



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

MCIEASTO 1700.1B
CIG
14 Oct 11

MARINE CORPS INSTALLATIONS EAST ORDER 1700.1B

From: Commanding General
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U.S. Navy Reg. 1990
(b) Marine Corps Manual w/Ch 3
(c) MCO 1700.23F
(d) NAVMC Directive 1700.23F

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Situation. Per references (a) through (d), this Order is the Marine Corps Installations East (MCIEAST) Initiating Directive that contains information and instructions for executing the Commandant's Request Mast Program. This Order provides instructions regarding the procedures for requesting mast within MCIEAST, and will expand the guidelines set forth in the references.

2. Cancellation. MCIEASTO 1700.1A.

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 for the purpose of exercising Request Mast within MCIEAST. Upon publication, this Order shall

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be posted on official organizational bulletin boards and the command's intranet website. All MCIEAST personnel will be informed of the contents of this Order.

(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 who exercises Request Mast authority. 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 uniform members Commanding General (CG). Although uniformed member's 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 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.

(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 (d) provides a recommended template for a Command's Initiating Directive and Command Specific Elements page.

(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 Command Inspector General (CIG)

(a) Provide administrative assistance to commanders and uniformed personnel in the submission and processing of Request Masts within MCIEAST, as delineated in the enclosure.

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

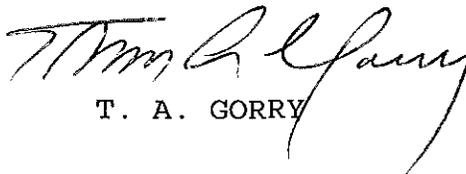
c. Coordinating Instructions. Members of MCIEAST exercising Request Mast shall conform to the references, which describe the Request Mast process and procedural aspects, and this Order which describes this command's unique specific elements.

5. Administration and Logistics. Directives issued by MCIEAST are published and distributed electronically via the MCIEAST web page at <https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEAST%20DIRECTIVES/MCIEAST%20ORDERS/01000%20SERIES/01000%20SERIES/MCIEASTO%201700.1A.PDF>

6. Command and Signal

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

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


T. A. GORRY

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Command Specific Elements Pertaining to Request Mast

1. MCIEAST point of contact to initiate a Request Mast applications to the Commanding General, Marine Corps Installations East is:

Command Inspector General (CIG)
Lieutenant Colonel Jeffrey Johnson
Building 27
Marine Corps Installations East
Camp Lejeune, NC 28542-0005
Commercial: (910)451-2718/DSN 751-2718

2. Request Mast chain of command for MCIEAST is:

a. Immediate Commanding General. CG MCIEAST, Brigadier General Thomas A. Gorry, Building 1, Marine Corps Installations East, Camp Lejeune, 910-451-2526

b. Commands under the cognizance of MCIEAST for Request Mast purposes:

- (1) Marine Corps Base Camp Lejeune
- (2) Marine Corps Air Station New River
- (3) Marine Corps Air Station Cherry Point
- (4) Deployment Processing Command East, Camp Lejeune
- (5) Marine Corps Air Station Beaufort
- (6) Marine Corps Logistics Base Albany
- (7) Marine Corps Air Facility Quantico
- (8) Marine Corps Support Facility Blount Island Command, Jacksonville, FL

3. Additional Instructions

a. Uniformed personnel 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 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 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 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 CIG office. Paragraphs 1 and 2 above outline the location and contact information for the MCIEAST CIG.

d. Uniformed personnel 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 Commanding Officer (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 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.

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

a. The MCIEAST 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.

b. Any lawful communication made to the MCIEAST CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to the uniformed member under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.