



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION IWAKUNI JAPAN  
PSC 561 BOX 1862  
FPO AP 96310-0019

SqdnO 1700.1F  
CO  
**JUN 17 2021**

SQUADRON ORDER 1700.1F

From: Commanding Officer, Headquarters and Headquarters Squadron  
To: All Hands

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.23G

Encl: (1) NAVMC form 11296, Marine Corps Request Mast Application  
(2) Command Specific Elements for Request Mast

1. Situation. This order promulgates the request mast policy and procedures for the Headquarters and Headquarters Squadron's (HQHQRON).
2. Cancellation. SqdnO 1700.1E Ch 1 dated 4 Sep 19.
3. Mission. To provide Request Mast instructions and procedures for all Service Members within HQHQRON in order to preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from their Commanding Officer.
4. Execution
  - a. Commander's Intent and Concept of Operations
    - (1) Commander's Intent. Each Marine and Sailor has the right to request mast with any Commanding Officer in the chain of command up to the immediate Commanding General. All members of HQHQRON shall utilize this Order for the purpose of exercising Request Mast to the Commanding Officer. This Order will be published, and all personnel will be informed of its contents.
    - (2) Concept of Operations. Request Mast applications shall be submitted in writing utilizing NAVMC form 11296 enclosure (1), via the chain of command, enclosure (2), to the desired Commander.
  - b. Tasks
    - (1) Executive Officer. Ensure officers are familiar with the Request Mast process and this directive.
    - (2) Sergeant Major.
      - (a) Ensure all enlisted Marines and Sailors are familiar with the Request Mast process and this directive.
      - (b) Provide Request Mast training during the HQHQRON welcome aboard briefs.

(3) S-1 Chief

(a) Provide administrative assistance to the Marines and Sailors of HQHQRON preparing the Request Mast application, enclosure (1).

(b) Ensure this directive is posted on HQHQRON SharePoint page, easily accessible for all members of HQHQRON.

(4) S-3 Chief. Create a MCTIMS occasion to track the annual completion of Request Mast training.

(5) Officers in Charge/Staff Noncommissioned Officers in Charge

(a) Ensure all personnel are familiar with this Order, the Request Mast process and where to locate this resource.

(b) Facilitate the Request mast process for all Marines and Sailors.

(c) Provide annual leader led training for Request Mast procedures and ensure rosters are uploaded into MCTIMS to track completion.

c. Coordinating Instructions. All members of HQHQRON shall utilize the references and enclosures, which describe the process and procedural aspects of Request Mast.

(1) Each Commander shall review and provide a response to a Request Mast at the earliest reasonable time, normally within 24-hours, but no later than three working days after receiving the request at their level.

(2) No one will delay a Marine's or Sailor's Request Mast application.


(3) A Marine does not have to disclose the subject of the request mast to anyone in the chain of command except to the commander with whom the Marine is requesting mast.

5. Administration and Logistics. The fillable NAVMC 11296, enclosure (2), is available on the HQHQRON SharePoint page and the HQHQRON official website.

6. Command and Signal

a. Command. This order is applicable to all uniformed members of this command.

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

  
J. A. HUTCHISON

## MARINE CORPS REQUEST 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. [A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpcl.dod.mil/Privacy/SORNsindex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpcl.dod.mil/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. 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, <input type="text"/> , certify the statements in blocks 6 and 7 are true.			
Signature: <input type="text"/>		Date: <input type="text"/>	

**PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND**

9. REQUEST MAST: (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.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name <input type="text"/>	Rank <input type="text"/>	Billet <input type="text"/>	Command/Unit Name <input type="text"/>
--	------------------------------------	------------------------------	--------------------------------	---

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. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name <input type="text"/>	Rank <input type="text"/>	Billet <input type="text"/>	Command/Unit Name <input type="text"/>
---	------------------------------------	------------------------------	--------------------------------	---

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

Remarks: (Detail attempts to process or resolve)

--	--	--	--	--

Signature:  Date:

9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name <input type="text"/>	Rank <input type="text"/>	Billet <input type="text"/>	Command/Unit Name <input type="text"/>
--	------------------------------------	------------------------------	--------------------------------	---

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 5a, explain why the matter was inappropriate for Mast.)

Signature:

Date:

**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 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 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.

- ☐ **Request Denied:** I understand my Request Mast was denied by the Commander I specifically named in block 5a.

- ☐ **Request Withdrawn:** 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

**Command Specific Elements Pertaining To Request Mast**

1. Command points of contact for a Request Mast application:
  - a. Officers: Executive Officer, HQHQRON, Building 1, 253-4606
  - b. Enlisted: Sergeant Major, HQHQRON, Building 1, 253-3453
2. Chain of Command for a Request Mast application:
  - a. Immediate Commander: Commanding Officer, HQHQRON, Building 1, 253-4670
  - b. Next Commander: Commanding Officer, Marine Corps Air Station (MCAS) Iwakuni, Building 1, 253-4211.
  - c. Immediate Commanding General: Commanding General, Marine Corps Installations Pacific (MCIPAC), Camp Foster, Building 1, 645-3788 (Command Inspector General).
3. A Request Mast addressed to the Commanding Officer, MCAS Iwakuni or Commanding General, MCIPAC, shall be routed through the Commanding Officer, HQHQRON then the MCAS Iwakuni Inspector General. The MCAS Iwakuni Inspector General may review and make appropriate recommendations pertaining to a Request Mast, but will neither respond to nor deny a Request Mast.