



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

MCIEAST-MCB CAMLEJO 1700.1B  
CIG  
03 SEP 2015

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

From: Commanding General  
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U.S. Navy Reg. 1990  
(b) MCM 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  
(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 Request Mast Program. This Order provides instructions for requesting mast within MCIEAST-MCB CAMLEJ, and expands 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 1700.1A.

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.

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

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#### 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 access to their commanders, up to the Commanding General, 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 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. Utilizing a NAVMC Form 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 his or her immediate Commanding Officer (CO), but also with any Superior Commander in the chain of command, up to and including the uniformed members 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. Command Specific Elements can be found in enclosure (1).

##### b. Tasks

###### (1) All MCIEAST-MCB CAMLEJ Installation Commands and subordinate Commands down to Battalion/Squadron level

(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.

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(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 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. A sample letter is provided in enclosure (3).

(2) Leaders at all levels

(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)

(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

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and procedural aspects of Request Mast and this Order, and 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 NAVMC Form 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 web page at <http://www.mcieast.marines.mil/StaffOffices/Adjutant/Orders/1000.aspx>

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of MCIEAST-MCB CAMLEJ, its Installation Commands, and subordinate commands down to Battalion and Squadron level.

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

  
T. D. WEIDLEY

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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 only)
- b. Battalion/Squadron Commander
- c. Installation Commander
- d. Immediate Commanding General. CG MCIEAST-MCB CAMLEJ, Brigadier General Thomas D. Weidley, Building 1, MCIEAST-MCB, CAMLEJ, at (910) 451-2526

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

- a. Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ
- b. Weapons Training Battalion, MCIEAST-MCB CAMLEJ
- c. Marine Corps Air Station (MCAS) New River
- d. MCAS Cherry Point
- e. MCAS Beaufort
- f. Marine Corps Logistics Base Albany
- g. Marine Corps Support Facility Blount Island

4. 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

5. Routing Instructions

a. Uniformed members will prepare a complete written statement covering the reasons for the Request Mast; this can be accomplished utilizing NAVMC Form 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

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statement must include a summary of responsive action taken by each commander in the chain of command to whom the Marine or Sailor has revealed and communicated his or her problem.

b. Each intermediate commander to whom the uniformed member reveals the Request Mast subject will provide a written statement as to his/her 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 CG only." The envelope will be delivered to the MCIEAST-MCB CAMLEJ CIG office. Paragraph 4 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 the NAVMC Form 11296 or attached sheet indicating that he/she has 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.

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 he/she is satisfied with the action taken at the lower level and has 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

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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).

6. Additional Instructions. Personnel assigned to tenant commands at Camp Lejeune 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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UNIT HEADING

1700  
CO  
Date

FIRST ENDORSEMENT on SSgt XXXX's Request Mast of 3 Feb 15

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

Subj: REQUEST MAST IN CASE OF STAFF SERGEANT XXXXX 0000000000/  
2111 USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1700.1B

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

1. Pursuant to the reference, I conferred in person with SSgt XXXX on 4 February 2014 regarding his Request Mast. I offered to SSgt XXXX the opportunity to assist him/her with the matter of his/her Request Mast should it be within my power to assist him/her. He/she elected not to reveal the subject of his/her Request Mast to me. Instead SSgt XXXX elected to Request Mast to you as 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)

MCIEAST-MCB CAMLEJO 1700.1B

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UNIT HEADING

1700  
CO  
date

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

Subj: REQUEST MAST DENIAL IN CASE OF STAFF SERGEANT XXXXX  
0000000000/2111 USMC

Ref: (a) MCIEAST-MCB CAMLEJO 1700.1B

Encl: (1) Request Mast Petition

1. Pursuant to the reference, I have conferred in person with SSgt  
XXXX on (date) regarding his/her Request Mast. As such, I have denied  
his/her Request Mast due to:

2. I have informed SSgt XXXX that the correct venue of redress is:

SIGNATURE

Enclosure (3)