



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
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PARRIS ISLAND, SOUTH CAROLINA 29965-9001

DepO 5420.10C
G-4
7 FEB 2000

DEPOT ORDER 5420.10C

From: Commanding General
To: Distribution List

Subj: RESPONSIBILITIES OF THE DEPOT MEMORIAL COMMITTEE

Ref: (a) MCO P5750.1H
(b) Marine Corps Manual, par 4106
(c) SECNAVINST 4001.2J

Encl: (1) Criteria and Standards for Memorials

1. Situation. To establish the responsibilities of the Depot Memorial Committee.

2. Cancellation. DepO 5420.10B

3. Mission. The Depot Memorial Committee membership is comprised of the Assistant Chief of Staff (AC/S), G-4; Lowcountry Council; the Communication Strategy and Operations Officer; the Public Works Officer; the Depot Architect and the Depot Museum Curator. When a chapel memorial is involved, the AC/S, Religious Ministry becomes a member. The AC/S, G-4 will serve as chairman of the Committee.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Depot Memorial Committee will review all proposed memorial nominations and ensure that the proposed memorial complies with the provisions of references (a) and (b) and this Order.

(2) Concept of Operations. The Depot Memorial Committee will ensure that any gift of money or any other personal or real property offered in connection with the establishment, operation or maintenance of any proposed or existing monument or memorial complies with the provisions of reference (c) and this Order.

b. Subordinate Element Missions. Unit commanders will ensure that their organizations adhere to this Order.

c. Coordinating Instructions

(1) Proposed memorials will fall within one of the following three categories:

(a) Structures or facilities named for the person memorialized.

(b) Memorials placed in chapels.

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(c) Monuments or plaque-type memorials.

(2) The Committee will utilize the guidelines in the enclosure for determining the appropriateness of the design of proposed memorial.

(3) The Committee will convene as required at the call of the chairman.

(4) Certain memorials to be placed at the official instigation of the command or the Marine Corps and generally of size and design that would require architectural assistance in emplacing, such as the Iwo Jima statue, are considered to be in a special category not contemplated by this Order and would have to be considered by the command on a special, individual basis.

5. Administration and Logistics

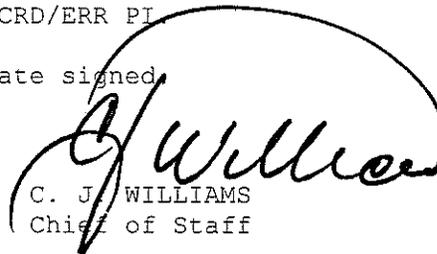
a. Recommendations for changes or modifications to this Order will be provided to the AC/S, G-4.

b. Directives issued by Marine Corps Recruit Depot, Eastern Recruiting Region, Parris Island (MCRD/ERR PI) are published and distributed electronically. Electronic versions can be viewed on the G-1 SharePoint.

6. Command and Signal

a. This Order is applicable to MCRD/ERR PI

b. This Order is effective the date signed



C. J. WILLIAMS
Chief of Staff

4 FEB 2020

CRITERIA AND STANDARDS FOR MEMORIALS

1. Structures or Facilities Named for the Person Memorialized. The committee will comply with reference (a) in all matters concerning this category of memorial.

2. Memorials Placed in Chapels

a. The Committee will process recommendations for memorials for chapels in compliance with references (a) and (b).

b. Memorials for chapels include memorial windows, chimes, books, pulpit equipment and other items that would actually contribute to worship services.

c. Plaques or memorials for wall mountings in chapels and monolith-type memorials on the outside of chapels are generally inappropriate. The Committee will discourage these types of memorials.

3. Monuments or Plaque-type Memorials

a. The Committee will process recommendations for monuments or plaque-type memorials in compliance with references (a) and (b).

b. Monuments or plaque-type memorials are generally stone monoliths and plaques used together or separately. The following flora memorials are generally appropriate: species of trees such as magnolias or oaks that grow to large sizes, have long lives, and are hardy. A flora memorial will normally be identified by the small commemorative plaque adjacent to the flora.

c. Stone monoliths will be of stone of good monument quality, texture and color. Stone monoliths will be restricted to a small size, not to exceed two (2) feet in height, three (3) feet in width and one (1) foot in thickness. A plaque that cites the honoree's name and accomplishments will be mounted on the sloping top. A fitting phrase or comment may be carved in the front face of the monolith in appropriately sized letters.

d. All plaques will be bronze and no larger than two (2) feet high x three (3) feet long with appropriate wording, simple unadorned edges, and unobstructed star-type mounting rosettes.

e. Stone monoliths will be mounted on similar bases set on concrete foundations flush with the ground. The Committee will determine the location for each stone monolith, flora memorial, and plaque. As a general rule, stone monoliths will be sighted in the park opposite the Depot Theater on Boulevard de France.

4. The Committee will carefully determine the appropriateness of any proposed memorial to ensure that acceptance and employment of that specific memorial would not create controversy or possible embarrassment to the command or the Marine Corps. To ensure adequate time to assess all aspects of a proposed memorial, the Committee will not recommend acceptance and emplacement of any memorial for a period of at least one year following the death of any person or persons suggested as having been deserving of being memorialized.