



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:

3040

CMD

MAY 06 2008

FORCE POLICY LETTER 02-08

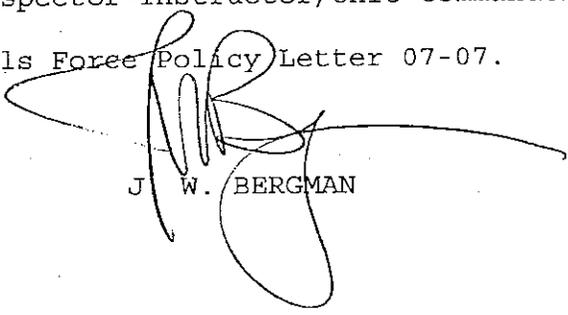
From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MILITARY FUNERAL HONORS

Ref: (a) MCO P3040.4E

Encl: (1) Funeral Honors Checklist
(2) Missed Funeral Honors Report

1. I am concerned with the continuous trend of failing to render appropriate funeral honors throughout Marine Forces Reserve. We owe each veteran an appropriate ceremony to recognize their selfless service to our great country. Missed funerals are unacceptable and have a devastating affect on the family and the community. The vast majority of missed funerals are preventable with proper planning and execution. Effective immediately, I personally hold the Inspector-Instructor/Unit Commanders responsible and accountable for the successful execution of the mission.
2. Per the reference, a missed funeral honor is defined as any ceremony where at least one member of the funeral detail is not a representative of the veteran's service, and a failure to execute the following actions; Presentation of the flag and playing of Taps. Late Funerals are defined as, any ceremony where the Funeral Honors Detachment is late and the funeral home or family waited for military honors.
3. The Funeral Honors Checklist, enclosure (1), was constructed based on trend analysis of missed funerals. Completing the checklist is now a requirement for each funeral and will be retained on file for two years plus current year. Inspector-Instructor/Unit Commanders may expand the checklist as necessary to ensure honors for which they are tasked are appropriately rendered.
4. Enclosure (2) will be completed within 72 hours in the event of a missed or late funeral. An apology letter, Funeral Honors checklist, and Missed Funeral Honors Report will be submitted for EVERY missed funeral and signed by the Inspector-Instructor/Unit Commander.
5. This policy letter cancels Force Policy Letter 07-07.


J. W. BERGMAN

Distribution: A

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

Funeral Honors Checklist

Time	Init	<u>Upon Receipt of Tasker</u> Date: _____
_____	_____	Unit Military Funeral Honors (MFH) coordinator/SNCOIC to contact Funeral Home/primary Point of contact (POC) to verify address/location, date, time, and confirm manpower requirements.
_____	_____	Unit coordinator to confirm receipt and accept tasker with HQMC.
_____	_____	Immediately assign Marine responsible for the planning and successful execution of the mission.
_____	_____	Responsible Marine to contact Funeral Home/primary Point of contact (POC) to re-confirm address/location, date, time, confirm manpower requirements, provide his or her contact numbers (e.g. cell phone number), and request immediate notification of if any changes occur.
_____	_____	Responsible Marine to contact next of kin to provide his or her contact information, verify date and time of service, and request notification of any changes.
_____	_____	Responsible Marine to print directions to the location and ensure a route recon is conducted.
Time	Init	<u>Day prior to the Funeral</u> Date: _____
_____	_____	Responsible Marine to ensure rehearsal/practice is conducted.
_____	_____	Responsible Marine to ensure operations checks are performed on all equipment and vehicles.
_____	_____	Responsible Marine to ensure an additional flag, spare batteries, and back-up CD player will be taken with the detail.
_____	_____	Responsible Marine to contact funeral home to re-confirm date, time, and location of the service.
_____	_____	Coordinate the final details of the service with Funeral Director or Next of Kin. (Placement of Marines, cues, identification of next of kin). If outside agencies are to be involved, such as law enforcement, ensure they are included with planning and rehearsals, if possible.
Time	Init	<u>Day of the Funeral</u> Date: _____
_____	_____	Responsible Marine to ensure he or she has a charged cell phone in his or her possession.
_____	_____	Responsible Marine to contact funeral home/POC to re-confirm time and location of the service and provide the number of the cell phone.
_____	_____	Responsible Marine to conduct a personnel inspection of the detail prior to departure.
_____	_____	Responsible Marine to ensure the funeral detail departure allows for enough time to arrive at the location honors are to be rendered (1) hour prior to start time, considering weather and traffic.
_____	_____	Arrive at Funeral site no less than one hour in advance of scheduled time of service. Ensure the physical layout and area of maneuver is understood and adjusted to.
_____	_____	Upon completion responsible Marine to contact the unit MFH coordinator/SNCOIC to report Funeral Honors complete.
_____	_____	Responsible Marine to ensure an After-Action report is submitted to HQMC within 72 hours of completion.

Marine Forces Reserve

MISSED FUNERAL HONORS REPORT

Fill out this form and e-mail or fax back to
HQMC and MARFORRES with your
Completed Funeral Honors Checklist at:
funeral.honors@usmc.mil / (703) 432-9248
deon.sanders@usmc.mil / (504) 678-1429

Designated I&I/Site Support Unit Name/Location:

Deceased Marine's Information

Rank: _____ Name: _____

Date and Time of Burial: _____

Recap of why your unit was late or missed service:

Recap of phone conversation with NOK (Attach Apology Letter):

Action taken to mitigate future late or missed funerals of this nature:

Identify which task of the checklist would have prevented this Late or Missed Funeral:

What plans do you have in place to preclude this from happening again:

Printed Name of
Inspector/Instructor or Site Commander

Signature of Inspector /Instructor
or Site Commander
(will not be delegated)