



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20312
ALBANY, GEORGIA 31704-0312

BO 5060.17C

OTD2002

JUL 14 2009

BASE ORDER 5060.17C

From: Commanding Officer

To: Distribution List

Subj: MILITARY FUNERAL HONORS

Ref: (a) MCO P5060.20, CH 25 (Drill and Ceremonial Manual)

(b) MCO P3040.4E (Airs Checklist)

Encl: (1) Military Funeral Honors Tasker

(2) Military Funeral Honors Assignment Letter

(3) Vehicle Request Form

1. Situation. The performance and procedures of the military funeral honors requires special knowledge and training. Therefore, all personnel involved in the MFH process must be familiar with the references and this Order.

2. Cancellation. BO 5060.17B.

3. Mission. The purpose of this Order is to provide all personnel with proper guidance and knowledge of military funeral honor procedures aboard Marine Corps Logistics Base (MCLB) Albany.

4. Execution

a. Commanders Intent. The MCLB MFH will provide military honors to all active duty, retirees, and former active/reserve duty fallen Marines.

b. Concept of Operations. The MCLB MFH is a sub-branch of the Headquarters, Marines Corps (HQMC) Casualty Branch. The MFH detail operates under the control and administration of the Military Operations and Training Branch.

c. Tasks

(1) Personnel will be assigned to the MFH detail in writing by the Commanding Officer.

(2) Duties and Responsibilities. All Marines who are assigned to the MFH detail will consider these duties additional to their primary duties. The Non-Commissioned Officer-In-Charge (NCOIC) of the detail will inform Marines assigned to the detail of all future commitments and tasks to be performed. All members are required to attend all weekly rehearsals at a time and location specified by the Staff Non-Commissioned Officer-In-Charge (SNCOIC). The detail NCOIC will provide all training required to carry out the duties of this detail. All Marines who go temporary assigned duty, on leave, or any other assignments that will prevent the Marine from being present to perform honors are required to notify the ceremonial honors NCOIC in advance.

(3) This Command shall furnish, when practicable and upon request, military honors for the funeral of any member of the Marine Corps or Marine Corps Reserve whether active, inactive or retired at the time of death. These honors will be provided when the required complement can be furnished without serious detriment to the functioning of this Command. This Command will also furnish military honors for the funeral of any former Marine whose last service was honorable, provided the personnel required to render such honors cannot be assembled by local veterans or patriotic organizations. Medal of Honor recipients will receive the same services as an active duty service member. Requests for color guard or military representation for memorial services will be honored when personnel and facilities permit.

(a) When it is impractical to furnish honors for a deceased active duty or retired Marine, every attempt to arrange for another military activity near the place of burial to furnish the required honors will be made. If such arrangements are not possible, this Command will advise next of kin the use of a local veteran or patriotic organization to render the honors and will offer assistance in securing their aid. If the interment or memorial service is closer in proximity to another Marine Corps activity, though military honors have been requested from MCLB Albany, this Command will request that the closest activity render said honors via the appropriate Marine Corps District Director. In the event appropriate arrangements cannot be made, instructions will be requested via telephonic message from the Commandant of the Marine Corps (MHP-10).

(b) When this Command is unable to comply with a request for military honors which is felt to deserve special consideration, or when circumstances of death are so grossly discreditable as to make it inappropriate to render military

honors, the Commandant of the Marine Corps (MHP-10) will be advised via telephonic message, and given a full report of the circumstances together with recommended action.

(4) Command Duty Officer (CDO). Upon receipt of a request for MFH from a funeral home director, HQMC Casualty Branch will forward the request to MCLB. Points of contact for the MFH detail are identified in enclosure (1). During weekends and holidays, the CDO may receive requests for support directly from funeral directors or next of kin. He/she will provide callers with information to contact the HQMC Casualty Branch for guidance in requesting military honors. The CDO is not authorized to, and shall not, commit a detail to participate in military honors.

d. Coordinating Instructions

(1) MCLB MFH office

(a) Location. The MCLB MFH office is located in Building 3500 in the Military Operations and Training Branch, and provides the following services:

1. Folding the American Ensign
2. Presenting the American Ensign
3. Taps
4. Pall Bearers
5. Rifle Squad

(b) The hours of operation for the MCLB MFH office are:

Monday through Friday

0730 - 1130/1300 - 1630

Saturday, Sunday, and Holidays

Available as needed

(2) The points of contact, during normal working hours, for the MFH detail are as follows:

Billet Telephone Number

Ceremonial Honors NCOIC	639-5130
HQBN Operations Chief	639-7489
HQBN Operations Officer	639-6391

5. Administration and Logistics

a. Administration

(1) The Military Operations and Training Branch personnel will coordinate with funeral home directors and families of fallen Marines/service members to ensure that requests, if resources permit, are supported.

(2) The Military Operations and Training Branch shall maintain records of all funeral tasks, personnel assigned to the MFH, and track all personnel who performed honors.

b. Logistics. The Military Operations and Training Branch personnel will coordinate with Garrison Motor Equipment to acquire a government vehicle for supporting the funeral detail.

6. Command and Signal

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

b. Command. This Order is applicable to MCLB and its tenant commands.



TERRY V. WILLIAMS

Distribution: A

MILITARY FUNERAL HONORS TASKER

Headquarters, U.S. Marine Corps
Casualty Branch (MRPC)

HQMC POC: Sgt Parsons
Phone: (703) 432-9524
Fax: (703) 432-9248
Toll Free: (866) 826-3628
Email: funeral.honors@usmc.mil



Contact Funeral Director upon receipt.

Deceased Marine's Information

Name:

SSN:

Rank:

Component:

Date of Birth:

Date of Death:

Place of Death:

Honorable Service Verified By:

Funeral Director/Interment Information

Funeral Home:

POC:

City and State:

Phone:

Date and Time of Burial:

Date Request:

Cemetery:

City and State:

Type of Service:

Next of Kin Information

Name:

Relationship:

Phone:

Address:

City, State and Zip:

Unit Assigned to Perform Honors

Unit: MCLB Albany, GA

Phone: 229-639-5130

POC:

Fax: 229-639-5098

Sgt Wilkinson, Wesley C. (5130)

Duty: 229-639-5202/5203

Sgt Mullings, Romaine H. (5757)

Duty: 229-639-5206

CDO After 1600

Sgt Blandin, Philip J. (5131)

Other: 910-478-5244

MSgt Ruff's Cell

MSgt Ruff, Jimel (7489)

910-467-6916

Sgt Wilkinson's Cell

Capt Johnston C.R. (6931)

Date Tasked:



MILITARY FUNERAL HONORS ASSIGNMENT LETTER
UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20312
ALBANY, GA 31704-0312

5060
OTD2002

From: Commanding Officer
To: Rank FN MI LN XXX XX XXXX/XXXX USMC
Subj: ASSIGNMENT TO MILITARY FUNERAL HONORS DETAIL
Ref: (a) BO 5060.17C

1. In accordance with the reference, you are hereby appointed as a member of the Marine Corps Logistics Base, (MCLB) Albany Military Honors detail.
2. Your responsibilities are ceremonial in nature, thus they will be considered as additional to your primary duties. The Staff Non-Commissioned Officer in Charge (SNCOIC) of the MFH detail will inform you of all commitments and tasks to be performed.
3. All members will be required to attend all weekly rehearsals at a time and location determined by the SNCOIC. The detail SNCOIC will provide all training required to perform your duties.
4. Members of the MCLB MFH detail are not exempt from standing duty or performing additional duties as assigned.
5. This appointment letter remains in effect for three years or until you detach from this Command, whichever occurs first.

TERRY V. WILLIAMS

Enclosure (2)

VEHICLE REQUEST FORM

UNITED STATES MARINE CORPS
Marine Corps Logistics Base
Headquarters Battalion
Albany, Georgia

11240

Date: yyyy/mm/dd

From: Base Military Funeral Honors
To: Director, Installation and Environment Division
Subj: REQUEST FOR GOVERNMENT-OWNED VEHICLE/TRANSPORTATION
Ref: (a) BO P11240.16B, Paragraph 2009

1. In accordance with the reference, the following is provided:

- a. Type of vehicle requested: _____
- b. Date and time vehicle is to be picked up: _____
- c. Number of personnel to be transported: _____
- d. Location vehicle will report to prior to departing MCLB: _____

e. Destination of vehicle: _____

TYPE IN COUNTY, CITY, STATE AND ZIP CODE

f. Estimated date and time vehicle will return: _____

g. Requestor's full name: _____

Rank: _____

Organization: _____

Phone Number: _____

h. Purpose for request: _____

i. Additional comments, if any: _____

j. Name of person driving vehicle: _____

2. Please email this Transportation Request to GME Dispatcher at clay.jens@usmc.mil, daryl.rogers@usmc.mil

3. If you have any further questions, please contact Clay Jens or Daryl Rogers @ 639-5665/5639

Enclosure (3)