



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

I MEFO 1700.1R  
CIG

OCT 23 2019

I MARINE EXPEDITIONARY FORCE ORDER 1700.1R

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) MCO 1700.23G  
(d) MCO 5430.1A w/ Admin CH  
(e) MCO 5354.1E w/ Admin CH

Encl: (1) NAVMC 11296 (Rev.05-19) (EF) Marine Corps Request Mast Application  
(2) I Marine Expeditionary Force Command Specific Elements for Request Mast

1. Situation. In accordance with the references, this Order is the initiating directive for the I Marine Expeditionary Force (I MEF) 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 1700.1Q.

3. Mission. To preserve the right of every Marine to seek assistance from, or communicate grievances directly to, their commander or commanders up to and including a Commanding General (CG) within the chain of command at the same base or immediate geographical location, as established in reference (a) (Articles 0820c and 1151.1) and reference (b) (paragraph 2805), through the use of the formal request mast process. 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 every level respond to a Marine requesting Mast in a timely manner, forwarding the request up the chain of command to the commander with whom the Marine is requesting an audience, or the first General Officer in the chain of command, as applicable.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The procedures in reference (c) are to be utilized by all members of I MEF for the purpose of exercising Request Mast. Individual unit Request Mast directives are not required. Commanders at all levels will ensure the individual's right to Request Mast is upheld, complying with reference (c). The chain of command will be responsive and accountable for ensuring adherence to the procedures promulgated in the reference.

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(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 home base for varying durations of time. Acting commanders with non-judicial punishment (NJP) authority will use judgment and discretion when hearing Request Mast applications, and will not use the designated commander's absence as a reason to delay hearing a Request Mast. 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 commander cannot hold the mast within one working day, the Marine requesting mast will be notified as to the reason for the delay and will be scheduled to meet with the commander as soon as possible. Only the commander with whom the Marine is requesting an audience can deny a Request Mast. Any interference with a Marine's right to Request Mast or any attempt to reprise against a Marine who has requested mast is strictly prohibited. Any attempts to do so is punishable under Article 92 of the UCMJ. 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. Institute and maintain a Request Mast program per reference (c).

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

(a) Post this Order and reference (c) prominently in your area and ensure all hands are familiar with its contents. Retain documentation of all training for two years, to include rosters and material covered.

(b) Establish, monitor, and document follow-up procedures to ensure that each request mast is processed in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request mast.

(3) Command Inspector General (CIG)

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

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

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

5. Administration and Logistics

a. All I MEF Major Subordinate Element Commanders listed in enclosure (2), who deny a Request Mast shall forward a report explaining the basis of the denial to the CG, I MEF, attention: I MEF CIG. This requirement also applies to Company Commanders and those with NJP authority within those chains of command listed in enclosure (2).

b. All I MEF commands listed in enclosure (2) will notify the I MEF CIG of any Request Mast applications that will be forwarded to the I MEF CG. The I MEF CIG will coordinate the expeditious hearing of the Request Mast.

c. The CIG and the Deputy Inspector General are designated Request Mast Reviewing Authorities for the I MEF CG. As such, they are authorized to review Request Mast applications that are sealed and labeled with "to be opened by the CG only" or "for CG's eyes only" or words to that effect.

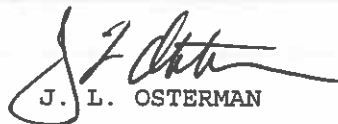
d. The CIG is not authorized to respond to or deny a Request Mast on behalf of the CG, but is authorized to screen all Request Masts for procedural adherence, perform appropriate research and due diligence, make appropriate recommendations, and coordinate the appearance of the Marine. The CIG shall communicate 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.

  
J. L. OSTERMAN

DISTRIBUTION: I, II

MCO 1700.23G

<b>MARINE CORPS REQUEST MAST</b>		
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><b>Authority:</b> 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. <b>BORN</b> 10029411-1</p> <p><b>Principal Purpose:</b> 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.</p> <p><b>Routine Uses:</b> 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. <u>A complete list and explanation of the applicable routine uses is published in the authorizing BORN available at <a href="http://doct.defense.gov/privacy/DoDComponentArticleViewArticle.aspx?id=1641-1/">http://doct.defense.gov/privacy/DoDComponentArticleViewArticle.aspx?id=1641-1/</a>.</u></p> <p><b>Disclosure:</b> Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.</p>		
<b>PART I REQUEST: COMPLETED BY THE APPLICANT</b>		
1. NAME: (Last, First MI)	2. RANK	3. EDIPI:
4. UNIT:		
5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)		
5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND	
6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed)		
7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in block 5a.)		
8. AFFIDAVIT:		
I, <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span> , certify the statements in blocks 6 and 7 are true.		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>Signature <span style="border: 1px solid black; display: inline-block; width: 300px; height: 1.2em; vertical-align: middle;"></span></p> </div> <div style="width: 20%; text-align: center;"> <p>Date <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p> </div> </div>		

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PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND				
<b>9. REQUEST MADE:</b> (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)				
<b>9a. FIRST COMMANDER IN CHAIN OF COMMAND</b>	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 90%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 90%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No      Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No      Denied (if named in 5a)? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 90%;" type="text"/>		Date: <input style="width: 90%;" type="text"/>		
<b>9b. SECOND COMMANDER IN CHAIN OF COMMAND</b>	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 90%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 90%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No      Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No      Denied (if named in 5a)? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 90%;" type="text"/>		Date: <input style="width: 90%;" type="text"/>		
<b>9c. THIRD COMMANDER IN CHAIN OF COMMAND</b>	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 90%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 90%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No      Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No      Denied (if named in 5a)? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 90%;" type="text"/>		Date: <input style="width: 90%;" type="text"/>		
<b>9d. IMMEDIATE COMMANDING GENERAL:</b>				
Forwarded (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No      Denied? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 90%;" type="text"/>		Date: <input style="width: 90%;" type="text"/>		

NAVMC 11296 (Rev. 05-19)(EF)

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PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT		
<b>10. FINAL DISPOSITION:</b> (Detail any actions or attempts to resolve the grievance problem. Include any referrals for further personnel action. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5a, explain why the matter was inappropriate for Mast.)		
Signature: _____	Date: _____	
PART IV: APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION		
<b>11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request</b>		
<input type="checkbox"/> <b>Final Disposition by a selected subordinate Commander:</b> Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request 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: _____	
<input type="checkbox"/> <b>Final Disposition by the requested Commander:</b> My Request Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.		
<input type="checkbox"/> <b>Request Denied:</b> I understand my Request Mast was denied by the Commander I specifically named in block 5a.		
<input type="checkbox"/> <b>Request Withdrawn:</b> Without any intimidation, coercion, or fear of retaliation, I voluntarily withdraw my Request Mast.		
Applicant Signature: _____	Date: _____	
Witness Signature: _____	Date: _____	
Print Name (Witness) _____	Rank _____	Command/Unit Name _____

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: Deputy IG, 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 located in Bldg 210636, Rm 101, 760-763-2717.

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 I MEF CIG.

5. Additional Instructions.

Note 1. All Request Mast applications for I MIG and I MEF CE personnel will go through the I MIG CO, to allow I MIG to attempt to rectify the problem.

Note 2. The Request Mast chain of command for all MEUs and non-deployed SPMAGTFs will be the immediate Commander, the CO of SPMAGTF, or the MEU (11th, 13th, and 15th MEU): CG, I MEF. Non-deployed PBTfs without Title 10 authority will continue to go through I MSB, I MIG, to 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.