABOARD MARINE CORPS BASE QUANTICO**

1) Name of Person making the request: _____

Phone Numbers: _____

E-mails: _____

Relation to the Deceased: _____

2) Name of the Deceased: _____

If the Deceased was ever a member of the Armed Services, provide the following information:

Retired _____ Active Duty _____ Reserve _____ Veteran _____ Rank _____

USMC _____ USN _____ USA _____ USAF _____ USCG _____

If the Deceased was a spouse or dependent child of a sponsoring veteran (as defined by the Federal Benefits for Veterans, Dependents and Survivors Handbook, 2010 edition, Chapter 7), state the relationship. _____

3) A Chaplain may be available to officiate at a dispersal ceremony. Civilian clergy are also welcome.

Is a chaplain requested for a dispersal ceremony? Yes _____ No _____

Desired date of dispersal ceremony: _____ Time: _____

4) Location: Adjacent to Marine Museum Chapel _____ (Please call 703-649-2350 to make a reservation)

Harrison Cemetery on MCBQ _____ (Please call 703-784-2131)

FOR OFFICE USE ONLY

a) Date and time of receipt of this request: _____

b) Is a Copy of the Death Certificate attached? Yes _____ No _____

c) Is a Copy of the Proof of honorable discharge from the Armed forces attached? Yes _____ No _____

d) Does the former service member (deceased or sponsor) meet all applicable criteria? Yes _____ No _____

e) Reviewed by the Office of Counsel: Date: _____ by: _____

f) Approved by the Command Chaplain: Date: _____ by: _____

g) Chaplain assigned to dispersal ceremony: _____

h) Date Point of Contact notified of approval: _____

CREMAINS SITE PLACARD

Human Cremains Memorial Site

Please be respectful of this area which serves as the final resting place for Marines and others who have requested that their ashes be dispersed here.

We honor their memory, service, and support of our country.

Semper Fidelis