



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

MCINCR-MCBQO 5060.2E

CO  
FEB 19 2025

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO ORDER 5060.2E

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

To: Distribution List

Subj: CEREMONIAL PLATOON

Ref: (a) DoDI 1300.18 w/Ch 2  
(b) MCO 3040.4  
(c) MCO 5060.20

Encl: (1) Structure Summary

1. Situation. Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) conducts over 175 Military Funeral Honors (MFH) annually at 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. 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.

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

4. Execution

a. Commanders Intent

(1) Purpose. The purpose of this order is to outline how the Ceremonial Platoon is organized, manned, equipped, trained, and employed to provide professional support to MFH and Color Guard details within the NCR.

(2) Method. The Assistant Chief of Staff (AC/S) G-3 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

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attention to detail and duty.

b. Concept of Operations

(1) Tasks

(a) MCINCR-MCBQ Sergeant Major

1. Coordinate with the AC/S G-1 in sourcing and assigning a Staff Non-Commissioned Officer (SNCO) for duty as the Ceremonial Platoon Staff Non-Commissioned Officer In Charge (SNCOIC). The SNCOIC will be assigned for a period of not less than 18 months.

2. Coordinate with the AC/S G-1 to source and assign a Sergeant to serve as the Installation 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.

3. Provide oversight and guidance to the Ceremonial Platoon SNCOIC and Color Sergeant as appropriate.

(b) AC/S G-1

1. Assign no less than 17 enlisted Marines to the Current Operations Branch, AC/S G-3 for duty with the Ceremonial Platoon.

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

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

4. When required, nominate a Marine of equal or higher grade of the deceased to act as the Commandant of the Marine Corps' representative.

(c) AC/S G-3

1. Maintain overall cognizance and oversight of the Ceremonial Platoon.

2. Provide resourcing for ceremonial materials, supplies and equipment in support of MFH and Color Guard details.

3. Provide an 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.

(d) AC/S G-4

1. Provide transportation as requested by the AC/S G-3 in support of the Ceremonial Platoon tasking.
2. Provide authorized blank ammunition to the SNCOIC, Ceremonial Platoon, as requested.

(e) Commanding Officer, Security Battalion

1. Provide messing, billeting, training spaces, and administrative support to the Ceremonial Platoon.
2. Issue a 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.
3. Assign Ceremonial Platoon Marines to the AC/S G-3 within Marine Online.

(f) 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 Funeral Honor Section (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.
7. Ensure the proper display of the Prisoner of War (POW) / Missing in Action (MIA) flag at Lejeune Hall.
8. Coordinate with G-3 in ensuring the MCINCR-MCBQ colors are half-masted and properly disseminate the half staffing notifications to the tenant commands aboard Quantico.
9. Manage the national ensign at the Iwo Jima Memorial at the intersection of Route 1 and Fuller Road.

(g) MCINCR-MCBO Color Sergeant

1. Serve as the representative of the Command 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 for all external agencies requesting support from the MCINCR-MCBQ Color Guard.

(h) Officer In Charge Marine Corps Base Quantico 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.

(i) Tenant Commanders. Provide their designated allocations of Marines and ensure their nominees comply with the requirements set forth in this directive.

4. Coordinating Instructions

a. The Ceremonial Platoon will be staffed with a minimum of (19) Marines as outlined in enclosure (1).

b. Ceremonial Platoon will conduct all tasked MFH that occur at the Quantico National Cemetery and within 50 miles north and west of MCINCR-MCBQ unless another Marine Corps unit is closer in proximity.

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

(1) North (Springfield, VA)

(2) South (Fredericksburg, VA)

(3) East (Potomac River)

(4) West (Manassas, VA)

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

4. Administration and Logistics

a. All Marines assigned to Ceremonial Platoon will be placed on Communicated Rations

(COMRATS) due to Ceremonial Platoon's mission requiring Marines to conduct MFH and Color Guard details at various hours throughout the day and evening.

b. 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.

c. Denial of a request for Color Guard support resides with the AC/S G-3.

d. Funding authorization for Ceremonial Platoon support items will be allocated to the G-3.

e. The G-3 is responsible for purchasing and maintaining certain items (flags, guidons, etc.).

5. Command and Signal

a. Command. This Order is applicable to all MCINCR-MCBQ subordinate commands and tenant commands, departments, and agencies located aboard Marine Corps Base Quantico.

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



J. A. COLEGATE

DISTRIBUTION: A

Structure Summary

IAP LNNR	FUNCTION	BILLET DESCRIPTION	RANK	BMOS	SUPPORTING COMMAND	DURATION
CEREMONIAL-0001	CEREMONIAL PLATOON	SNCOIC OF CEREMONIAL PLATOON	SSGT/GYSGT	8016	ROTATIONAL	18 MOS
CEREMONIAL-0002	CEREMONIAL PLATOON	INSTALLATION COLOR SERGEANT	SGT	8016	ROTATIONAL	12 MOS
CEREMONIAL-0003	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	TECOM	9 MOS
CEREMONIAL-0004	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	TECOM	9 MOS
CEREMONIAL-0005	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	TECOM	9 MOS
CEREMONIAL-0006	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	TECOM	9 MOS
CEREMONIAL-0007	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	TECOM	9 MOS
CEREMONIAL-0008	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	TECOM	9 MOS
CEREMONIAL-0009	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	M&RA/MCRC	9 MOS
CEREMONIAL-0010	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCIOC	9 MOS
CEREMONIAL-0011	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCIA	9 MOS
CEREMONIAL-0012	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCESG	9 MOS
CEREMONIAL-0013	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCESG	9 MOS
CEREMONIAL-0014	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCCOG	9 MOS
CEREMONIAL-0015	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCCOG	9 MOS
CEREMONIAL-0016	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	MCAF	9 MOS
CEREMONIAL-0017	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	SECBN	9 MOS
CEREMONIAL-0018	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	SECBN	9 MOS
CEREMONIAL-0019	CEREMONIAL PLATOON	BODY BEARER/FIRING PARTY	LCPL-SGT	8016	SECBN	9 MOS

Enclosure (1)