



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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JUN 11 2012

COMBAT CENTER BULLETIN 3040

From: Commanding General
To: Distribution List

Subj: MILITARY FUNERAL HONORS OPERATING PROCEDURES

Ref: (a) MCO 3040.4
(b) Letter of Agreement between Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) and Company D, 4th Tank Battalion Inspector Instructor Detachment

Encl: (1) PCR Reporting Instructions for USMC Retirees

1. Situation. The references provide policy and guidance with regard to military funeral honors (MFHs) and the administrative requirement associated with the management of the Marine Corps Casualty Assistance Program. In order to comply with the references, funeral tasking commands are required to provide personnel support and personnel casualty reports (PCRs) when MFHs are requested.

2. Mission. To publish policy and procedures that will assign and delineate duties of key players supporting MFHs.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure MFHs personnel provide expeditious and professional military honors for the deceased and family members with compassion, dignity, and honor, while simultaneously assuring the submission of PCRs for deceased retired personnel.

(2) Concept of Operations. This Order will be used in conjunction with the references in order to ensure compliance with policies and procedures established by higher headquarters.

b. Subordinate Element Missions

(1) Assistant Chief of Staff G-1, Adjutant

(a) When a Headquarters U. S. Marine Corps (HQMC) funeral tasker request is received, the Adjutant's office will verify receipt by responding to HQMC via phone or email.

(b) Identify the tasking unit per reference (b) and contact the respective unit of said tasker.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(c) Command Duty Officer (CDO)

1. If a MFHs request is received after working hours or on the weekend, notify the Headquarters Battalion (HqBn) Officer of the Day by phone.

2. Note the phone call in the duty logbook.

3. Verify receipt to HQMC via phone or email and cc the G-1 Adjutant.

(2) Commanding Officer, Headquarters Battalion

(a) Designate in writing a MFHs Sergeant.

(b) Assign personnel for a full MFHs detail to support requests from higher headquarters.

(c) If the deceased is an officer, provide an officer of the same rank, or one up one down to present the flag.

(d) If the deceased is enlisted, ensure that an enlisted Marine of the same rank or one up one down is assigned to present the flag.

(e) If the deceased is a retired Marine, complete a PCR in accordance with Table 3-1 of reference (a) and enclosure (1).

(f) Maintain PCRs for six years in accordance with the requirements of the Freedom of Information Act, 5 U.S.C. 552a.

(g) Ensure the HqBn Officer of the Day binder has instructions regarding notification procedures when the Command Duty Officer relays the MFHs request.

(3) Company D, 4th Tank Battalion Inspector Instructor Detachment

(a) Request the above tasking requirements be incorporated within the 4th Tank Battalion internal procedures.

(b) When a MFH is received for a retired Marine, complete the PCR per the instructions in enclosure (1).

(4) Military Funeral Honors Sergeant

(a) Conduct all MFHs professionally, compassionately, and with dignity and honor.

(b) Complete the funeral tasking checklist and respond as instructed by the HQMC Funeral Honors tasker via email and cc the G-1 Adjutant.

c. Coordinating Instructions

(1) Reference (b) is a letter of agreement between MAGTF/TC, MCAGCC and 4th Tank Battalion Inspector & Instructor stating that all "full honors" support will be handled by MAGTF/TC, MCAGCC and support less than "full honors" will be handled by 4th Tank Battalion Inspector & Instructor staff.

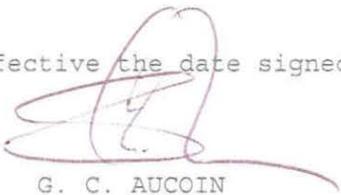
(2) PCR reporting instructions for Marine Corps retirees are described in enclosure (1).

4. Administration and Logistics. Distribution statement A bulletins issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

a. Command. This Bulletin is applicable to active duty and reserve personnel aboard the Combat Center.

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



G. C. AUCOIN
Chief of Staff

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PCR Reporting Instructions for USMC Retirees

1. Direct caller to M&RA Website at www.manpower.usmc.mil.
2. Under "Top Requests," click link to Casualty Assistance.
3. Click on link for Defense Casualty Information Processing System (DCIPS) Fwd. 8.0 (Download to share file if available or external storage device so other Marines have access. Would also save to desktop.)
4. Once DCIPS is open, click on Options. Enable Content.
5. Click "Hasty Report".
 - a. Field Report #: At unit's discretion. Easiest way to keep track of PCR's.
 - b. Casualty Type: Nonhostile.
 - c. Casualty Status: Deceased.
 - d. Casualty Category: Illness (Natural Causes) of undetermined.
 - e. Personnel Type/Component: Regular.
 - f. Personnel Affiliation: Retired/Separated.
 - g. Personnel Category: Other.
 - h. SSN: Should be in e-mail from HQMC. DCIPS 8.0 automatically encrypts SSN.
 - i. Last/First: Of deceased.
 - j. Service: United States Marine Corps.
 - k. Rank: Rank at retirement.
 - l. Unit of Assignment: The PCR producing unit's "Unit Name."
 - m. Date and Time of Incident: Date of death. (time not required)
 - n. Circumstance: "Cause of death unknown. (Unit Name) was assigned on DD/MM/YYYY.
 - o. Remarks: Unit point of contact is _____ at phone # 123-456-7891.
 - p. Save then close.

Note: All sections highlighted in blue must be filled out or the file cannot be saved.

6. Click on "Casualty Main Listing".
7. Select retiree file you're needing to submit.
8. Click "E-Mail" (Outlook).
9. In e-mail "To" line search for: Casualty PCR USMC.