



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

MCIEAST-MCB CAMLEJO 1700.1A
CIG
24 OCT 2014

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

From: Commanding General
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U.S. Navy Reg. 1990
(b) MARCORMAN, 1980
(c) NAVMC Directive 1700.23F
(d) 10 U.S.C. §1034
(e) SECNAVINST 5370.7C
(f) MCO 1700.23F

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) Request Mast Command Endorsement Example
(3) Request Mast Denial Command Endorsement Example

1. Situation. Per the references, 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 Commanding General's (CG) Request Mast Program. This Order provides instructions for requesting mast within MCIEAST-MCB CAMLEJ and expands upon the guidelines set forth in the references. 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.

2. Cancellation. MCIEAST-MCB CAMLEJO 1700.1.

3. Mission. MCIEAST-MCB CAMLEJ preserves 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.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of the Request Mast program is to allow all Marines and Sailors of MCIEAST-MCB CAMLEJ access to their commanders, up to the CG, to air grievances or ask for assistance in solving issues that are not being addressed elsewhere. The Request Mast program contributes to good order and discipline by

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ensuring Marines and Sailors have a voice on important issues, and that commanders are made aware of these issues and may take action appropriately. Request Mast is a formal process, and we will use that process as set forth in the references and in this Order. A Marine or Sailor's right to Request Mast should never be obstructed. If a Request Mast is denied, it must be in accordance with reference (c) and when there is another specific avenue of redress available. Our end-state is that MCIEAST-MCB CAMLEJ Marines and Sailors can freely exercise their right to Request Mast.

(2) Concept of Operations. Using NAVMC 11296, Request Mast petitions will be submitted in writing via the chain of command to the commander whom the Request Mast is desired. Request Mast provides a uniformed member the opportunity to communicate not only with their immediate commander, but also with any superior commander in the chain of command up to and including the uniformed member's 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. Command Specific Elements can be found in enclosure (1).

b. Tasks

(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 elements pertaining to the submission and processing of Request Mast that are unique to the unit. Sections B-1, B-2, and C-1 of reference (d) provide a recommended template.

(c) Be prepared to assist uniformed members of your command with submission and processing of the Request Mast petition.

(d) If a uniformed member desires to Request Mast with the CG directly and does not reveal the subject of the Request Mast, then provide an endorsement letter to accompany the Request Mast. A sample command endorsement is provided in enclosure (2).

(e) If a Request Mast is denied in accordance with reference (c), then submit a copy of the denial or a written letter explaining the denial to the CG via the Command Inspector General (CIG). A sample denial letter is provided in enclosure (3).

(2) Leaders, at all Levels shall:

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

(b) Facilitate Request Mast petitioners receiving 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 CIG shall:

(a) Provide administrative assistance to commanders and uniformed members in the submission and processing of Request Masts 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 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 a one working day delay at each level of command for processing the NAVMC 11296.

(3) This Order will be published on official organizational bulletin boards and websites.

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 CAMLEJ web page at <http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>

6. Command and Signal

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

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


R. F. CASTELLVI

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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 (CO)

2. Request Mast Chain of Command for MCIEAST-MCB CAMLEJ is:

- a. Company Commander (MCB CAMLEJ personnel only)
- b. Battalion/Squadron Commander
- c. Base/Station Commander
- d. Immediate CG. The CG, MCIEAST-MCB CAMLEJ, Brigadier General Robert F. Castellvi, Building 1, MCIEAST-MCB CAMLEJ, NC 28542-0005, Commercial (910) 451-2526/DSN: 751-2526.

e. Commands under the cognizance of MCIEAST-MCB CAMLEJ for Request Mast purposes:

- (1) Headquarters and Support Battalion, MCIEAST-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 Support Facility, Blount Island

3. The 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. Routing Instructions

a. Uniformed members will prepare a complete written statement covering the reasons for the Request Mast; this can be accomplished using NAVMC 11296 or standard Naval letter format with supporting documentation attached to the statement. The statement may also include a list of witnesses with a summary of the expected 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 Marine 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 for 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. If a request mast is denied in accordance with reference (c), then submit a copy of the denial or a written letter explaining the denial to the CG via the CIG. A sample letter is provided in enclosure (3).

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

f. 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.

g. 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, further protection is afforded to the uniformed member under reference (d) as implemented by reference (e).

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5. Additional Instructions. Personnel assigned to tenant commands at MCB CAMLEJ may Request Mast with the CG, MCIEAST-MCB CAMLEJ via the respective chain of command for issues relating to installation facilities or services (e.g., 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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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)

Subj: 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 (2)

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)

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

Ref: (a) MCIEAST-MCB CAMLEJO 1700.1A

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

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

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

SIGNATURE