MARINE CORPS REQUEST FOR MAST

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series; SECNAVINST 5370.5 series; and E.O. 9397 (SSN), as amended. SORN N05041-1

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. http://dpctl.defense.gov/Privacy/SORNSIndex/DOD-Component-Article-View/Article/570354/n05041-1/

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

PART I: REQUEST COMPLETED BY THE APPLICANT

1. NAME: (Last, First, MI)  
2. RANK:  
3. EDIP:

4. UNIT:

Unit the Marine is assigned to

5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)
   5a. NAME OF COMMANDER (Rank, Full Name)  
   5b. COMMAND:

BGEN, Benjamin T. Watson  
MCIEAST-MCB CAMLEJ

6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and name of any individuals involved, possible witnesses, and to whom this matter may have been previously reported).

See sealed package provided by and maintained by the Marine.

7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in Block 5a.)

See sealed package provided by and maintained by the Marine.

8. AFFIDAVIT:

I, ____________________________, have read this statement which contains Blocks 6 and 7. 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 or unlawful influence.

Signature: ____________________________ Date: ____________________________

NAVMC 11296 (Rev. 06-17)(EF)
PART II: COMMANDERS’ ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9. COMMANDERS’ MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commander must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. COMMANDER, COMPANY LEVEL:

Subject Matter Disclosed? □ Yes □ No  
Forward? □ Yes □ No  
Denied (if named in 5a)? □ Yes □ No

Remarks: (Detail attempts to process or resolve)

Signature: ____________________________ Date: ____________

9b. COMMANDER, BATTALION, SQUADRON LEVEL:

Subject Matter Disclosed? □ Yes □ No  
Forward? □ Yes □ No  
Denied (if named in 5a)? □ Yes □ No

Remarks: (Detail attempts to process or resolve)

1. I conferred in person with SSgt XX on 10 Nov 2018 regarding his/her Request Mast. I offered to SSgt XX 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 XX elected to Request Mast to you as the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune.

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

Signature: ____________________________ Date: ____________

9c. COMMANDER, REGIMENT LEVEL:

Subject Matter Disclosed? □ Yes □ No  
Forward? □ Yes □ No  
Denied (if named in 5a)? □ Yes □ No

Remarks: (Detail attempts to process or resolve)

Signature: ____________________________ Date: ____________

9d. IMMEDIATE COMMANDING GENERAL:

Forwarded (if applicable) □ Yes □ No  
Denied? □ Yes □ No

Remarks: (Detail attempts to process or resolve)

Signature: ____________________________ Date: ____________
PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT

10. FINAL DISPOSITION: (Detail any actions or attempts to resolve the grievance/problem. Include any referrals for further personnel actions. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5.a, explain why the matter was inappropriate for Mast.)

Signature: ___________________________ Date: ____________

Enclosure (2)
### PART IV: APPLICANT’S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request.

**Final Disposition by a selected subordinate Commander:** Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my request for Mast to a Commander who was subordinate to the Commander I originally requested in Block 5a and I accept and fully understand the disposition of my grievance.

Name: [ ]  
Command: [ ]

**Final Disposition by the requested Commander:** My request for Mast was granted and I communicated directly with the Commander specifically named in Block 5a. I fully understand the disposition or probable disposition of my grievance.

**Request Denied:** I understand my request for Mast was denied by the Commander I specifically named in Block 5a.

**Request Withdrawn:** Without any intimidation, coercion, or fear of retaliation, I voluntarily withdrew my request for Mast.

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