



UNITED STATES MARINE CORPS
HEADQUARTERS AND HEADQUARTERS SQUADRON
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21002
JACKSONVILLE, NORTH CAROLINA 28545-1002

IN REPLY REFER TO:
Sqdno 1700.1Z
CO
14 Dec 2016

SQUADRON ORDER 1700.1Z

From: Commanding Officer
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUESTING MAST

Ref: (a) MCICOMO 1700.1B
(b) MCO 1700.23F
(c) NAVMC 1700.23F

Encl: (1) Marine Corps Request Mast Application NAVMC 11296
(2) Command Specific Elements Pertaining to Request Mast
(3) Request Mast Command Endorsement Example
(4) Request Mast Denial Command Endorsement Example

1. Situation. This directive represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. Squadron Order 1700.1Y

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the Marine to communicate with the Commander, normally in person, and the requirement that the Commander consider the matter and personally respond to the Marine requesting Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This directive is to be utilized by all members of this unit/command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. It will be published, and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the Commander with whom Request Mast is desired.

b. Coordinating Instructions. All members of this unit/command exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and the enclosures, which describes the command's specific elements.

5. Administration and Logistics

a. Executive Officer/Adjutant/Sergeant Major shall:

(1) Provide administrative assistance as delineated in enclosure (1).

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

b. OIC's/SNCOIC's shall:

(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate getting Marines in front of the Commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This directive is applicable to all uniformed members of this unit/command.

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


Q. VAUGHN

Distribution: A

MARINE CORPS REQUEST MAST APPLICATION

NAVMC 11296 (Rev. 6-97)

U/I: EA

PRIVACY ACT STATEMENT

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

PART I: TO BE COMPLETED BY THE APPLICANT

1. NAME:		2. RANK:	3. SSN:
4. UNIT:		5. RACE/ETHNIC GROUP:	
6. GENDER:		7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

(SIGNATURE OF APPLICANT/DATE)

PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

COMMANDING OFFICER SIGNATURE/DATE

PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST

(Applicant should initial/complete the appropriate statement(s))

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

_____ I have had the opportunity to communicate directly with _____ (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

_____ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE

APPLICANT'S SIGNATURE/DATE

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/Command points of contact to initiate a Request Mast application:

- a. Enlisted: Sergeant Major N.A. Deabreu
Bldg AS-213, Room 304,
(910) 449-6399
- b. Officer: Major S. Atwood
Bldg AS-213, Room 303,
(910) 449-6441

2. Request Mast chain of command for this command is:

- a. Immediate Commander: Lieutenant Colonel Q. Vaughn
Bldg AS-213, 3s Deck,
(910) 449-7152
- b. Immediate Base Commander: Colonel R. Burton
Bldg AS-211, Room 304
(910) 449-6307
- c. Immediate Commanding General: Brigadier General T.D Weidley
MCIEAST-MCB CAMLEJ, Bldg 1
(910) 451-2526

d. The following units fall under this command for Request Mast purposes:

Air traffic Control, Air Traffic Control Maintenance Division, Airfield Operations, Aircraft Rescue and Fire Fighting, Dining Facility, Fuels, Ground Electronics Maintenance, Instillation personnel Administration Center, Joint Law Center, Ordinance, Armory, Postal, Public Affairs Office, S-4, S-6, Supply, Weather, CHRIMP, AQHQRON Staff.

3. The Command Inspector General (CIG) for MCIEAST-MCB CAMLEJ is located in Building 27, Post Lane, MCB CAMLEJ, NC 28542-0005. Commercial : (910)451-2718 DSN: 751-2718

4. If a Marine desires to Request Mast with the Commanding General, Marine Corps Instillation East, the Request Mast will be routed through the Sergeant Major and Commanding Officer of Marine Corps Base New River to the Command Inspector, MCIEAST-MCB.

Request Mast Command Endorsement Example

UNIT HEADING

1700
CO
Date

FIRST ENDORSEMENT on SSgt Marine's Request Mast of date

From: Commanding Officer, (Unit)

To: Commanding General, Marine Corps Installations East-Marine-Corps Base, Camp Lejeune (Attn: Command Inspector General)

Via: Commanding Officer, (Unit)

Sub: REQUEST MAST IN THE CASE OF RANK FNAME MINITIAL LNAME
EDIPI: XXXXXXXXXXX/MOS USMC/USN

Ref: (a) MCIEAST-MCB CAMLEJO 1700.1A

Encl:(1) Request Mast Petition (Sealed Envelope)

1. Pursuant to reference (a), I conferred in person with NAME on DATE regarding the Request Mast in enclosure (1). I offered the opportunity, within my power, to assist with the Request Mast. He/She elected not to reveal the subject of the Request Mast and has instead elected to Request Mast to the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune as permitted under reference (a).

2. The subject of this Request Mast was submitted under seal and has not been reviewed at this level prior to forwarding.

SIGNATURE

Enclosure (3)

Request Mast Denial Command Endorsement Example

UNIT HEADING

1700
CO
Date

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Installations East-Marine-
Corps Base, Camp Lejeune (Attn: Command Inspector General)
Via: Commanding Officer, (Unit)

Sub: REQUEST MAST IN THE CASE OF RANK FNAME MINITIAL LNAME
EDIPI: XXXXXXXXXXXX/MOS USMC/USN

Ref: (a) MCIEAST-MCB CAMLEJO 1700.1A

Encl: (1) SSgt Marines's Request Mast Petition Petition w/endorsement

1. Pursuant to reference (a), I conferred in person with NAME on
DATE regarding the Request Mast in enclosure (1). As such, I
have denied his/her request Mast due to_____.

2. I have informed SSgt Marine that the correct venue for
redress is _____.

SIGNATURE

Enclosure (4)