

Chapter 13

Funerals and Memorial Services

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Chapter 13

Funerals and Memorial Services

1. General

a. When not contrary to orders and regulations, the extent to which the Naval service participates in a funeral depends upon the expressed wishes of the family of the deceased.

b. The composition and strength of the escort will be as prescribed in reference (i) or as modified by proper authority.

c. The military aspect of a funeral usually begins at one of the following places, home of the deceased, mortuary, railroad station, church or chapel, cemetery gates, or the grave. It may, however, begin at any designated place.

d. The ceremony starts when the escort first receives the remains. Before that, the body bearers may be detailed to conduct the remains wherever necessary.

e. In general, the escort receives the body at one of the following places:

(1) The designated place and conducts it to the place of services and then to the grave.

(2) The chapel before, and conducts it to the grave after the services.

(3) The cemetery gates and conducts it to the grave.

(4) The grave.

f. Each time the body bearers remove the remains:

(1) The escort is brought to present arms.

(2) The band renders prescribed honors, followed by appropriate music.

(3) The pallbearers salute.

(4) All observers in uniform, except the body bearers, salute.

(5) All civilian-dressed Naval personnel, except women, uncover and hold the headdress over the heart with the right hand. Women place the right hand over the heart without uncovering.

g. When the national colors is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national colors. The colors will be removed as the casket is being lowered into the grave, and in time so the colors will not touch the ground.

h. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.

i. Pallbearers may walk or ride, depending upon the distance to be covered.

j. The senior pallbearer will give necessary cautionary commands to the others in a low voice. All salute at the command "**Present, ARMS**" when given by the escort commander.

k. The personal flag of a deceased general or flag officer will be carried immediately in front of the hearse or caisson. If he was a unit commander or ship's captain, the command or commission pennant will also be carried.

l. If the entrance to the cemetery prevents the hearse or caisson from entering, the procession halts, the casket is removed, and the procession proceeds again.

m. When the deceased is entitled, the minute gun salute prescribed by reference (i) is fired. The first gun fires as the body enters the cemetery. Three volleys are fired at five-second intervals as the casket is lowered into the grave.

n. When the band is playing a hymn and it becomes necessary to stop, it continues until the next stanza ends.

o. Uniformed officers in an official capacity will wear a mourning band on the left sleeve. If armed with the sword, its hilt will be affixed with the mourning knot.

Note: No weapons to include swords will be worn or brought into the chapel.

p. Participation by fraternal or patriotic organizations is as follows:

(1) Fraternal or semi-military organizations of which the deceased was a member may participate in the service if desired by the immediate family.

(2) If the ritual is military or semi-military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and "*Taps*," these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.

q. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.

(1) For all phases of the funeral in which the cremated remains are carried by hand, one enlisted man will be detailed to carry the receptacle. Four enlisted men will be detailed as flag bearers. When the receptacle is carried from a conveyance into the chapel, from the chapel to the conveyance, or from the conveyance to the grave, the flag bearers will follow the receptacle with the flag folded as prescribed in enclosure 1, chapter 7, paragraph 3.f. and carried by the leading flag bearer on the right.

(2) When the receptacle has been placed on the stand before the chancel of the chapel, or when placed in the conveyance, the flag will be folded and placed inside it. If the caisson is equipped with a casket container for the receptacle, the open flag will be laid on the container as

prescribed for a casket.

(3) When a hearse or caisson is not used, suitable transportation will be provided the receptacle bearer and flag bearers.

(4) When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and "Taps" are omitted. If the funeral is held at the crematory and no further military honors are anticipated, the volleys will be fired (if local ordinances permit) and "Taps" sounded outside the crematory.

2. Duties of the Officer in Charge of the Ceremony

a. The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. The officer in charge will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of officer in charge of the ceremony in case no other officer is so designated.

b. As soon as the service in the church or chapel has begun, the officer in charge will:

(1) Make sure the hearse or caisson is ready to receive the casket at the front entrance.

(2) Ensure a conveyance for flowers is posted at the side or rear-entrance.

(3) Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order. (See figure 13-1.)

(4) Designate four of the body bearers to help carry the flowers out after the body has been placed in the conveyance. They should return through the side or rear door, at whichever the flower conveyance is parked. The remaining body bearers will secure the casket on the caisson or hearse. After the flowers have been moved, the four designated body bearers will take position in rear of the caisson or hearse.

c. When the body is transferred from the hearse to the caisson, the officer in charge will be in the vicinity. He will signal the escort commander when the transfer begins and when it is completed.

d. When the procession is in motion, the officer in charge will go to the grave and await the arrival of the funeral party. He will determine the positions for the band, escort, firing party (if separated from the escort), the bugler, and other units. Upon their arrival, he will direct these individuals and units to their proper positions at the grave.

e. After the units and individuals are in position at the grave, he will signal the body bearers to carry the remains from the conveyance and the band and escort to render the honors.

f. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave. When practicable, he will remain with her to render assistance until completion of the commitment.

g. After the commitment service, he will deliver the folded national colors, used on the casket, to the family of the deceased.

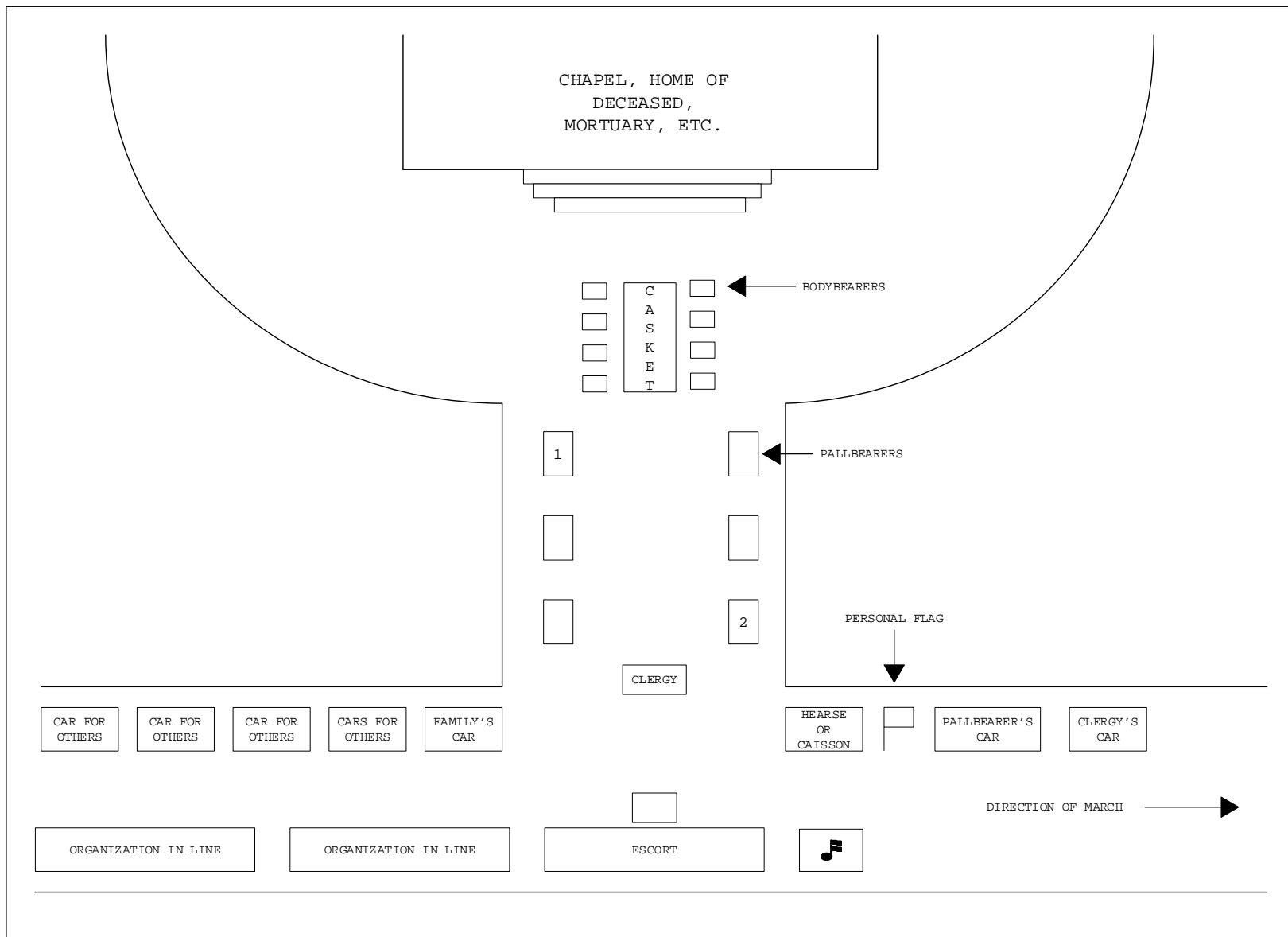


Figure 13-1.--Receiving the Remains from a Building.

h. When situations arise which are not covered in this Manual, the officer in charge will use his/her own judgment.

i. Final decisions pertaining to troop handling or movement will be made by the officer in charge. All orders to troops participating in a funeral party will be given through the officer in charge.

j. The officer in charge must cooperate with the funeral director engaged by the deceased's family. The officer in charge must not arbitrarily assume the duties the funeral director is being paid to perform.

k. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

3. Receiving the Remains

a. Whenever the remains are received, the following procedure will govern. (See figures 13-1, 13-2, and 13-3.)



Figure 13-2a.--Pallbearers Entering; Leaving the Chapel.

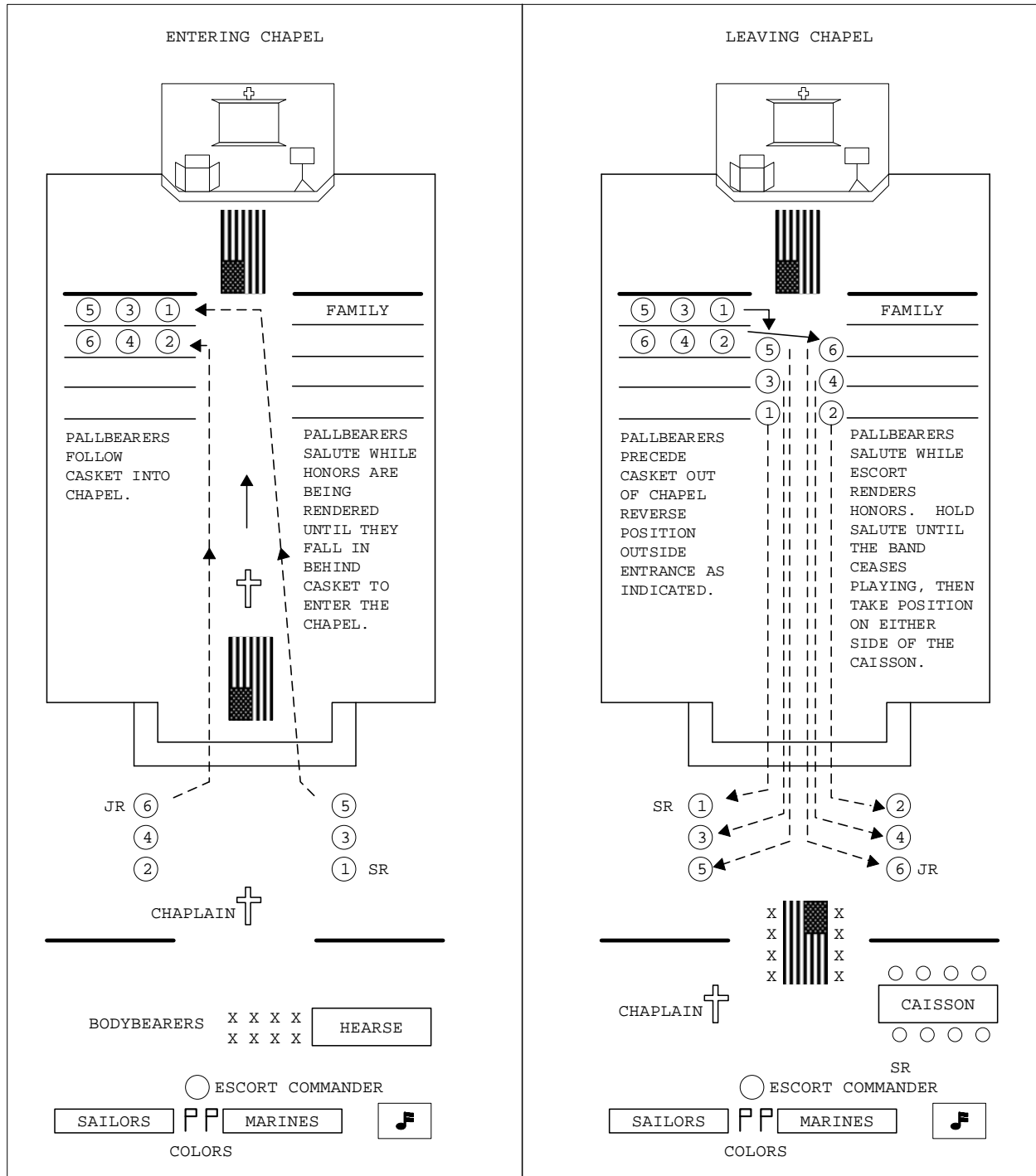


Figure 13-2b.--Entering Chapel; Leaving Chapel.

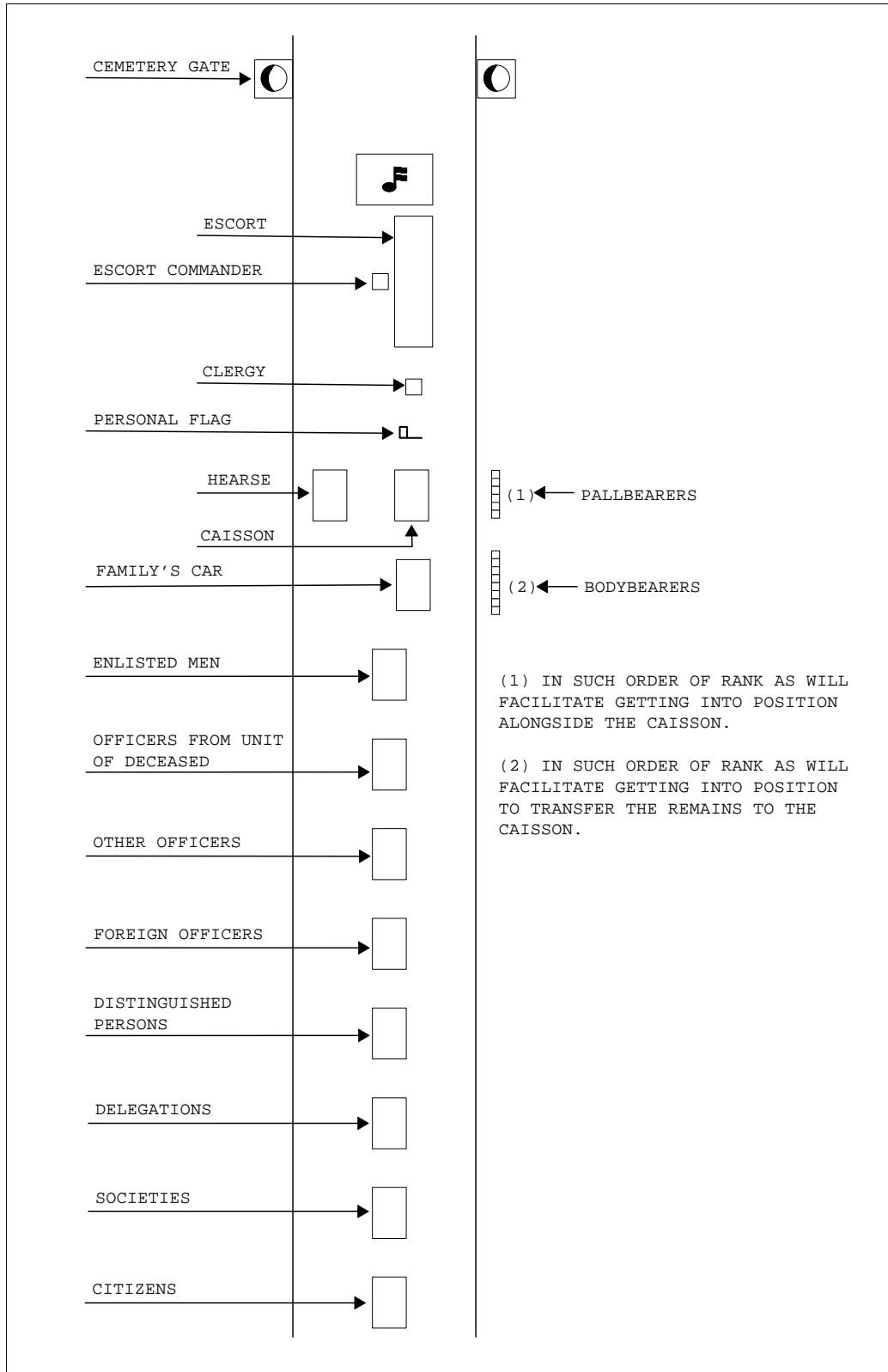


Figure 13-3.--Receiving Remains at Cemetery Gates (Transferring Remains from Hearse or Caisson).

b. The escort is formed opposite the place where the remains are to be received. As they arrive, or when all is ready to receive the remains, the commander of the escort commands "**Present, ARMS.**" After the remains have been received, the door to the hearse is closed, or the casket secured to the caisson, and the escort commander orders "**Order, ARMS.**"

c. The band is formed on the flank toward which the escort is to march. At the command of execution for present arms by the escort commander, the band will render musical honors if the deceased is entitled to such honors. Following this, they play appropriate music; stopping at the next stanza ending after order arms has been ordered.

d. The bearer of the personal flag of the deceased takes position and marches in front of the hearse or caisson.

e. Duties of the pallbearers are as follows:

(1) When the remains are received at the chapel before the service, form in two ranks facing inboard at the entrance with the juniors nearest the door. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse or caisson, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.

(2) When the remains are received from a building (see figure 13-1), assemble inside the building in column of twos, in reverse order of rank, junior to the left front, prepared to march out. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket in inverse order of rank, junior to the left front, the leading person of each column opposite the front wheels of the hearse or caisson.

(3) When the remains are received at the cemetery gates (see figure 13-3), they form in a single rank on the flank of the escort, opposite the hearse or caisson and in such order of rank that moving to position alongside the caisson is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse or caisson as described in paragraph 3.e.(2) of this chapter.

f. The body bearers, if not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, caisson, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

4. Procession

a. After the remains have been placed in the hearse or caisson and all is ready, the officer in charge of the ceremony signals the escort commander. The escort commander puts the band and escort in motion. Elements in rear follow.

b. The procession forms in the following order: (See figure 13-4.)

- (1) Escort commander.
- (2) Band or bugler.
- (3) Escort in suitable formation.
- (4) Clergy.
- (5) Pallbearers if riding.
- (6) Personal flag if rated.

(7) Casket. If pallbearers are not riding, they form on either side of the hearse or caisson as described in paragraph 3.e.(2) in this chapter. If the pallbearers ride, the body bearers take the place of the pallbearers.

- (8) Body bearers in column of twos behind the hearse or caisson.
- (9) Family of the deceased.
- (10) Enlisted men.
- (11) Officers from the ship or organization of the deceased, in inverse order of rank.
- (12) Other officers in inverse order of rank.
- (13) Foreign officers.
- (14) Distinguished persons.
- (15) Delegations.
- (16) Societies.
- (17) Citizens.

c. The procession marches in slow time to solemn music.

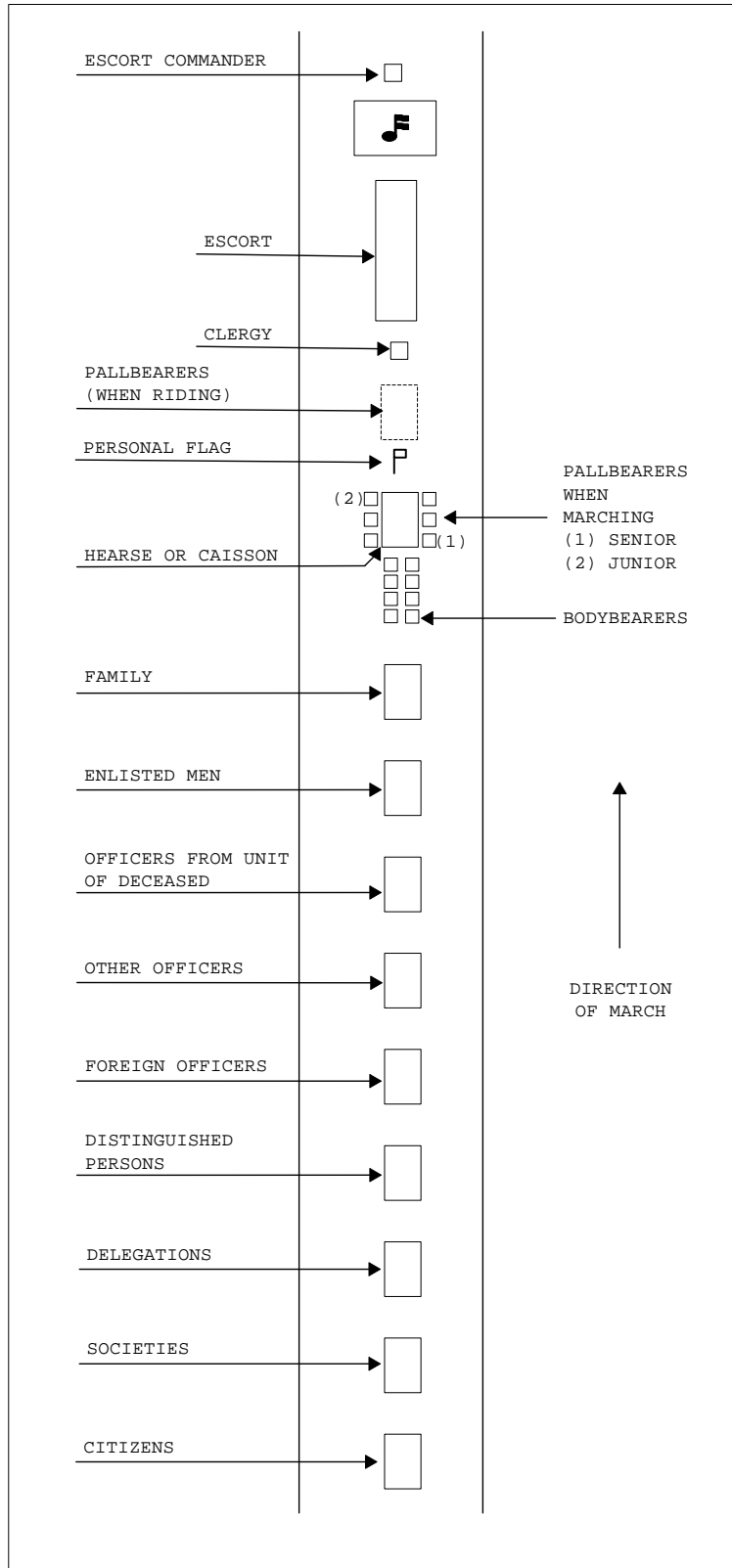


Figure 13-4.--Order of March of Funeral Procession.

5. At the Grave

a. As the procession arrives at the grave, units turn out of column and take the following positions: (See figure 13-5.)

(1) The band forms in line with and on the right of the escort.

(2) The escort forms in line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the volleys will not disturb the mourners. The terrain may dictate that the formation be inverted with the band on the left.

(3) The clergy forms between the hearse or caisson and the grave.

(4) The bearer of the personal flag of the deceased takes post between the clergy and the caisson or hearse.

(5) The pallbearers form in two ranks between the clergy and the grave. They face each other with the juniors nearest the grave. They allow room between their ranks to permit passage of the casket.

(6) The family of the deceased remains near the caisson or hearse.

(7) Other units form in separate lines near and facing the grave. Their positions are indicated by the officer in charge of the ceremony.

b. When all units are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the caisson or hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national colors by the corners and sides and hold it waist or shoulder high until the end of the service.

c. As the body bearers remove the casket from the caisson or hearse: (See figure 13-6.)

(1) The escort commander commands "**Present, ARMS.**" The band renders prescribed honors, if rated, after which they play appropriate music. The music stops when the casket is placed on the lowering device.

(2) The escort presents arms until the casket is placed on the lowering device.

(3) The clergy precedes the personal flag and the casket to the grave.

(4) The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. The flag bearer remains there during the service.

(5) The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.

(6) The family of the deceased follows the pallbearers and takes position provided for them.

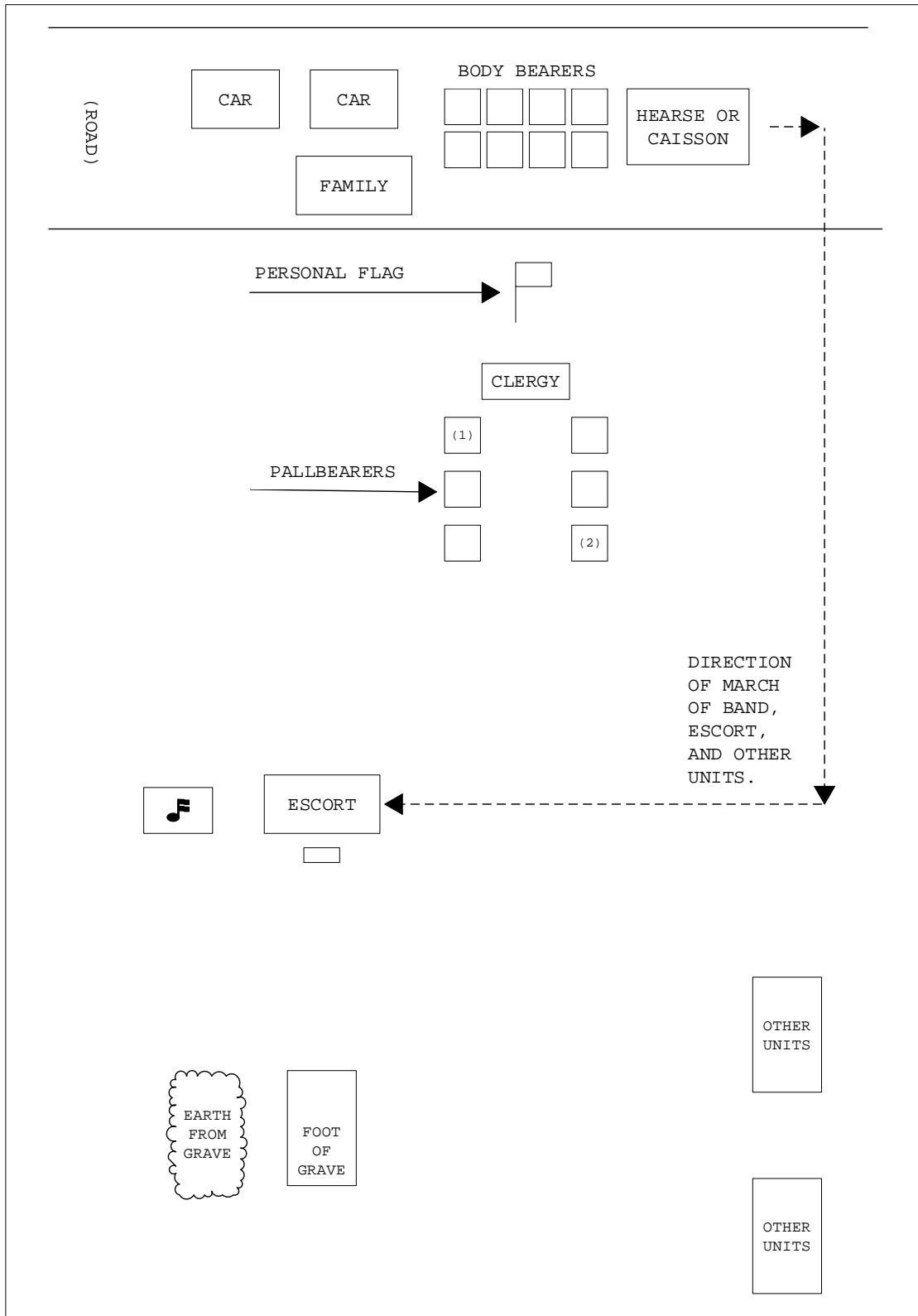


Figure 13-5.--Receiving the Remains at the Burial Ground.

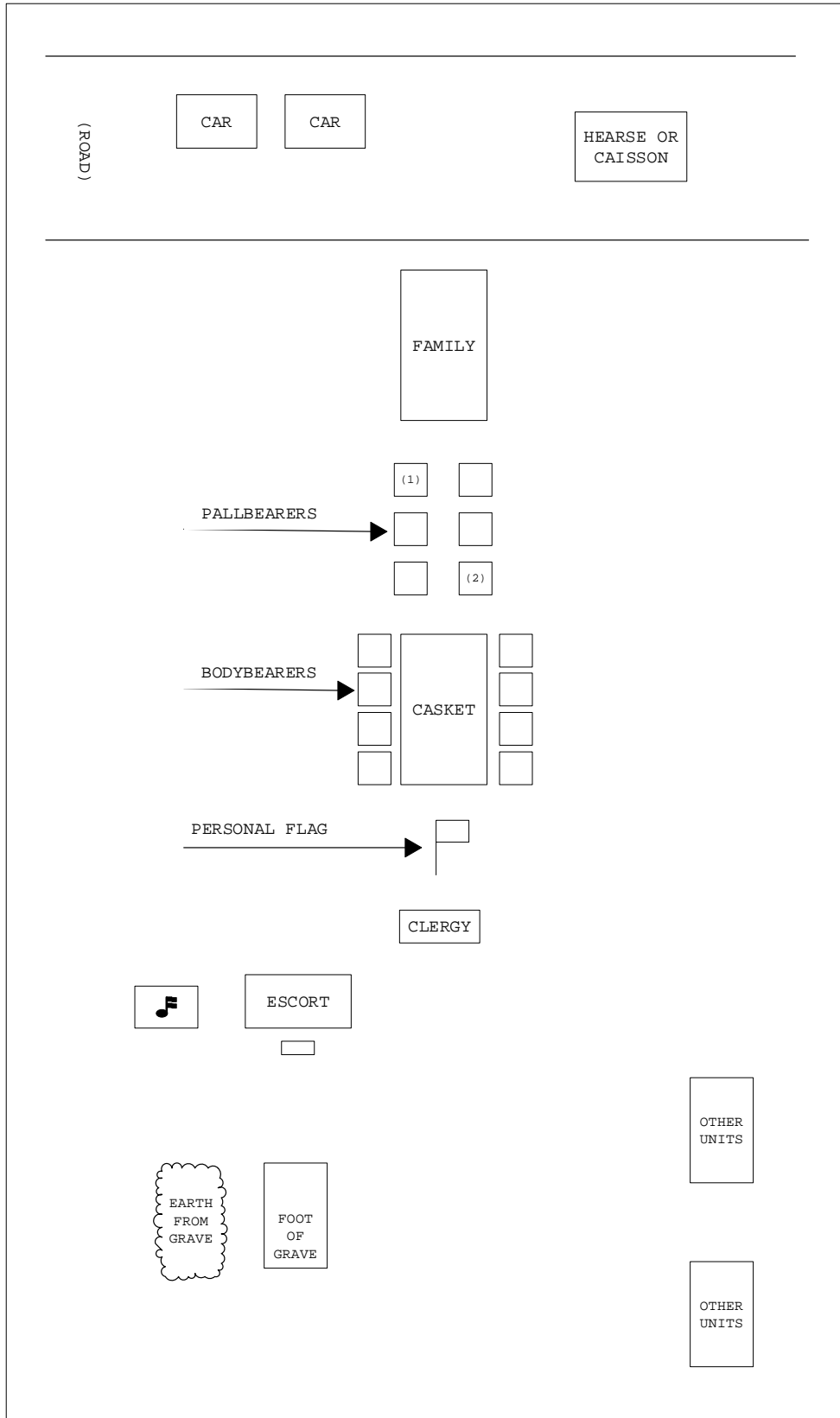


Figure 13-6.--March to the Grave.

d. When the casket is placed on the lowering device and the family has arrived, the following occurs: (See figure 13-7.)

(1) The escort commander orders **"Order, ARMS"** and **"Parade, REST."** Members of the escort execute parade rest.

(2) Pallbearers and other units execute parade rest on the escort commander's order.

(3) The body bearers remain in their positions, holding the national colors so it will not touch the ground when the casket is lowered.

(4) The clergy conducts the commitment service.

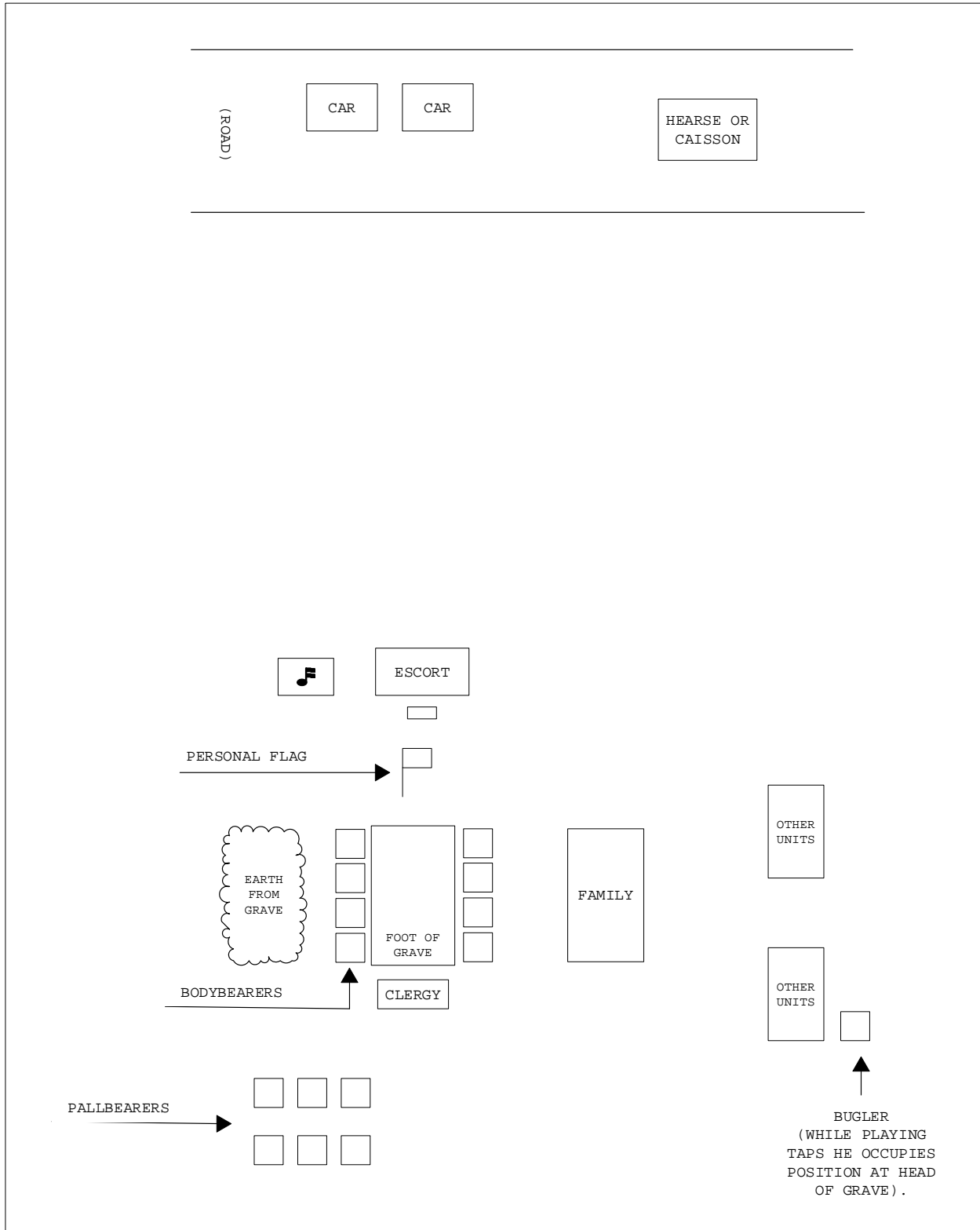


Figure 13-7.--A Distribution of Units at the Grave.

e. After the commitment service:

(1) The escort commander orders **"Escort, ATTENTION,"** the escort commander then commands **"Escort, Present, ARMS."** The noncommissioned officer in charge of the firing party then gives the command (see enclosure 2, chapter 14) for the firing of volleys. The firing party executes present arms after completion of the three volleys. When sufficient troops are not available for a separate firing party, the front squad of the escort will be designated as the firing party.

(2) The pallbearers come to attention on the command of the escort commander and salute on the Marine's command for present arms.

(3) Other units are brought to attention and present arms at the same time as the escorts.

(4) The clergy come to attention, and if in uniform, salute.

(5) The bandleader comes to attention and salutes.

(6) The bearer of the personal flag of the deceased comes to attention and salutes. If necessary, the Marine first steps aside to allow the bugler to take position for sounding "Taps."

(7) The bugler takes position at the head of the grave on the escort commander's order to present arms. (The officer in charge may direct that the bugler assume a position forward of and to the flank of the escort rather than directly at the head of the grave). The Marine salutes, and then sounds "Taps" immediately after the last volley and the firing party executes present arms. The bugler salutes again, faces about, and rejoins his/her unit.

f. After the last note of "Taps" has sounded:

(1) The escort commander brings the entire escort to order arms, and after the colors has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort and band to a suitable place for dismissal. The band does not play during the march from the grave. The firing party's weapons are unloaded and inspected. If the escort and band continue in formation after cemetery, they remove all mourning and muffling from any colors that may be present. The band then plays march music. Mourning and muffling includes the removal of mourning streamers and bunting from all colors, removal of mourning bands and mourning knots from personnel and swords, and the removal of muffling devices from band instruments.

(2) The pallbearers fall out and withdraw.

(3) The flag bearer folds the flag and rejoins his/her unit.

(4) The body bearers fold the national colors and give it to the officer in charge of the ceremony and march away.

(5) Other units march from the vicinity behind the escort.

6. Memorial Service Honors

a. Upon the request of the next of kin, memorial services will be held for Naval personnel whose remains have been declared non-recoverable.

b. An honor guard is assigned and shall consist of the personnel listed in figure 13-8.

MEMBERS	FULL HONORS (OFFICERS ONLY)	HONORS (ENLISTED, OFFICERS IF SO REQUESTED)
SQUAD LEADER	1	
SQUAD	12	
COLOR GUARD	4	4
BUGLER	1	1
OFFICER IN CHARGE (REPRESENTATIVE OF THE NAVAL DISTRICT COMMANDANT OR DISTRICT MARINE OFFICER)	1	1
CHAPLAIN (IF REQUESTED)	1	1
COLOR BEARER	<u>1</u>	<u>1</u>
TOTAL	21	8

Figure 13-8.--Honor Guard.

c. The ceremony is conducted as follows:

(1) The color bearer is present in the rear of the church or chapel before the arrival of the next of kin. At the exact time set for the service to begin (if next of kin has arrived), the color bearer carries the folded national colors down the center aisle to the altar. The Marine places it on the rostrum, where it remains throughout the ceremony, and retires to the wall on the left of the congregation. For the remainder of the service, the Marine stands at attention, facing inward, just in front of the first pew.

(2) The honor guard, with color guard on their left, forms outside the church or chapel exit that will be used by the next of kin as the individual leaves. They remain at ease outside the church or chapel during the service. When "Taps" is sounded, they come to attention.

(3) The bugler takes position in the vestibule or other room, separate from the congregation.

(4) If requested by the next of kin, the chaplain conducts the service. Otherwise, the family minister or priest presides.

(5) At the conclusion of the service, the bugler sounds "Taps." The chaplain presents the national colors to the next of kin. If a family minister has officiated or the rank of the deceased requires, this duty is performed by the officer in charge.

(6) While presenting the flag, or after the flag has been presented by the chaplain, the officer in charge pays respects and offers the condolences of the District Marine Officer. The chaplain speaks to the next of kin if he/she did not present the flag.

(7) The officer in charge escorts the next of kin from the church or chapel.

(8) The honor guard and color guard are called to attention by the squad leader (senior color bearer if squad is not present) upon the appearance of the next of kin. As the next of kin approaches to within six paces, the squad leader orders "**Present, ARMS.**" The position of present arms is retained until the squad leader is directed to give order arms by the officer in charge. This will be after the next of kin has departed the vicinity.

(9) All participating personnel are dismissed.

7. Conduct of Funerals when Military Personnel are Limited. When personnel are limited, military honors for funerals may be efficiently rendered by a detail of eight Marines and one bugler. The firing squad will stack-arms at the place from which volleys will be fired, which should be approximately 50 feet from the head of the grave. They then will return to the hearse and convey the body to the grave. After placing the casket over the grave, six members of the party will take position as the firing squad while the remaining two members remain at the grave and hold the flag over the casket during the service and rendition of military honors. The bugler should take position approximately 50 feet from the head of the grave until the volleys have been fired, at the conclusion of which the Marine shall sound "Taps." Then the two members holding the flag shall fold it. The flag will be handed either to the Marine in charge of the detail or to the military escort commander. The escort commander will present it to the next of kin in a dignified manner with a short statement such as "**On behalf of the President of the United States, the United States Marine Corps, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service.**"

8. Unit Outdoor Memorial Services when Remains are Interned at Deceased Home of Record

a. There may be times when conducting a memorial service in a chapel is not possible or desirable. Such as in a combat situation, where no chapel is available, or when the commander desires to have an all hands, out-of-doors, memorial service. An out-of-door memorial service normally consists of: final roll call; boots and rifle ceremony; eulogy; and firing detail. This type of memorial service is for those Marines killed in the line of duty (e.g., killed in action (KIA), while a sentry on post, training accident.)

b. Normally this type of memorial service is conducted at company, or units of a similar size, level. The formation is company line, platoon line. (See figure 13-9.)

c. The personnel support required, in addition to the company, is:

(1) A "boots and rifle" detail consisting of three Marines for each KIA (one carries a rifle with fixed bayonet, one carries a helmet,

one carries a pair of boots and set of identification tags) are positioned six paces in front of and centered on the company commander. (See figure 13-9.) The rifle bearer is in the center, the helmet bearer is on the right and the boots/dog tag bearer is on the left.

(2) Firing detail positioned on the left front of the company, but facing so as not to fire over the formation. (See figure 13-9.)

(3) Bugler. Positioned on the right front of the company. (See figure 13-9.)

(4) Chaplain. (If available) Positioned near the company commander.

d. The recommended sequence of events is as follows:

(1) H-15 Minutes. Company is formed as described in enclosure 1, chapter 10, the "boots and rifle" detail(s), firing detail, bugler and chaplain are in position and at parade rest. (See figure 13-9.)

(2) H-Hour. The company commander calls the company to attention, then faces about so as the company is to his/her rear. The chaplain then announces "**LET US PRAY,**" and leads the company in prayer. (If no chaplain is available the company executive officer or company gunnery sergeant reads the "Marine's Prayer.") After the prayer is finished the company commander faces the company and commands "**FIRST SERGEANT.**"

(3) The first sergeant moves to a position three paces in front of the company commander and halts. The company commander then directs the first sergeant to "**READ THE FINAL ROLL CALL.**" The first sergeant faces the company and reads the roll of the Marines being honored (e.g., "**LANCE CORPORAL JOSEPH S. MARINE, 2D SQUAD, 3RD PLATOON, INDIA COMPANY, 7TH MARINE REGIMENT. KILLED IN ACTION 25 MARCH 1968 WHILE IN ACTION AGAINST AN ENEMY FORCE IN QUANG NAM PROVINCE, REPUBLIC OF VIETNAM**"). (Similar information is read for each KIA.)

(4) As each Marine's name is read, the three Marines representing him execute the following movements:

(a) The rifle bearer takes one step forward, halts, rotates the rifle counter clockwise until the bayonet is facing down and the magazine well is towards the company, sticks the bayonet into the ground, then steps back.

(b) The helmet bearer then steps forward, places the helmet on the butt of the rifle and steps back.

(c) The boots/dog tag bearer then steps forward, hangs the dog tags from the pistol grip, places the boots in front of the rifle (toes towards company) and steps back. This process is repeated as each KIA's name is read.

(5) After the last KIA's name is read, the first sergeant returns to his/her post behind the company. The company commander then commands "**Parade, REST.**" The company commander then talks about each Marine, where they were from, how long they were with the company, etc. After each Marine has had a "eulogy," the company commander then commands "**Company, ATTENTION**" and "**Present, ARMS.**" The company and "boots and rifle" detail(s) execute.

The company commander then faces about and commands "HONOR THE DEAD." The company commander and guide then present arms.

(6) The noncommissioned officer in charge of the firing detail has the detail fire three volleys, and go to present arms as described in enclosure 2, chapter 14. The bugler then plays "Taps." After the last note of "Taps" the company commander and guide go to the order. The company commander then faces about and commands "Order, ARMS." All hands go to order arms.

(7) The company commander or first sergeant, as described in enclosure 1, chapter 10 then dismisses the company.

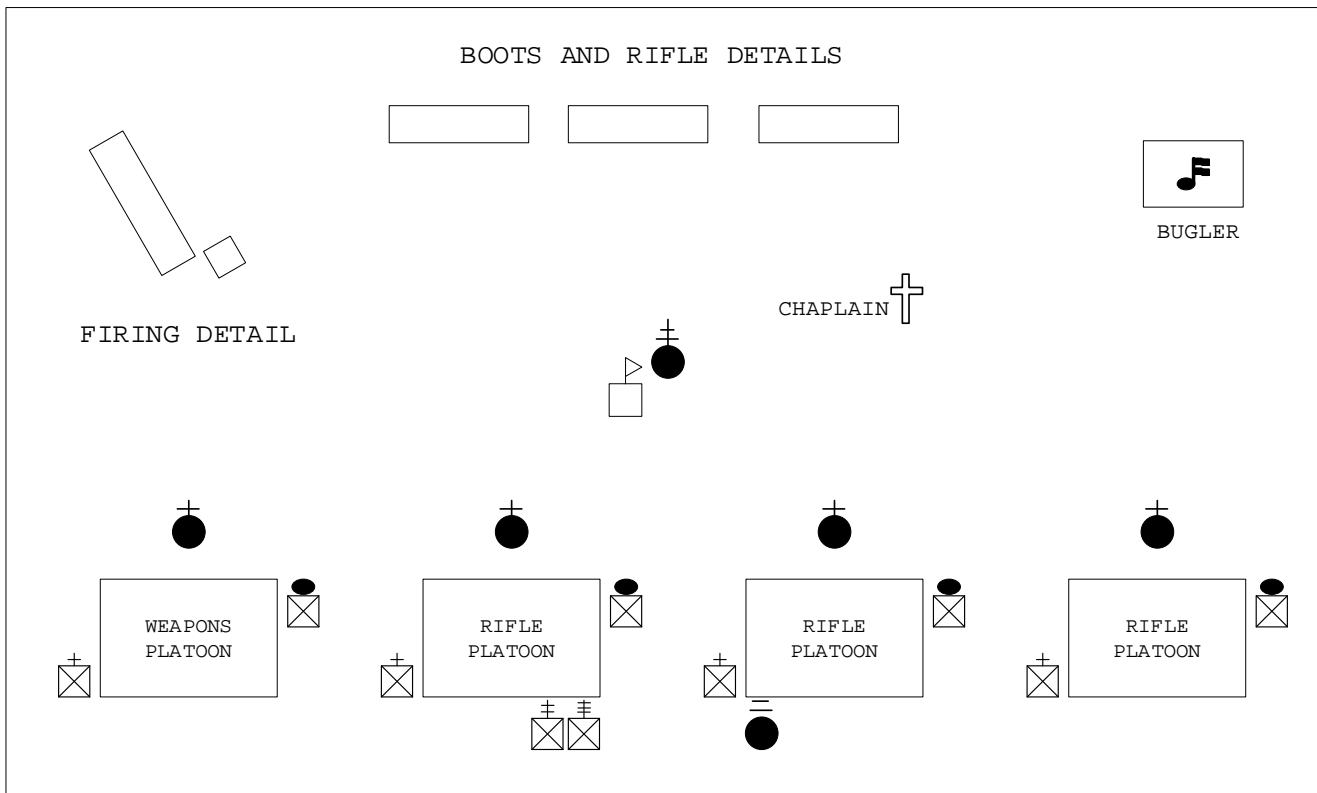


Figure 13-9.--Company Memorial Formation.

9. Unit Indoor Memorial Services when Remains are Interned at Deceased Home of Record

a. When conducting memorial services in a chapel, the key thing to remember is that the chaplain has the final authority. Close coordination with the chaplain and the family (if present) is required. Although each religion has variations in their services, the basic memorial service would follow a sequence of events something like the following:

- (1) Prelude. Musical selections.
- (2) Welcome. Usually by the chaplain or commander.

(3) Posting of the colors and "*National Anthem.*" (See enclosure 1, chapter 7, section 3, paragraph 8.) The color guard is uncovered and unarmed and the riflemen may be omitted.

(4) Invocation (posting of colors and invocation may be reversed).

(5) Bible readings, hymns, eulogies, etc. (Navy Hymn, Marine's Prayer, etc.).

(6) Call the Roll; after the eulogy, the unit commander will stand and command "**CALL THE ROLL.**" The first sergeant (or platoon sergeant, etc.) will stand and begin calling the roll of members of the deceased's unit who are in attendance. They will answer "**Present.**" This will be done three times. The fourth name to be called will be the deceased. The first sergeant will repeat the name three times, each time increasing the volume. After the third time, the bugler will play "*Taps.*"

Note: If the deceased's family desires not to have "Call the Roll" then this will be omitted and only "*Taps*" played.

(7) "*Taps.*"

(8) Benediction and retiring of the colors (may be in any order).

b. If a firing detail is used during an indoor memorial service, the detail fires three volleys just before "*Taps.*" The detail is outside the chapel, and fires in a direction away from the chapel.