



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION IWAKUNI, JAPAN
PSC 561 BOX 1861
FPO AP 96310-0019

MCASO 1700.1A
SIO

01 AUG 2019

MARINE CORPS AIR STATION ORDER 1700.1A

From: Commanding Officer, Marine Corps Air Station Iwakuni
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G
(b) MCIPAC-MCBBO 1740.1A
(c) 5 U.S.C. 552a
(d) SECNAVINST 5211.5E
(e) SECNAV Notice 5210
(f) SECNAV M-5210.1 CH-1
(g) MCO 5210.11F

Encl: (1) Glossary of Acronyms and Abbreviation
(2) NAVMC 11296, Marine Corps Request Mast Application
(3) Command Specific Elements Pertaining to Request Mast

1. Situation. Request mast, as established in reference (a) and (b), includes both the right of the Marine or Sailor to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine or Sailor.

2. Cancellation. MCASO 1700.1.

3. Mission. To provide request mast instructions and procedures for all Service Members within Marine Corps Air Station (MCAS) Iwakuni in order to preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from, their commanding officers (CO). This Order is in accordance with, or complies with references (a) through (g).

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 CO in the chain of command up to the immediate commanding general. All members of MCAS Iwakuni shall utilize this Order for the purpose of exercising request mast to the CO. This Order will be published, and all personnel will be informed of its contents.

(2) Concept of Operations

(a) Request Mast applications shall be submitted in writing utilizing NAVMC form 11296, enclosure (2), via the chain of command, enclosure (3), to the desired commander.

(b) Normally, requests should be submitted to the lowest CO in the chain to allow the Service Member's CO the opportunity to address the issue.

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b. Tasks

(1) Executive Officer. Ensure officers are familiar with the request mast process and this Order.

(2) Sergeant Major. Ensure all enlisted Marines and Sailors are familiar with the request mast process and this Order.

(3) S-1 Admin Chief

(a) Provide administrative assistance to the Marines and Sailors of MCAS Iwakuni preparing the request mast application, enclosure (2).

(b) Ensure this Order is posted on all troop information boards, and is readily available to all personnel.

(c) Facilitate the processing of request mast applications addressed to the CO.

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

(a) Ensure all personnel are familiar with this Order and the request mast process.

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

c. Coordinating Instructions. All members of MCAS Iwakuni 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 3 working days after receiving the request at their level.

(2) No one will delay a Marine's or Sailor's request mast application.

5. Administration and Logistics

a. The fillable NAVMC 11296, enclosure (2), is available at:

[http://www.hqmc.marines.mil/portals/146/docs/inspections%20Div/request%20Mast%20application%20\(navmc%2011%20296\).pdf](http://www.hqmc.marines.mil/portals/146/docs/inspections%20Div/request%20Mast%20application%20(navmc%2011%20296).pdf)

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (c) and implemented per reference (d)).

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c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (f) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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.



R. F. FUERST

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GLOSSARY

ACRONYMS AND ABBREVIATIONS

CO	Commanding Officer
DON	Department of Navy
MCAS	Marine Corps Air Station
PII	Personally Identifiable Information

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COMMANDER SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command point of contact for processing a Request Mast for MCAS Iwakuni is the Station Inspector, Building 230, 253-3428.
2. Chain of command for a request mast application:
 - a. First General Officer: Commanding General, Marine Corps Installation Pacific, Camp Foster, 645-3788 (Command Inspector General).
 - b. Immediate Commander: CO, MCAS Iwakuni, 253-4211.
 - c. Immediate Senior Enlisted: Sergeant Major, MCAS Iwakuni, 253-4211.
 - d. Commands under the cognizance of MCAS for request mast purposes is: Headquarters and Headquarters Squadron, MCAS Iwakuni.
3. A request mast addressed to the CO of MCAS Iwakuni will be routed through the MCAS Iwakuni Station Inspector's Office. The station inspector will review any request mast to ensure that it is ready for review by the MCAS CO. The station inspector will make appropriate recommendations pertaining to request mast, but will neither respond to, nor deny, a request mast. Any request mast addressed "For CO's Eyes Only" will not be opened by anybody other than the CO MCAS Iwakuni.

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://dpclid.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpclid.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. 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, , certify the statements in blocks 6 and 7 are true.

Signature:

Date:

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	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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:	<input type="text"/>	Date:	<input type="text"/>
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9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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:	<input type="text"/>	Date:	<input type="text"/>
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9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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:	<input type="text"/>	Date:	<input type="text"/>
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9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:	<input type="text"/>	Date:	<input type="text"/>
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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.)

[Large empty box for final disposition details]

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