MEMORIAL CEREMONIES
OVERVIEW

• Memorial Ceremony Planning
  - Administrative Requirements
  - Faith Group Considerations

• Conduct a Memorial Ceremony
  - Rigging Requirements
  - Pre-Ceremony Practice
  - Conduct a Memorial Ceremony
  - Unrigging Requirements
Please Read Your

Terminal Learning Objectives

And

Enabling Learning Objectives
QUESTIONS
ADMINISTRATIVE REQUIREMENTS

• Preparation is the key - **Know your References**

  – NAVPERS 15555D  Navy Military Funerals
  – NAVEDTRA 14227B  Religious Program Specialist (RP)
  – MCTP 3-30D  Religious Ministry in the USMC
  – MCO 3040.4  Marine Corps Casualty Assistance Pro.
  – MILPERSMAN 1770-160  Casualty Assistance Calls Program
ADMINISTRATIVE REQUIREMENTS

• NAVPERS 15555D – Know Entire Reference!

• This primary reference covers:
  – Policy and Eligibility
  – Military Funeral Honors
  – Memorial Services
  – Chaplain Participation
  – The National Ensign
  – Honorary Pallbearers
  – Required Forms (Appendix G)
  – Reporting Requirements (Appendix H)
  – Burial at Sea
  – Specific Faith Requirements (App. A - F)
ADMINISTRATIVE REQUIREMENTS

• NAVEDTRA 14227B – Know Entire Reference!

• This reference covers;
  – Introduction to the RP Rating
  – Administration
  – Religious Advisement (Chapter 3)
  – Ministry Support and Accommodation
  – Pastoral Care Support
  – Finance and Accounting
  – Shipboard Library
  – The Religious Program Manager

• Chapter 3.3 – The World’s Major Religions
ADMINISTRATIVE REQUIREMENTS

• MCRP 3-30D.3 – Appendix C

• This reference provides you;
  – A Command / Unit Standing Operating Procedure (SOP) for Funerals and Memorial Services (SAMPLE)
  – Verify that your assigned Parent Command already has established this SOP.
  – Review and verify that your Parent Command SOP is current and meets all requirements per the reference.
  – OR – Assist your Parent Command in creating a Funeral / Memorial SOP.
ADMINISTRATIVE REQUIREMENTS

• MCTP 3-30D – Page 4-5, Field Memorial Ceremonies Paragraph;

• This reference provides the Chaplain validation of your Religious Ministry Team (RMT) responsibilities.

  – Ensure you have access to this reference either electronically or hard copy.
ADMINISTRATIVE REQUIREMENTS

- MCO 3040.4 – Marine Corps Casualty Assistance Program;

- This reference provides you with knowledge and understanding of how your Marine Corps Parent Command will respond in the event of personnel loss.

- This knowledge will assist you with how and when to best support your Parent Command.
ADMINISTRATIVE REQUIREMENTS

• MILPERSMAN 1770-160 Casualty Assistance Calls Program;

• This Department of Defense (DoD) reference provides you with knowledge and understanding of how your Parent Command will conduct Casualty Assistance.

  – This knowledge will assist you with how and when to best support your Parent Command.

<table>
<thead>
<tr>
<th>MILPERSMAN 1770-160 Casualty Assistance Calls Program (CACP)</th>
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<tr>
<td><strong>Responsible Office</strong></td>
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<tr>
<td>OPMNAV (N135C)</td>
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<tr>
<td><strong>Phone</strong></td>
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<tr>
<td>(901) 874-2501</td>
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<td>(901) 874-2501</td>
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<td><strong>FAX</strong></td>
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<tr>
<td>(901) 874-6654</td>
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</tbody>
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**References**

1. Policy

   a. For reference (a) and (b), the Casualty Assistance Calls Program (CACP) requires a uniformed Navy representative be designated to assist the primary and secondary next of kin (NOK) of Sailors who are:

      (1) Deceased;

      (2) Reported as “duty status–whereabouts unknown” (DSTWUN); or

      (3) Become missing while on active duty, active duty for training, or inactive duty training.

   b. Casualty assistance calls officer (CACO) assigned shall be an:

      (1) Officer with a minimum of 2 years active duty; or

      (2) Enlisted Sailor in the grades E-6 through E-9.

   c. A CACO shall be assigned to all eligible NOK or beneficiaries designated on the Sailor’s NAVPERS 1070/602 Record.
QUESTIONS
FAITH GROUP CONSIDERATIONS

Each Major Faith Group has specific Considerations for Memorial Services and Mortuary Affairs. It is your responsibility to know where to reference and be compliant.

NAVPERS 15555D – Appendix A-F
NAVEDTRA 14227B – Chapter 3.3
FAITH GROUP CONSIDERATIONS

• Buddhism (Buddhist)
  – Focus on a reflection on the transitions of life.
  – Burial or cremation.
FAITH GROUP CONSIDERATIONS

• Catholic / Protestant (Christianity)
  – Burial within a week or two of death.
  – Burial or cremation.
FAITH GROUP CONSIDERATIONS

• Islam (Muslim)
  – Burial as soon as possible.
  – Cremation forbidden.
  – Prayers and ritual washing at Mosques.
  – Mourning 3 days.
FAITH GROUP CONSIDERATIONS

- Judaism (Jewish)
  - Dying person recites appropriate prayers.
  - Buried as soon as possible.
  - Reform Judaism does not object to cremation.
  - Mourning (Shiva) one week.
QUESTIONS
Conduct a Memorial Ceremony

RIGGING REQUIREMENTS

- Know your Environment and Audience
- Coordinate Ceremony Date, Time and Location with Command, Chaplain and Facilities Manager
- Review Security Requirements and Request Support as necessary
- Review Fallen Service Member Battlefield Cross Requirements and Request Support as necessary
Conduct a Memorial Ceremony

RIGGING REQUIREMENTS (Cont.)

- Support Chaplain with Responsive Reading Requirements
- Review Seating Requirements and Request Support as necessary
- Review Music Requirements and Request Support as necessary
- Review Program Pamphlet Requirements and request printing support as necessary
Rigging Requirements

Environment & Audience

• Environment, Audience and circumstances surrounding any loss will affect the level of emotion and sensitivity present at each ceremony.

• Communications are paramount to ensure each ceremony best supports the needs and faith of those paying respect for the loss.
Rigging Requirements

Ceremony Date, Time and Location

- Ensure each Memorial Ceremony date and time is coordinated in a timely manner and meets the needs of the Parent Command.
- Ceremony Locations (such as Chapels, Pavilions or Fields) must be reserved simultaneously and coordinated with those attending.

Camp Lejeune Chapel
Rigging Requirements

Security Requirements

• Request and coordination of Memorial Service Security will be dictated by both the location and circumstances surrounding the loss.

• If required, request security support from Parent Command and/or Military Police as soon as the ceremony date, time and location is established.
Rigging Requirements

Battlefield Cross Requirements

• Coordinate with Command for Battlefield Cross requests.
• Coordinate with Chaplain for best display location.
• Battlefield Cross Components;
  – Helmet w/Cover
  – Rifle w/bayonet (Inverted)
  – Combat Boots
  – Dog Tags (If available)
  – Sand Bags (If required)
Rigging Requirements

Responsive Reading Requirements

- Prayers and Words of Remembrance will be conducted by Chaplain during the ceremony.
- Coordinate with Command to ensure the Chaplain has enough information to best develop words to be delivered.

MEMORIAL CEREMONY FOR NON-CLERGY USE IN TEMPORARY INTERMENT SITUATIONS

OPENING SENTENCE: God is my light and my salvation, whom shall I fear? God is the stronghold of my life, of whom should I be afraid?

PRAYER: Almighty God, we commemorate these, your servants, remembering with gratitude their courage and strength. We hold before you those who mourn them. Look upon your bereaved servants with mercy. As this day brings memories of those they have lost, may it also bring your consolation, and the assurance of your eternal care.

AMEN.

WORDS OF REMEMBRANCE: We gather to pay tribute to the memory of these dead who have paid the ultimate price for the defense of our nation. We are honored to have served with them. They were our friends and our compatriots, and we shall sorely miss them.

What grief we feel amid the shock of battle. We are people who know fear and death, yet we follow duty’s call despite the uncertainty of the hours and days ahead.

We ask the blessing of God upon our nation, those who serve, and for the dead who no longer stand in our ranks.

MOMENT OF SILENCE: Let us pay tribute in a moment of silence.

TAPS: (If bugler or tape and player are available).

CLOSING PRAYER: God, as we honor these here fallen, protect those who carry on. Comfort, O God, both the living and the dead. Keep us safe from evil. Let us live with honor. Grant us courage. Be our guide, in your holy name.
Rigging Requirements

Seating Requirements

• Coordinate with Command for number of ceremony attendees to ensure adequate seating is available.

• Coordinate support for seating as soon as attendee number is established.

• Verify if VIP seating is required.
Rigging Requirements

Music Requirements

• Attain either live or pre-recorded music.

• Coordinate potential special music requests.

• Attain either live or pre-recorded taps.
Rigging Requirements

Program Pamphlet Requirements

• Coordinate with Command for Photos, Units Logos, specific requests, and quantity to be printed.

• Coordinated with Chaplain on format, printing location and cost of printing.
QUESTIONS
Conduct Pre-Ceremony Practice

PRE-CEREMONY

• Coordinate Pre-Ceremony Practice Date, Time and Location with Command, Chaplain and Facilities Manager.

• If time does not permit for practice, ensure the Chaplain is made aware of any and all details prior to the actual ceremony.

Every Practice is a Learning Process.
Conduct a Memorial Ceremony

Standard Order of Events

- Prelude
- Opening Sentences
- Hymn
- Invocation
- Responsive Reading
- Special Music

- Scripture Lesson
- Moment of Silence
- Taps
- Hymn
- Benediction
- Postlude
Conduct a Memorial Ceremony

PRELUDE

• Prior to the Opening Sentences, the selected music is played and programs are handed out.

OPENING SENTENCES

• Prior to Hymn, opening remarks are given by the Commanding Officer, Chaplain or Ceremony Narrator.

PRE-SELECTED HYMN
Conduct a Memorial Ceremony

INVOCATION

• Given by the Chaplain.

RESPONSIVE READING

• Given by the Chaplain.

SPECIAL MUSIC

• Pre-Selected by Command, Family or Chaplain.
Conduct a Memorial Ceremony

SCRIPTURE LESSON

• Given by the Chaplain.

MOMENT OF SILENCE

• To honor the deceased service member.

TAPS

• Played either live or pre-recorded.
Conduct a Memorial Ceremony

PRE-SELECTED HYMN

• Second Hymn, prior to closing prayer.

BENEDICTION

• Given by the Chaplain.

POSTLUDE

• Conclusion of Ceremony. Time allotted for Family and Friends to pay final respects.
QUESTIONS
Conduct a Memorial Ceremony

UNRIGGING REQUIREMENTS

- Provide assistance with any facilities clean-up.
- Return all temp-loaned items.
- Record Memorial Ceremony events in RMT Log Book.
- Record any incurred expenses as necessary.
RMT Logbook

• Name of deceased.
• Name of chaplain performing ceremony.
• Time, date, and location of ceremony.
• Location of temporary internment. (If known)
• Number of attendees.
• Copy of pamphlet.
• Temporary Internment –

A site for the purpose of:

a. the interment of the remains if the circumstances permit; or
b. the reburial of remains exhumed from an emergency interment.

(JP 4-06) (US DoD)

Simply: Where the deceased was temporarily kept during the memorial ceremony.
QUESTIONS
SUMMARY

• Memorial Ceremony Planning
  - Administrative Requirements
  - Faith Group Considerations

• Conduct a Memorial Ceremony
  - Rigging Requirements
  - Pre-Ceremony Practice
  - Conduct a Memorial Ceremony
  - Unrigging Requirements
BACKUP SLIDES
KEEP WORKING

YOU'LL HAVE TIME TO CRY AND SLEEP AFTER THE EXAM