



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
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I MEFO 1700.1Q  
CIG

NOV 30 2017

I MARINE EXPEDITIONARY FORCE ORDER 1700.1Q

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U.S. Navy Regulations  
(b) Marine Corps Manual  
(c) NAVMC Directive 1700.23F  
(d) MCO 1700.23F  
(e) MCO P5354.1D Ch 1

Encl: (1) Marine Corps Request Mast Application (NAVMC 11296)  
(2) Command Specific Elements Pertaining to Request Mast  
(3) I Marine Expeditionary Force (I MEF) Command Specific Elements for Request Mast

1. Situation. This Order is the I Marine Expeditionary Force (I MEF) initiating directive for the Commandant's Request Mast program. Marine Corps Order 1700.23 is the singular Marine Corps Request Mast order, thus this I MEF Order contains only command specific instructions.

2. Cancellation. I MEFO 1700.1P W/Ch 1.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as established in reference (a), (Articles 0820C and 1151.1) and reference (b), (paragraph 2805) and exercised through the formal process of Request Mast. Further, to publish I MEF policy that Marines have the right to communicate with the commander in person, if at all feasible. Moreover, to ensure all commanders at all levels respond to a Marine requesting Mast in a timely manner, forwarding the request up the chain to the first General Officer in the chain of command, as applicable, if the Marine's complaint is not addressed to his/her satisfaction.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. References (c) and (d) are to be utilized by all members of I MEF for the purpose of exercising Request Mast with the Commanding General (CG). Individual unit Request Mast directives are no longer required; however, all commanders will publish a unit level initiating directive outlining the command specific elements found in enclosure (2). Commanders at all levels will ensure the individual's right to Request Mast is upheld, complying with references (c) and (d). The chain of command will be responsive and accountable for ensuring the procedures promulgated in the references are adhered to in order to preserve the integrity of the Request Mast process.

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(2) Concept of Operations. Due to the high tempo of operations at I MEF, commanders at all levels, including the Commanding General, are frequently away from home base for varying durations of time. Acting commanders with non-judicial punishment (NJP) authority will use judgment and discretion when hearing Request Mast petitions, and will not use the designated commander's absence as a reason to delay hearing a petition. The focus will remain on the swift and just handling of the complaint at the lowest appropriate level in the chain of command. In the case where the designated commander's authority cannot be delegated, the Marine requesting mast will be notified by competent authority as to the reason for the delay and will be scheduled to meet with the commander as soon as possible. Lower level commanders can advise, but in no case, will prevent a Marine from requesting an audience with the CG. Any instance that may constitute restriction of a Request Mast request will be forwarded to the Inspector General of the Marine Corps (IGMC) for review and appropriate action. In cases where the CG is away from home base and unable to hear a Request Mast, the Deputy CG may hear the Request Mast on his behalf.

b. Subordinate Element Missions

(1) Major Subordinate Commands

(a) Institute and maintain the Commandant's Request Mast program per reference (c) and (d).

(b) Publish an initiating directive and Command specific elements pertaining to Request Mast per enclosure (2).

(2) Commanders I MEF Information Group (I MIG) and Marine Expeditionary Units (MEUs).

(a) Post this Order and reference (d) prominently in your area and ensure all hands are familiar with its contents.

(b) Publish an initiating directive and Command specific elements pertaining to Request Mast per enclosure (2).

(3) Command Inspector General (CIG)

(a) Update the command specific elements in this Order as required.

(b) Conduct periodic checks throughout the I MEF to ensure familiarity with this Order and reference (d).

(c) Provide assistance and coordination as required to ensure procedural adherence to reference (d).

c. Coordinating Instructions. I MEF CIG will coordinate Request Mast petitions with other commands for personnel that are transferred from I MEF during the process of their request.

5. Administration and Logistics

a. The Request Mast procedure is the primary means of formally addressing discrimination complaints as described, but not limited to, those in reference (e). It is important to stress that only the complainant can determine if their complaint is resolved. Thus, any Marine with a formal complaint not resolved to their satisfaction by the chain of command retains the right to Request Mast with the CG.

b. All I MEF Commanders listed in enclosure (3) who deny a Request Mast shall forward via the chain of command a report of such action and the basis thereof to the CG, I MEF, attention: I MEF CIG.

c. All I MEF subordinate commands listed in enclosure (3) will notify the I MEF CIG of any Request Mast petitions that will be forwarded to the I MEF CG. The I MEF CIG will coordinate the expeditious hearing of the Request Mast.

d. The CIG is not authorized to respond to or deny a Request Mast on behalf of the CG, but is authorized to screen all Request Masts for procedural adherence, make appropriate recommendations, and coordinate the appearance of the Marine. In the case of a letter marked "For Commanding General's Eyes Only" the CIG shall communicate directly with the Marine requesting Mast if the CG is not readily available and advise the Marine of the approximate date the CG will be available.

e. Any lawful communication made to a CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act as described in references (a) and (c).

6. Command and Signal

a. Command. This Order is applicable to the I MEF Subordinate Commands.

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

  
LEWIS A. CRAPAROTTA

DISTRIBUTION: I, II

**MARINE CORPS REQUEST MAST APPLICATION**

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

**PRIVACY ACT STATEMENT**

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

**PART I: TO BE COMPLETED BY THE APPLICANT**

1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

**9. AFFIDAVIT**

I, \_\_\_\_\_, have read this statement which begins in Block 8b on this page (page 1) and ends on page \_\_\_\_\_. 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, unlawful influence, or unlawful inducement.

(SIGNATURE OF APPLICANT/DATE)

MCO 1700.23E

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**PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST**

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

\_\_\_\_\_  
COMMANDING OFFICER SIGNATURE/DATE

**PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST**

(Applicant should initial/complete the appropriate statement(s))

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_ I have had the opportunity to communicate directly with \_\_\_\_\_ (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

\_\_\_\_\_ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_  
WITNESS' SIGNATURE/DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE

Command Specific Elements Pertaining To Request Mast

1. Unit/command points of contact to initiate a Request Mast application (see Note 1):
  - a. Enlisted: Billet/Rank, Name, Location, Phone Number
  - b. Officer: Billet/Rank, Name, Location, Phone Number
2. Request Mast chain of command for this unit/command is (see Note 2):
  - a. Immediate Commander: Billet, Location, Phone Number
  - b. Next Commander: Billet, Location, Phone Number
  - c. Next Commander: Billet, Location, Phone Number
  - d. Immediate CG: Billet, Location, Phone Number
  - e. All units that fall under this command for Request Mast purposes (see Note 3):
3. The CIG for this unit is: Location, Phone Number
4. Include statement pertaining to routing instructions for Request Mast to the CG (see Note 4):
5. Additional Instructions (see Note 5):

Note 1. Identify by billet, the individual with whom a Marine should contact first for assistance in preparation of the Request Mast application. Typically, for enlisted Marines, this is the unit Sergeant Major, Senior Enlisted Marine, or Administrative Chief and for Marine Officers, the Executive Officer or Manpower Officer (Adjutant).

Note 2. Identify by billet, each commander in the chain of command with whom a Marine may Request Mast. Generally, the Request Mast chain of command begins with the first officer exercising NJP authority over the Marine, through each succeeding commander up to the immediate CG.

Note 3. Paragraph 2c of enclosure (3) lists all units/commands that fall under this command for Request Mast purposes, for example, a headquarters element that maintains administrative oversight of other units. Using this example, Commanding Officer, Headquarters and Service Battalion (H&S), Quantico would institute the Commandant's Request Mast program and publish Command-Specific Elements for the headquarters, including all units that fall under it for Request Mast. CG, Marine Corps Systems Command would publish the Commandant's Request Mast Order utilizing the Command-Specific Elements established by CO, H&S Battalion, Quantico, who exercises Request Mast authority.

Note 4. A CIG may review and make appropriate recommendations pertaining to a Request Mast to the CG; however, may neither respond to nor deny a Request Mast on behalf of the CG.

Note 5. Add remarks as necessary to clarify the unit/command Request Mast process. For example, Marine Corps units/commands who are tenants on a sister-service base may fall under the installation CG who is exercising

General Courts-Martial Convening Authority and/or for purposes of Request Mast. In such cases, the relationship should be delineated in writing and included as an appendix to this enclosure.

I Marine Expeditionary Force Command Specific Elements for Request Mast

1. Unit/command points of contact to initiate a Request Mast application:
    - a. Enlisted: Command Inspector Chief, I MEF, Bldg 210636, Rm 101, 760-763-2547.
    - b. Officer: CIG, I MEF, Bldg 210636, Rm 101, 760-763-2717.
  2. Request Mast chain of command for I MIG and I MEF Command Element (see Notes 1 & 3):
    - a. Immediate Commander: CO, I MIG, Bldg 210700, 760-725-6940.
    - b. Commanding General: CG, I MEF, Bldg 210701, 760-725-9101.
    - c. Commands that fall under CG I MEF for Request Mast purposes:
      - (1) I MIG to include all subordinate battalions.
      - (2) 11th, 13th, and 15th Marine Expeditionary Units (MEU), Special Purpose Marine Air Ground Task Forces (SPMAGTFs) and Purpose Built Task Forces (PBTfs) (see Notes 2 & 3).
      - (3) Reserve Marines who are members of the I MEF Individual Mobilization Augmentee Detachment (IMA Det).
  3. The CIG for I MEF is listed in paragraph 1b above.
  4. Routing instructions for Request Mast to the I MEF CG: Request Mast will be forwarded up the chain of command from each Commanding Officer to the CG, via the Chief of Staff, carbon copy (cc) the I MEF CIG.
  5. Additional Instructions. Grievances submitted in writing or verbally are protected communications and are subject to the protections afforded via the Military Whistleblower Protection Act.
- Note 1. All Request Mast petitions for I MIG and I MEF CE personnel will go through the CO I MIG, to allow I MIG to attempt to rectify the problem
- Note 2. The Request Mast chain of command for all MEUs, non-deployed SPMAGTFs, and non-deployed PBTfs will be the immediate Commander, the CO of SPMAGTF/PBTf or the MEU (11th, 13th and 15th MEU); CG, I MEF.
- Note 3. If, in the mind of the complainant, the issue needs to be seen only by the CG, the complainant will mark the request "For CG's Eyes Only" and include in the submitted package an explanation as to why the subject was not revealed to the other commanders in the chain of command.