

**Anderson-Jordan Detachment 1078  
Marine Corps League  
Honor Guard  
Standard Operating Procedures**

**Objectives:**

1. To honor, at their funeral services, those veterans who served our country;
2. To support veteran services and patriotic events; and
3. To carry out the mission of the Marine Corps League.

**Performed by:** Members of the Anderson-Jordan Detachment Honor Guard

**Policy:** The Anderson-Jordan Detachment Honor Guard, when notified at least 48 hours in advance, will provide services when requested within 50 miles or 1 hour of DeSoto County\*:

1. to provide military honors for USMC veterans, as well as veterans of other uniformed services, at their funeral services in accordance with the latest edition of the Marine Corps League Honor Guard Policies and Procedures, or
2. to provide ceremonial services at veteran's services events and patriotic events.

**Procedures:**

**A. Funerals:**

1. For USMC veterans:
  - a. The Commander of the Honor Guard (CHG) will provide his or her contact information on the Honor Guard page of the Anderson-Jordan Detachment website:  
<https://www.mcldet1078.mcldeptms.org> and may receive requests for services from:
    - The Marine Corps Military Funerals Honors Section (Appendix)
    - The local Marine Corps Inspector-Instructor Staff (Appendix)
    - Funeral Directors
    - Family members of the deceased Marine
  - b. On receiving such a request, the CHG will:
    - Confirm that the deceased veteran's DD-214 has been presented by the next of kin and approved and, if necessary, that the local Marine Corps Inspector-Instructor Staff has been contacted;

- Obtain the name and contact information for the funeral director in charge;
  - Obtain the name of the deceased veteran, and the date, time (from-to), and address of the site(s) at which services are to be performed;
  - Inquire as to the specific ceremonial services requested (Casket Guard; Flag folding and presentation; Rifle Detail; Taps; Color Guard); and
  - As needed, coordinate the services to be provided by our Honor Guard with those provided by the local Marine Corps Inspector-Instructor Staff.
- c. The CHG will then:
- Muster the appropriate number of uniformed Honor Guard members;
  - Ensure that all needed equipment is provided and operational;
  - If deemed necessary, arrange a rehearsal of the services requested;
  - If necessary, facilitate Honor Guard transport to the funeral site, and
  - With Honor Guard members, carry out the requested ceremonial duties in compliance with Marine Corps League Honor Guard Policies and Procedures.
2. For veterans of other services:  
The CHG will contact the deceased veteran's branch of service Funeral Honors Staff (Appendix) and follow those Procedures in paragraph 1. (a. through c.) as appropriate and in coordination with the parent service's protocol.

**B. Other Ceremonies:**

1. The CHG may receive requests for services from:
- Veterans Affairs Volunteer Services or other veterans' organizations;
  - Active or Reserve units;
  - Churches, schools, civic organizations, government entities;
  - And other community organizations.

- a. On receiving such a request, the CHG will:
  - Inquire as to the specific ceremonial services requested (Rifle Detail; Taps; Color Guard, Flag Raising, parades, Missing Man Table Ceremony, invocations, presentations, or other services);
  - Obtain the date, time (from-to), and address of the site(s) at which services are to be provided; and
  - Seek the approval of the Detachment Commandant or his or her designee.
- b. The CHG will then:
  - Muster the appropriate number of uniformed Honor Guard members;
  - Ensure that all needed equipment is provided and operational;
  - If deemed necessary, arrange a rehearsal of the services requested;
  - If necessary, facilitate Honor Guard transport to the site of the ceremony, and
  - With Honor Guard members, carry out the requested services.

**General:**

The CHG, with the support of the Officers of the Detachment and members of the Honor Guard, will keep custody of, and maintain, all Honor Guard equipment including flags, flag stands, flag carriers, bugles, Missing Man Table equipment, banners, and other equipment. An inventory of all such equipment shall be reported to the Detachment at least once each Fiscal Year.

\*For requests beyond our area of service, the CHG may, if special circumstances warrant, accept the request or refer the person requesting services to the Marine Corps League's Oxford or Tupelo Detachment (Appendix).

## APPENDIX

### **Marine Corps League Tupelo Detachment:**

Commandant Pat Murphy 773-206-7068  
Sr Vice Commandant Ben Inman 662-255-5911

### **Marine Corps League Oxford Detachment:**

Commandant Mike Brownlee 662-801-0867  
Sr Vice Commandant Robert Brooks 662-473-2866

## **Funeral Honors contact information for branches of the Armed Forces**

### **Marine Corps**

HQMC Funeral Honors  
Quantico VA, 22134

**Phone: 1-866-826-3628**

Fax: 703-432-9248

Email: [funeral.honors@usmc.mil](mailto:funeral.honors@usmc.mil)

**Local Marine Corps I&I (Inspector-Instructor) staff: 901-274-7201**

### **Navy**

Funeral Honors Program Manager

**Phone: 202-433-6892**

716 Sicard Street, SE, Suite 101

Washington Navy Yard, DC 20237405140

[https://www.cnic.navy.mil/om/base\\_support/command\\_and\\_staff/funeral-honors.html](https://www.cnic.navy.mil/om/base_support/command_and_staff/funeral-honors.html)

### **Army**

Military Funeral Honors Program Manager

**Phone: 800-325-4986**

1600 Spearhead Division Avenue

Fort Knox, KY 40122-5405

[Usarmy.knox.hrc.mbx.tagd-cmaoc-funeral-honors@mail.mil](mailto:Usarmy.knox.hrc.mbx.tagd-cmaoc-funeral-honors@mail.mil)

### **Air Force and Space Force**

Military Funeral Honors Coordinator

**Phone: 800-531-5803, Option 2**

116 Purple Heart Drive

Dover AFB, DE 19902

<https://www.mortuary.af.mil/About-Us/Honor-Guard/>

### **Coast Guard**

Military Casualty Matters Coordinator

**Phone: 202-795-6637 24/7 duty cell: 571-266-2375**

2703 Martin Luther King Jr Ave SE

Washington, DC 20593-7200

<https://www.uscg.mil/Community/honorguard/>