



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBQO 5060.2D w/Ch2
B 013

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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 5060.2D w/Ch2

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

To: Distribution List

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

Ref: (a) DoDI 1300.18, "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

Encl: (1) System and Non-System Ceremonial Platoon Support Items

1. Situation. As tasked by Headquarters Marine Corps Funeral Honors Section (FHS), Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) conducts over 175 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 a myriad of 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.

2. Cancellation. MCINCR-MCBQO 5060.2D w/Ch1

3. Mission. To provide sourcing, maintenance, and organization guidance for MCINCR-MCBQ's Ceremonial Platoon in order to conduct Military Funeral Honors and Color Guard Details within the National Capital Region (NCR).

4. 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.

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b. Concept of Operations

(1) Ceremonial Platoon will be staffed with a minimum of 19 Marines (17 Sergeant and below, one Color Sergeant and one Staff Non-Commissioned Officer) sourced from the 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 50 miles north and west of MCINCR-MCBQ unless another Marine Corps unit is closer in proximity. Ceremonial Platoon's southern boundary for MFH is MCBQ.

(4) Ceremonial Platoon maintains and provides a Color Guard to represent the Commander, MCINCR-MCBQ within the following boundaries:

- (a) North (Springfield, VA),
- (b) South (Fredericksburg, VA),
- (c) East (Potomac River),
- (d) West (Manassas, VA),

(e) Otherwise as directed or when feasible if the MCBQ band is performing beyond these boundaries.

(5) Ceremonial Platoon executes morning and evening colors and ensures for the proper display of the POW/MIA flag 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 from 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 ceremonial materials, supplies and equipment in support MFH and Color Guard details. A detailed list and description of appropriate national stock number (NSN) items for procurement for Ceremonial Platoon are provided in enclosure (1).

(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.

5. 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.

(4) Funding authorization for Ceremonial Platoon support items will be allocated to the G-1 and the G3 as outlined in enclosure (1). For purposes of this order, the Adjutant office will adopt the protocol sub-function and be responsible for purchasing and maintaining certain items (flags, guidons, etc.) pertinent to the MCINCR-MCBQ Commander. Furthermore, the Comptroller will allocate funding as necessary to the G1 to support this function.

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.

6. 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.

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.



D. R. WRIGHT
Chief of Staff

DISTRIBUTION: A

National Stock Number (NSN) Ceremonial Platoon Support Items

COMMON DESCRIPTION	NSN DESCRIPTION	NSN	PURCHASING UNIT/# ON HAND*
NATIONAL FLAG (GUIDON MOUNTED)	FLAG, NATIONAL (1 CORD W/TASSEL)	8345006561451	ADJ/1, G3/1
GARRISON FLAG	FLAG, NATIONAL ENSIGN, GARRISON 20 x 38	8345006561440	ADJ/1, G3/1
POST FLAG	FLAG, NATIONAL ENSIGN, POST 10 x 19	8345006561438	ADJ/3
NATIONAL FLAG (IWO JIMA MONUMENT)	FLAG, NATIONAL ENSIGN, STORM	8345006561436	ADJ/2
BATTLE STANDARD	FLAG, ORGANIZATIONAL, TYPE III, CLASS I, BATTLE STANDARD	8354012815500	ADJ/2, G3/1
POW/MIA FLAG	FLAG, ORGANIZATIONAL, POW/MIA	8345014526283	ADJ/3
GUIDON (2 PIECE) (NATIONAL)	FLAGSTAFF, COLORS w/SPEARHEAD	8345002149123	G3
GUIDON (2 PIECE) (ORGANIZATIONAL)	FLAGSTAFF, GUIDON w/SPEARHEAD	8345002149125	G3
STREAMER ATTACHMENT (15 HOLE)	ATTACHMENT SET, STREAMER CHROME	8345000822328	G3
CORD & TASSEL (NATIONAL)	NATIONAL COLORS, CORD & TASSEL	8345001303124	G3
CORD & TASSEL (ORGANIZATIONAL)	SCARLET & GOLD, CORD & TASSEL	8345002987270	G3
GUIDEON TOP SPEAR	SPEARHEAD, GUIDON	8345003863780	G3
BUCKLE, CEREMONIAL	BUCKLE, MILITARY POLICE	8315015066798	G3
END STRAPS	BUCKLES AND CLIPS, END-STRAPS	8315015039483	G3
INSIGNIA, EGA	INSIGNIA, SERVICE CAP	8455015029317	G3
FLAG CASEMENT	CASE, FLAG	8345001788492	G3
NCO WAIST PLATE	BUCKLE, GOLD	8315015031720	G3
PLAIN WAIST PLATE	BUCKLE, GOLD	8315015032104	G3
BRASSARD	BRASSARD	8455002527325	G3
WHITE FLAGSTAFF SLING (LEATHER)	SLING, FLAGSTAFF WHITE, LEATHER	8345002911670	G3
WHITE FLAGSTAFF SLING (WEB)	SLING, FLAGSTAFF, WHITE, WEBBING	8345000597995	G3
GREEN FLAGSTAFF SLING (WEB)	SLING, FLAGSTAFF (GREEN)	8345002500919	G3
FLAG STAND	STAND, FLAGSTAFF	8345002622887	G3
PLASTIC INTERNMENT CASE	CASE, FLAG, PLASTIC, INTERNMENT	8345007823010	G3
FLAG CASE	CASE, FLAG 70" x 7"	8345001788492	G3
FLAG CASE	CASE, FLAG 54" X 7"	8345001788495	G3
GREEN DUTY BELT	BELT, INDIVIDUAL EQUIPMENT	8465000016488	G3

*Recommended number of items to be kept on hand; items must be deemed serviceable at all times and will be purchased or replaced at owning directorate's discretion.