



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 3040.2B

1B

MAR 30 2016

COMBAT CENTER ORDER 3040.2B

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 (MAGTF/TC), 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 (MFH) 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 MFH are requested.

2. Cancellation. CCO 3040.2A.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure MFH 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.

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(c) Command Duty Officer (CDO)

1. If a MFH 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 Courtesy Copy (cc) the G-1 Adjutant.

(2) Commanding Officer, HqBn

(a) Designate, in writing, a MFH Sergeant.

(b) Assign personnel for a full MFH 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 CDO relays the MFH request.

(3) Inspector-Instructor, Company D, 4th Tank Battalion (I&I, Co D, 4th TkBn)

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

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

(4) MFH Sergeant

(a) Conduct all MFH 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 MAGTFTC, MCAGCC and I&I, Co D, 4th TkBn stating that all "full honors" support will be handled by MAGTFTC, MCAGCC, and support for less than "full honors" will be handled by I&I, Co D 4th TkBn staff.

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(2) PCR reporting instructions for Marine Corps retirees are described in enclosure (1) and will be completed by the respective unit conducting the MFH.

(3) MFH Requests with Unusual Circumstances. Contact the Adjutant's Office at (760) 830-8689 or (760) 830-8692 for guidance.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

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

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


J. F. HARP
Chief of Staff

Distribution: A

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.