



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
I MEFO 1700.1N

G-1
09 NOV 2012

I MARINE EXPEDITIONARY FORCE ORDER 1700.1N W/Ch 2

From: Commanding General
To: Distribution List

Subj: I MEF SPECIFIC ELEMENTS FOR REQUEST MAST

Encl: (1) New page insert to I MEFO 1700.1N

1. Situation. To transmit new page insert to the basic order that reflects the new specific elements pertaining to request mast.

2. Execution. Remove enclosure (3) from original order and replace with new enclosure.

R. F. CASTELLVI
Chief of Staff

DISTRIBUTION LIST: I, II



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U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
I MEFO 1700.1N
IG
29 SEP 2011

I MARINE EXPEDITIONARY FORCE ORDER 1700.1N

From: Commanding General
To: Distribution List

Subj: I MEF SPECIFIC ELEMENTS 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 w/CH 1

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

1. Situation. This Order contains I Marine Expeditionary Force (I MEF) command specific instructions only and does not replace reference (d).

2. Cancellation. I MEFO 1700.1M.

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), (par 2805) and exercised through the formal process of Request Mast. Further, to publish I MEF policy that the Marine has the right to communicate with the commander in person, if at all feasible, and that commanders at all levels have the responsibility to respond to the 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 satisfaction.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reference (d) is 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.

(2) Concept of Operations. Due to the high tempo of operations at I MEF, commanders at all levels, including the CG, are frequently away from Camp Pendleton for undetermined durations of time. Acting commanders with non-judicial punishment 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 quick 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.

b. Coordinating Instructions. I MEF Inspector General (IG) will coordinate Request Mast petitions with other commands for personnel that are transferred from I MEF during the process of their request.

c. Tasks

(1) Staff Sections. Post this bulletin and reference (d) prominently in your area and ensure all hands are familiar with its contents.

(2) IG

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

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

(c) Provide assistance and coordination with I Marine Expeditionary Force Headquarters Group and I MEF Staff Sections as required to ensure procedural adherence to reference (d).

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

c. The IG is not authorized to respond to or deny a Request Mast on behalf of the CG, but is authorized to screen 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 IG 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.

d. Any lawful communication made to a IG 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.



R. F. CASTELLVI
Chief of Staff

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)		

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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, Rank, Name, Location, Phone Number

b. Next Commander: Billet, Rank, Name, Location, Phone Number

c. Next Commander: Billet, Rank, Name, Location, Phone Number

d. Immediate Commanding General: Billet, Rank, Name, Location, Phone Number

e. All units that fall under this command for Request Mast purposes (see Note 3):

3. The Command Inspector General for this unit is: Rank, Name, Location, Phone Number

4. Include statement pertaining to routing instructions for Request Mast to the Commanding General (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 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 Commanding General.

Note 3. Paragraph 2e above 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, 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. Commanding General, 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 Command Inspector General (CIG) may review and make appropriate recommendations pertaining to a Request Mast to the Commanding General; however, may neither respond to nor deny a Request Mast on behalf of the Commanding General.

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 Commanding General who is exercising General Court-Martial 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 MEF COMMAND SPECIFIC ELEMENTS FOR TO REQUEST MAST

1. Unit/command points of contact to initiate a Request Mast application:

a. Enlisted: Command Inspector Chief, MSgt M. A. Knowlton, I MEF, Bldg 210636, Rm 101, 760-763-2547.

b. Officer: Command Inspector General, Col J. W. Guthrie, I MEF, Bldg 210636, Rm 101, 760-763-2717.

2. Request Mast chain of command for I MHG and I MEF Command Element (see Note 1):

a. Immediate Commander: CO, I MHG, Col S. M. Hanson, Bldg 210700, 760-725-6940.

b. Commanding General: CG, I MEF, LtGen J. A. Toolan, Bldg 210701, 760-725-9101.

c. Commands that fall under CG I MEF for Request Mast purposes:

(1) I MHG to include all subordinate battalions.

(2) 11th, 13th, and 15th Marine Expeditionary Units

(3) Reserve Marines who are members of the I MEF

Individual Mobilization Augmentee Detachment (IMA Det)

3. The Command Inspector General (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, 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 MHG, and I MEF CE personnel will go through the CO I MHG, to allow I MHG to attempt to rectify the problem. 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 submit.