



**UNITED STATES MARINE CORPS**  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 5360.1A  
CHAP  
**OCT 20 2009**

WING ORDER 5360.1A

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: MEMORIAL SERVICES

Ref: (a) MCO P5060.20  
(b) SECNAVINST 1730.7D  
(c) NAVPERS 15555D

Encl: (1) Considerations for Memorial Services  
(2) Sample Order of Service

1. Situation. To set forth recommended responsibilities and procedures for conducting memorial services within 2d Marine Aircraft Wing (MAW) in accordance with references (a) through (c).

2. Cancellation. WgO 5360.1.

3. Mission. The death of a Marine or Sailor while on active duty is a tragic loss and has a significant impact on the unit of the Marine or Sailor. We have traditionally honored fallen comrades with a memorial service, which includes elements of both a religious service and a military ceremony. Usually conducted by the squadron, an appropriately dignified service that properly commemorates our Marines and Sailors requires the coordinated work of several staff sections on very short notice. A unit memorial service is primarily for the members of the unit; the presence of family and the extended Marine family is encouraged. When family members attend, they must be accorded particular consideration and care.

4. Execution

a. The planning and execution of memorial services at

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distribution is unlimited.

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Cherry Point, New River, and Beaufort is the responsibility of the Marine or Sailor's Squadron Commander, or the Group Commander if the Squadron is deployed. The commander of the parent command of the Marine or Sailor is responsible if:

(1) The individual was attached to another unit at the time of death, or;

(2) The unit has administrative control for the deceased Marine or Sailor.

b. Multiple casualties involving more than one command, or other questions regarding command responsibility, should be addressed to the Wing Chief of Staff and the Wing Chaplain.

c. The Chaplain serves as an essential command advisor and major memorial participant. This Order provides guidance, subject to the commander's judgment and the requirements of the faith group of the deceased Marine or Sailor and due consideration of the Chaplain's faith background. Enclosure (1) is a list of key considerations that may be involved in conducting a memorial service. Enclosure (2) is a sample Order of Service. The Commanding Officer's personal involvement is required to provide a fitting commemoration of our fallen Marine or Sailor.

5. Administration and Logistics. For further advice and assistance with memorial services, contact the Wing Chaplain at (252) 466-3314/5134.

6. Command and Signal

a. Command. This Order is applicable for all 2d MAW units.

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

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

Considerations for Memorial Services

1. Commanding Officer (CO)

a. Ensure the effective execution of an appropriate memorial service.

b. Invite the Commanding General (CG) and Group commander, as applicable, to attend the service.

c. Prepare remarks; approximately four to eight minutes. This is an opportunity for the CO to speak to Marines, Sailors and any family members present about the nature of the deceased's sacrifice (if appropriate), or about the impact on the unit of the deceased. The nature of the remarks may vary based on the circumstances of the death (combat, car accident, etc.), and will be somewhat different from a more personal eulogy by peers and the message by the Chaplain.

2. Executive Officer (XO)

a. Determine the dates and times for the memorial service based on the Group's schedule, family attendance, availability of the chapel, and deconflict with the CG's schedule if at all possible. The CG is inclined to attend memorial services for Wing Marines and Sailors. The memorial service shall be executed in an expeditious manner and only after the Casualty Assistant Calls Officer (CACO) notification is complete. Determine the dates and times for any rehearsals based on the availability of the chapel. Encourage all hands to attend the memorial service.

b. Plan for a service of approximately 30 to 45 minutes.

c. Consult with the Wing Chief of Staff to determine the uniform for the memorial service. The Marine Corps Combat Utilities (seasonal) will normally be the uniform for memorial services. In some cases, circumstances may dictate the wearing of the Service "A" (or equivalent) uniform.

d. Personally review the draft memorial service bulletin for accuracy and detail prior to publishing. Enclosure (2) provides a sample Order of Service that can be modified according to the faith traditions of the deceased Marine or Sailor and the Chaplain conducting the service. Accuracy is

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critical. The family will keep the bulletin long after the service ends.

e. If an award recommendation has been submitted and family members will attend, consider a posthumous award presentation during the service to the next of kin. This will require coordination in order to expedite the award approval process. However, approval must not be assumed.

f. Ensure a brief official biography and photograph of the Marine or Sailor is provided for inclusion in the bulletin.

(1) Accuracy is critical. Confirm details with the Service Record Book and next of kin if possible. The following items are recommended for inclusion in the biography: place of birth, location where the Marine or Sailor was raised, name and location of high school, name of college, surviving family members, combat experience, and general Marine Corps experience. If the deceased was awarded a combat award, include operation(s) and unit(s) served with in the narrative.

(2) Deploying units may want to maintain a suitable digital photo of each Marine and Sailor. This photo can be used for the bulletin and for the memorial display.

(3) The CACO may need to attempt to obtain a photograph from the family.

g. Assign an appropriate number of ushers and escorts.

h. If desired, arrange to provide a memorial display for placement on or near the altar. Such a display should be simple and dignified, and can consist of a framed, 8 x 10 photograph of the Marine or Sailor in uniform, a cover, a folded National Ensign, combat boots, and dog tags. Per reference (a), no weapons of any kind are allowed in the chapel sanctuary and thus shall not be included as part of a memorial display.

i. Reserve sufficient rows of seating on the right side of the chapel (facing the pulpit) for the family, if present. Reserve sufficient rows of seating on the left (facing the pulpit) for distinguished guests. Set aside

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sufficient seating immediately behind the reserved rows (on both sides of the chapel sanctuary) to seat Marines and Sailors of the unit. Other attendees will be seated aft of the unit's members.

j. Post a Marine in the rear of the chapel who can recognize distinguished guests and identify them to ushers.

k. Designate two Marines to assist the family with personal items (flowers, cameras, umbrellas, etc.) before and after the service.

l. Appropriately post the National Ensign and squadron colors, per reference (a). Ensure the color guard participates in all rehearsals. Color guard participants shall be uncovered in the chapel sanctuary, per paragraph 25008 of reference (a).

m. If "Roll Call" is used, ensure that it is well-rehearsed and that all principals know their parts. (A version of the "Roll Call" can be found in paragraph 25008 of reference (a).)

n. If family members are present, they should be encouraged to wait in the chapel annex prior to and following the service, with appropriate unit representatives. This affords them an opportunity to collect all members of their party, gather their thoughts in a quiet place, and be sheltered from the elements. The CG, Group and Squadron commanders may choose to call on the family in the chapel annex before or after the service to express their condolences. The unit's CACO should provide the CG the names and relationships of all family members present. **At no time should the family be told they are waiting for senior officers.** When the service is ready to begin, family members may be brought into the sanctuary either through the rear of the chapel directly to the front rows, or through the main entrance of the chapel and down the center aisle, depending on the weather and the family members' health.

o. Do not call "Attention on Deck" when the CG enters the chapel sanctuary for the memorial service.

3. Chaplain. The Group Chaplain will conduct the memorial service. If the Marine or Sailor is from a faith group that can be better served by another Chaplain, the Wing Chaplain should be consulted for assistance in coordinating support. Wisdom and

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insight are required as we honor the deceased, serve our Marines and Sailors, and console the family. The primary focus of a memorial service is on the unit, and the secondary focus is on the family; an appropriate balance needs to be struck that is sensitive and responsive to the family's faith group, background, and preferences. Regardless of faith group, the Group Chaplain will usually provide primary coordination and support for the service as indicated below.

a. The Group Chaplain will serve as the primary command advisor for the memorial service.

b. Coordinate with the Group's S-1 in drafting the bulletin for the CO's approval. In addition, assist S-1 in coordinating the printing of the bulletins. Provide courtesy copies of the bulletin to the CO, XO, and family, if applicable. If family members do not attend the service, reserve and mail unused copies of the bulletin to them after the service. To simplify logistics, it is strongly recommended that the words for any hymns, unison prayers, responsive readings, etc., be printed in the bulletin. The use of "watermark" graphics may obscure text when the bulletin is reproduced. A few simple graphics may be more dignified.

c. In addition to the CO's remarks, consider using one or two additional speakers to commemorate the Marine or Sailor informally and anecdotally, always in a dignified manner. Consider a peer and a senior Noncommissioned Officer or Staff Noncommissioned Officer. Remarks should be written out, reviewed with the Chaplain, rehearsed, and limited to three to five minutes per speaker. The focus should be on the individual being commemorated. Be flexible; the family's guests and former or retired Marines may want to speak without advance notice; the family's preferences should be accommodated if at all feasible.

d. Contact the Station Chaplain's Office to arrange for the following:

(1) Reserve the chapel for the service and any rehearsals, based on availability and the CO's guidance. Reserve the chapel annex for use by any family members present before and after the service.

(2) Secure an organist for the service.

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e. Ensure a bugler for Church Call and Taps is secured (this is usually done by the Group Sergeant Major). Contact the area Band for additional support.

f. Notify the cognizant Marine Corps Air Station (MCAS) Funeral Coordinator and provide the date, time, and location of the service. The MCAS Funeral Coordinator is the point of contact for funerals.

g. Make arrangements as needed for playing recorded music, such as hymns, Taps, etc. Provide a backup in case technical difficulties arise.

h. If hymns are included in the service, select one or two simple and familiar ones. It is strongly recommended that the desired verses be printed in the bulletin itself, to simplify logistics. If not, ensure hymnals are placed on the front pews where there are no hymnal racks. "Eternal Father" is an appropriate closing hymn, particularly verses one and five (the Marine verses) from the Book of Worship for U.S. Forces (also known as "The Armed Forces Hymnal") located in the chapel pews. A memorial service is generally not the setting for "The Marines' Hymn" or "Anchors Aweigh."

i. Secure readers to read two or three scripture lessons. This is an appropriate role for fellow Marines, Sailors, or leaders who do not have other speaking roles during the service. Ensure readers practice reading their passages into the microphone. Provide copies of the texts to readers. Modern translations such as the New International Version, Revised Standard Version or New Revised Standard Version, New King James Version, etc., are recommended in most cases, though the traditional King James Version may be preferred in some instances. Be prepared to provide Roman Catholic versions, depending on the preferences of the family. Lessons may be read from sacred texts, or they may be printed in a large font and included in proper sequence in a notebook at the lectern, or the text may be printed in large font and inserted into a bound sacred text. (The impact of the reading can be diminished when it is simply read from a lone piece of paper.) Since the full citation of the lesson will normally be included in the bulletin, readers may briefly introduce the lesson by simply saying, "A reading from (identify the appropriate text)."

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j. Prepare the memorial sermon, homily, or meditation. Generally ten minutes is an appropriate length. Be mindful of the audience for the service; blending as it does elements of military ceremony and religious service, this is not identical to a normal worship service.

k. Inform the Wing Chaplain of the time, date and location of the service, as well as the uniform.

l. Ensure the Group Religious Program Specialist (RP) coordinates logistic support with the Station Chapel office. The RP supporting the memorial service shall ensure the chapel is open for rehearsal and service. The RP should demonstrate competence on the sound system, alarm system, lighting panel, and heat or air conditioning systems, overhead projector, and other support requirements unique to the specified service.

m. Coordinate and conduct rehearsal(s).

(1) Ensure all speakers and readers know the order in which they will be speaking, and whether they will be speaking from the lectern or the pulpit. (In many traditions, only the minister or priest uses the pulpit, and only while preaching the sermon; the lectern is used for all other purposes, such as eulogies, Scripture readings, and other remarks. Regardless, ensure participants know which they will use, and that the microphone system works.) Speakers and readers generally do not need to be introduced, particularly if they are listed in the bulletin. They should approach the lectern or pulpit as the music stops, or when the previous speaker has returned to the pew.

(2) If "Roll Call" is used, it should be rehearsed and all principals should know their parts, per reference (a).

n. At the conclusion of the service, direct Marines and Sailors to stand fast until families (if present) and distinguished guests depart. If the family desires, invite close friends of the Marine or Sailor to meet the family in the chapel annex following the service.

4. The RP shall serve in support of the Group Chaplain conducting the memorial service.

a. The RP will be responsible for the following:

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(1) Doors are unlocked in the chapel and chapel facilities.

(2) Spaces are clean and presentable, including the chapel, chapel facilities, and heads.

(3) Heat or air conditioning (including any overhead fans) has been adjusted in time for the temperature to be comfortable during the service.

(4) All microphones and sound systems are operating.

(5) Lighting is bright enough for all readers and speakers.

(6) Bulletins are on hand.

(7) Hymnals are in the front pews if the hymns have not been printed in the bulletins.

(8) All candles are lighted ten minutes before the service begins.

b. Ensure a chapel space is reserved, open, and presentable (including the head), for use by the family before and after the service. The CG and COs may choose to call on the family in a private area before or after the service to express their condolences. Coordinate with the S-4 to provide light refreshments (coffee, ice water, juice, etc.). The family may be escorted into the sanctuary either via the sacristy or the main chapel entrance. If the family desires, the annex may be a good location for the family to visit with friends of the Marine or Sailor after the service.

#### 5. CACO

a. If the Group does not have a suitable photograph of the deceased, and if feasible and desired, acquire an 8 x 10 photograph of the deceased in uniform for placement on or near the altar.

b. If family members attend, coordinate transportation for them with the S-4.

c. Escort family members if present.

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d. Provide the CG, via the Aide-de-Camp, with the names and relationships of all family members present before he meets them to express his condolences prior to the service.

6. Group/Squadron S-4 Officer

a. Provide transportation for the family if required.

b. Provide light refreshments (coffee, ice water, juice, etc.) in the area designated for the family before and after the service.

c. Provide the CG's Aide-de-Camp with details on the service, to include: name of the deceased, brief summary of the circumstances of the death, date and time of the service, location (e.g., Protestant or Catholic Chapel), uniform, and family members expected (if any).

7. Group/Squadron Adjutant

a. Coordinate with the appropriate Public Affairs Officer.

b. Contact Combat Camera to ensure the service is recorded.

c. Contact the Provost Marshal's Office to request assistance for traffic control, especially if the service is projected to begin or end near high traffic periods such as lunchtime.

d. Assemble a package to mail to the family that includes several unused bulletins, command letters, any photographs or videotapes of the service, etc.

8. Service Participants. Muster at the chapel 15 minutes prior to rehearsal. Muster at the chapel 45 minutes prior to the actual service.

9. Attendees. Attendees are to be in their seats 15 minutes prior to the service.

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Sample Order of Service

**A SERVICE OF THANKSGIVING FOR THE LIFE OF  
LANCE CORPORAL JOHN M. DOE, USMC  
[#] SQUADRON, [#] GROUP  
2D MARINE AIRCRAFT WING  
CHERRY POINT, N.C.**

**(DATE OF MEMORIAL SERVICE)**

**PRELUDE** Chapel Organist

**CHURCH CALL** Bugler

*The chaplain may say words such as the following:*

*“We are gathered here today to give thanks to God for the life of Lance Corporal John M. Doe. Please rise for the posting of the Colors, and remain standing for the National Anthem and the invocation.”*

**\*POSTING THE COLORS (MAY BE POSITIONED IN ADVANCE)** Color Guard

**\*NATIONAL ANTHEM** [Band or by CD]

**\*INVOCATION** Chaplain

*A personal prayer requesting the comforting presence of God, such as:*

*“Almighty God, as we walk through this valley of the shadow of death, may You give care and comfort to all who are gathered in Your presence. May this be a celebration of life and not death, as we reflect on the life You have given us. Thank You, Eternal Father, Who is the giver of all good and perfect gifts. For it is in Your name we pray. Amen.”*

**\*HYMN (optional)**

*Recommend one or two verses at most. Words should be printed in the bulletin. If they are not, ensure hymnals are placed in the front pews where there are no hymnal racks.*

**WORDS OF REMEMBRANCE**

*One or two peers or leaders who knew the Marine or Sailor personally; three to five minutes each.*

Corporal A. B. Marine  
Staff Sergeant C. D. Leatherneck

**COMMANDER’S REMARKS** Lieutenant Colonel E. F. Leader

*Remarks of five to eight minutes are appropriate.*

**RESPONSIVE READING (optional)**

*If used, print it in the bulletin. The convention is that the chaplain/leader’s words are in regular font; the congregation’s words are in bold.*

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**SCRIPTURE LESSONS**

*Two to three lessons, chosen by the Chaplain and/or family; recommend modern translations, or as preferred by family members (if present). The texts below are only examples.*

Psalm 23  
Romans 8:31-39  
Revelation 21:1-4

First Sergeant G. H. Company  
Sergeant I. J. Platoon  
Captain K. L. Commander

**MEMORIAL MEDITATION**

Chaplain

**MEMORIAL PRAYER AND THE LORD’S PRAYER**

*The Chaplain provides a pastoral prayer. If desired, the Chaplain leads the congregation in praying the Lord’s Prayer in unison. If the Lord’s Prayer is used, recommend printing it in full in the bulletin:*

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. For Thine is the kingdom, and the power, and the glory, forever. Amen.

**\*HYMN**

*(recommended)* “Eternal Father, Strong to Save”

*Recommend using verses one and five, and printing them here or elsewhere in the bulletin:*

Eternal Father, strong to save,	Eternal Father, grant, we pray,
Whose arm hath bound the restless wave,	To all Marines, both night and day,
Who bidd’st the mighty ocean deep	The courage, honor, strength, and skill
Its own appointed limits keep,	Their land to serve, thy law fulfill;
O hear us when we cry to thee	Be thou the shield forevermore
For those in peril on the sea!	From every peril to the Corps.

**\*BENEDICTION**

Chaplain

**\*TAPS**

Bugler

**\*RETIRE THE COLORS (IF NOT POSITIONED PRIOR TO SERVICE)**

Color Guard

*After the colors have been retired, and depending on the wishes of the family (if present), the Chaplain or narrator may want to say the following:*

*“Ladies and gentlemen, this concludes the memorial service. Please remain in place to allow the family and distinguished guests to depart the sanctuary. You are invited to greet the family in the chapel annex immediately behind the chapel.”*

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**\*DEPARTURE OF THE FAMILY AND DISTINGUISHED GUESTS**

**POSTLUDE**

*Appropriate somber music to reflect the occasion.*

Chapel Organist

**\*Congregation stands.**