



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1700.1  
CIG  
03 FEB 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
1700.1

From: Commanding General  
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U.S. Navy Reg. 1990  
(b) MCM w/Ch 3, 1980  
(c) NAVMC Directive 1700.23F  
(d) 10 U.S.C. §1034, Military Whistleblower Act  
(e) SECNAVINST 5370.7C

Encl: (1) Command-Specific Elements Pertaining to Request Mast  
(2) Request Mast Command Endorsement example

1. Situation. Per references (a) through (f), this Order is the Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) initiating directive that contains information and instructions for executing the Commander's Request Mast Program. This Order provides instructions regarding the procedures for requesting mast within MCIEAST-MCB CAMLEJ, and will expand the guidelines set forth in the references.

2. Cancellation. MCIEASTO 1700.1B.

3. Mission. To preserve the right of all uniformed members to directly communicate grievances to, or seek assistance from, their commander, as exercised through the formal process of Request Mast. Request Mast, as established in Articles 0820c and 1151.1 of reference (a), and paragraph 2805 of reference (b), includes both the right of uniformed members to communicate with their commander, normally in person, and the requirement that the commander consider the matter and personally respond to the requestor.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order shall be utilized by all uniformed members of MCIEAST-MCB CAMLEJ for the purpose of exercising Request Mast within MCIEAST-MCB CAMLEJ. Upon publication, this Order shall be posted on official organizational bulletin boards and the command's website. All MCIEAST-MCB CAMLEJ personnel will be informed of its contents.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations. Utilizing a NAVMC Form 11296, Request Mast petitions will be submitted in writing via the chain of command to the commander with whom the Request Mast is desired. Request Mast provides a uniformed member the opportunity to communicate not only with their immediate Commanding Officer (CO), but also with any superior commander in the chain of command, up to and including the uniform member's Commanding General (CG). Although uniformed members may be granted the privilege of forwarding a Request Mast petition beyond their immediate CG, there is no vested right to do so. Individual petitioners may opt to Request Mast to the next higher level of command only after initiating the Request Mast petition through their immediate chain of command.

b. Subordinate Element Missions

(1) All MCIEAST-MCB CAMLEJ subordinate commands down to Battalion/Squadron level shall:

(a) Ensure this Initiating Directive, along with the references identified in this Order, are posted on appropriate organizational bulletin boards and are readily available to all personnel within MCIEAST-MCB CAMLEJ.

(b) Publish an Initiating Directive, and command-specific elements page addressing command-specific elements pertaining to the submission and processing of unit Request Mast. Sections B-1, B-2, and C-1 of reference (c) provide recommended templates.

(2) Leaders, at all levels shall:

(a) Ensure Request Mast familiarity and awareness of attendant directives.

(b) Facilitate getting Request Mast petitioners an audience with the appropriate commander without delay, in order to ensure the issue can be addressed in an appropriate and timely manner.

(3) MCIEAST-MCB CAMLEJ Command Inspector General (CIG) shall:

(a) Provide administrative assistance to commanders and uniformed members in the submission and processing of Request Mast within MCIEAST-MCB CAMLEJ, as delineated in the enclosures.

(b) Facilitate the process of Request Mast applications addressed to the CG, MCIEAST-MCB CAMLEJ for consideration.

c. Coordinating Instructions

(1) Members of MCIEAST-MCB CAMLEJ exercising Request Mast shall conform to the references, which describe the process and

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procedural aspects of Request Mast, and this Order, which describes this command's unique, specific elements contained in enclosure (1).

(2) Delay. Subordinate commanders should strive for no more than one working day delay at each level of command for processing the NAVMC Form 11296.

5. Administration and Logistics. Directives issued by MCIEAST-MCB CAMLEJ are published, posted on all troop information boards, and distributed electronically via the MCIEAST-MCB web page at <http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of MCIEAST-MCB CAMLEJ.

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

  
J. W. CLARK JR.  
Acting

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Command-Specific Elements Pertaining to Request Mast

1. MCIEAST-MCB CAMLEJ points of contact to initiate a Request Mast application to the CG, MCIEAST-MCB CAMLEJ are:
  - a. Enlisted: Unit Sergeant Major
  - b. Officer: Unit Commanding Officer
2. Request Mast chain of command for MCIEAST-MCB CAMLEJ is:
  - a. Company Commander (MCB CAMLEJ only)
  - b. Battalion/Squadron Commander
  - c. Base/Station Commander
  - d. Immediate CG. CG, MCIEAST-MCB CAMLEJ, is located at Building 1, Marine Corps Installations East-Marine Corps Base, Camp Lejeune, 910-451-2526
  - e. Commands under the cognizance of MCIEAST-MCB CAMLEJ for Request Mast purposes:
    - (1) Headquarters and Support Battalion, MCB CAMLEJ
    - (2) Weapons Training Battalion, MCB CAMLEJ
    - (3) Marine Corps Air Station (MCAS), New River
    - (4) MCAS Cherry Point
    - (5) MCAS Beaufort
    - (6) Marine Corps Logistics Base, Albany
    - (7) Marine Corps Air Facility, Quantico
    - (8) Marine Corps Support Facility, Blount Island
3. The CIG for MCIEAST-MCB CAMLEJ is located at Building 27, Marine Corps Installations East-Marine Corps Base, Camp Lejeune, NC 28542-0005, Commercial: (910)451-2718/DSN 751-2718
4. Routing Instructions
  - a. Uniformed members will prepare a complete written statement describing the reasons for the Request Mast; this can be accomplished utilizing NAVMC Form 11296 or in standard Naval letter format with supporting documentation attached to the statement. This statement may also include a list of witnesses with a summary of the expected

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testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the uniformed member has revealed and communicated their problem.

b. Each intermediate commander to whom the uniformed member reveals the Request Mast subject will provide a written statement as to their understanding of the Request Mast and their responsive action. Each statement will be added to the Request Mast prior to the uniformed member communicating the Request Mast subject to the next higher commander. Request Mast packages addressed to the CG, MCIEAST-MCB CAMLEJ will be returned to the unit in the absence of these statements.

c. If the uniformed member has not revealed the subject of the Request Mast to the other commanders in the chain of command, the uniformed member must include an explanatory statement as to why the subject was not revealed. The uniformed member shall place the Request Mast in an envelope marked, **"to be opened by the Commanding General only."** The envelope will be delivered to the MCIEAST-MCB CAMLEJ CIG office. Paragraph 3 above outlines the location and contact information of the MCIEAST-MCB CAMLEJ CIG. Each intermediate commander will provide an endorsement letter that will accompany the Request Mast. Enclosure (2) is an example endorsement letter.

d. Uniformed members requesting mast will make a written statement on the NAVMC Form 11296 or attached sheet indicating that they had the opportunity to communicate directly with the CO and has been informed of any actions to be taken by the CO regarding the Request Mast.

e. When a Request Mast addressed to a higher commander is resolved at a lower level, the uniformed member will make a written statement on the Request Mast or attached sheet indicating that they are satisfied with the action taken at the lower level and have chosen to voluntarily withdraw the Request Mast. The uniformed member and a witness will jointly sign and date this statement.

f. When establishing internal Request Mast procedures, the CG, MCIEAST-MCB CAMLEJ may authorize a Request Mast to be reviewed by the local CIG. In these situations, the following considerations apply:

(1) The local CIG may neither respond to nor deny a Request Mast on behalf of the CG, but may make appropriate recommendations pertaining to the Request Mast application to the CG.

(2) Any lawful communication made to the local CIG will also constitute a protected disclosure under reference (d). Therefore, in addition to the protection afforded to the uniformed member for

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exercising his or her right to Request Mast under reference (c), further protection is afforded to the uniformed member under reference (d), as implemented by reference (e).

5. Additional Instructions. Personnel assigned to tenant commands at CAMLEJ may Request Mast to the CG, MCIEAST-MCB CAMLEJ via respective chain of command for issues relating to installation facilities or services (i.e., housing, dining facilities, Marine Corps Community Services). Applications within this category can be processed up to the Major Subordinate Command level and then forwarded to the MCIEAST-MCB CAMLEJ CIG's office. Applications are to include all supporting documentation.

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1700  
CO  
date

FIRST ENDORSEMENT on SSgt XXXX's Request Mast of (date)

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

Subj: REQUEST MAST IN THE CASE OF STAFF SERGEANT EDIPI:  
000000000/2111 USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1700.1

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

1. Pursuant to reference (a), I conferred in person with Staff Sergeant xxx on (date), regarding his Request Mast. I offered to Staff Sergeant XXXX the opportunity to assist him with the matter of his Request Mast should it be within my power to assist him. He elected not to reveal the subject of his Request Mast to me. Instead Staff Sergeant XXXX elected to Request Mast to you as the Commanding General of 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 (enclosure (1)), and has not been reviewed at this level prior to forwarding.

I. M. GREAT

Enclosure (2)