



**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 3040.2E

G-1 A

**JAN 08 2024**

COMBAT CENTER ORDER 3040.2E

From: Commanding General  
To: Distribution List

Subj: MILITARY FUNERAL HONORS

Ref: (a) MCO 3040.4

1. Situation. The reference provides policy and guidance for 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 reference, funeral tasking commands are required to provide personnel support and personnel casualty reports (PCRs) when MFH are requested and necessary.

2. Cancellation. CCO 3040.2D.

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 military personnel.

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

b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S) G-1/8/Human Resource Office (HRO), Resource Management Directorate (RMD)

(a) The Marine Air Ground Task Force Training Command (MAGTFTC)/ Marine Air Ground Combat Center (MCAGCC) Adjutant is the designated Casualty Assistance Command Representative (CACR) and is responsible for ensuring MAGTFTC/MCAGCC is in compliance with the reference.

(b) The Adjutant Office will ensure effective coordination is established between all involved parties to include Headquarters United States Marine Corps (HQMC), G-1, Command Duty Officer (CDO), and Headquarters Battalion (HqBn) in order to execute MFH as required per this Order.

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(2) CDO

(a) If a MFH request is received, notify the HqBn Officer of the Day (OOD) and the G-1 Adjutant Office.

(b) Record the notification in the duty logbook.

(3) Commanding Officer, HqBn

(a) Appoint, in writing, a MFH Coordinator. The MFH Coordinator will be a Staff Sergeant or above.

1. The MFH Coordinator will coordinate with MAGTF/TC/MCAGCC directorates to maintain an active roster of assigned MFH personnel.

2. The MFH Coordinator will ensure compliance with the reference and train all MFH personnel to conduct all MFH professionally, compassionately, and with dignity and honor.

(b) Ensure the HqBn OOD binder has instructions regarding notification procedures when HQMC, Adjutant's office, or the CDO relays the MFH request and/or PCR.

(c) Process all PCRs as required per the reference.

(4) AC/S G-1/8/HRO, RMD; AC/S G-3/5/7, Marine Air Ground Task Force Directorate; AC/S G-4, Installation Support Directorate; AC/S G-6, Communication Directorate

(a) Liaison with the MFH Coordinator to provide support as required.

(b) Assign five Marines from your directorate to serve as MFH personnel. These MFH personnel will be comprised of ranks from Private through Sergeant.

(c) Direct your MFH Marines to report to the MFH Coordinator for training and remain at the ready to execute MFH as required.

(d) Be prepared to provide a flag presenter to execute MFH per the reference. This requirement would be the same rank or one rank above the deceased Marine's rank. If the deceased Marine is above the rank of Staff Sergeant, a directorate may be tasked to provide a staff noncommissioned officer or officer of appropriate rank to present the flag to the next of kin as required. The tasked directorate will most likely come from the same or similar military occupational specialty as the deceased Marine.

c. Coordinating Instructions

(1) Assigned MFH personnel will be ready to execute a full MFH detail to support requests from higher headquarters.

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

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

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

(a) PCRs will be maintained for six years in accordance with the requirements of the Freedom of Information Act, 5 U.S.C. 552a and the reference.

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

(3) MFH Requests with Unusual Circumstances. Contact the G-1 Adjutant's Office at (760) 830-8689 or (760) 830-8630 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 <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>.

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.

  
S. A. GEHRIS  
Chief of Staff

DISRIBUTION: A