



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1700.5E  
INSP

18 DEC 2014

AIR STATION ORDER 1700.5E

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

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U. S. Navy Regulations, Art 0820.c and 1151.1  
(b) Marine Corps Manual, par 2805  
(c) MCO 1700.23F  
(d) NAVMC Directive 1700.23F  
(e) MCIEAST-MCB CAMLEJO 1700.1A

Encl: (1) Command Specific Elements Pertaining to Request Mast  
(2) Request Mast Command Forwarding Endorsement Example  
(3) Request Mast Denial Command Endorsement Example  
(4) Commanders Request Mast Tracker and Follow up Procedures

1. Situation. Per the references, this Order is the Marine Corps Air Station (MCAS) Cherry Point initiating directive that contains information and instructions for executing the Commandant's Request Mast Program. This Order provides specific instructions for requesting mast within the MCAS Cherry Point command. Request Mast, as established in references (a) and (b), includes both the right of the Marine/Sailor to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine/Sailor requesting mast.

2. Cancellation. ASO 1700.5D and Policy Letter 01-09.

3. Mission. To preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from, their Commanding Officer (CO), as exercised through the formal process of Request Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of the Request Mast program is to allow all Marines and Sailors of MCAS Cherry Point access to their commanders, up to and including the CO, MCAS Cherry Point to air grievances or ask for assistance in solving issues that are not addressed elsewhere. The Request Mast Program contributes to good order and discipline by ensuring Marines and Sailors have a voice on important issues, and commanders are made aware of these issues and may take action appropriately. Request Mast is a formal process, and we will use this process as set forth in the references and in this Order. The right to Request Mast shall never be obstructed. If a Request Mast is denied, it should be in accordance with reference (d) and when there is another specific avenue of redress available. The end-state is MCAS Cherry Point Marines and Sailors can freely exercise their right to Request Mast.

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(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Tasks

(1) Commanders

(a) Using the references, publish an Initiating Directive that includes command-specific elements pertaining to the Request Mast process within your unit.

(b) Ensure this Order is posted on all Troop Information Boards and readily available to all personnel.

(c) Ensure all personnel are familiar with this Order and the associated command-specific elements.

(d) Facilitate the process of Request Mast applications addressed to the CO, MCAS Cherry Point.

(2) Station Executive Officer/Station Sergeant Major

(a) Facilitate the process of Request Mast applications addressed to the CO, MCAS Cherry Point.

(b) Serve as the staff cognizant officer for all matters relating to the Air Station's Request Mast Program.

(c) Coordinate with the Command Inspector General's Office for the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (CG MCIEAST-MCB, CamLej) when processing any case that is sealed and marked "Commanding General, MCIEAST-MCB, CamLej EYES ONLY" using a locally produced version of enclosure (2).

(d) Utilizing enclosure (4), ensure follow up procedures of all request mast applications are performed in accordance with reference (d).

c. Coordinating Instructions

(1) All members of this Command exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and enclosure (1), which describes the command's specific elements.

(2) Service members desiring to Request Mast with the CO, MCAS Cherry Point will utilize the instructions in enclosure (1).

(3) Subordinate Commanders will forward Request Masts for the CO, MCAS Cherry Point or any Commander higher in the Chain of Command utilizing a locally produced version of enclosure (2).

(4) If a Request Mast is denied in accordance with reference (d), submit a copy of the denial or a written letter explaining the denial to the Commanding General via the Command Inspector General. A sample denial letter is provided in enclosure (3).

18 DEC 2014

5. Administration and Logistics. This Order is to be utilized by all members of this command, the Fleet Readiness Center-East (FRC East), and the Center for Naval Aviation Technical Training (Marine Unit) (CNATT (Mar Unit)) for the purpose of exercising Request Mast to the CO, MCAS Cherry Point. This Order will be published and all personnel will be informed of its contents.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command, FRC East, and CNATT (Mar Unit).

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

  
C. PAPPAS II

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18 DEC 2014

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Points of Contact. The Command Points of Contact to initiate a Request Mast application with the CO, MCAS Cherry Point are:

- a. Enlisted: Station Sergeant Major
- b. Officer: Station Executive Officer

2. Request Mast Chain of Command

- a. Squadron/Unit Commander
- b. MCAS Cherry Point Executive Officer or Sergeant Major: Building 1, (252) 466-3051, DSN 582-3051.
- c. CO, MCAS Cherry Point: Building 1, (252) 466-3051, DSN 582-3051.
- d. Units who fall under this command for Request Mast purposes:

- (1) Headquarters and Headquarters Squadron, MCAS Cherry Point
- (2) Marine Transport Squadron One
- (3) Center for Naval Aviation Technical Training (Marine Unit, Cherry Point)
- (4) Fleet Readiness Center, East

3. Routing Instructions for Request Mast to CO, MCAS Cherry Point. Upon completion of a Request Mast hearing with the respective squadron commander, unresolved Request Mast applications (or those sealed and marked "for CO, MCAS Cherry Points EYES ONLY") will be forwarded along with supporting documentation to the office of the Station Executive Officer or Sergeant Major. The Station Executive Officer and Sergeant Major are authorized to act on applications marked "For CO, MCAS Cherry Points EYES ONLY" and will initially hear all such cases. If, after speaking with the Executive Officer or Sergeant Major, the requestor desires a hearing with the CO, MCAS Cherry Point, they will arrange for the requestor to have a face-to-face interview.

4. Personnel assigned to tenant commands at MCAS Cherry Point and Marine Corps Auxiliary Landing Facility Bogue or Marine Corps Outlying Field, Atlantic may Request Mast with the CO, MCAS Cherry Point, via their respective chain of command, for issues relating to Installation facilities or services (e.g., housing, dining facilities, MCCS support/facilities). Applications within this category can be processed up to the Major Subordinate Command level and then forwarded to the Marine Corps Air Station CO's office. Applications are to include all supporting documentation.

ASO 1700.5E  
18 DEC 2014

REQUEST MAST COMMAND FORWARDING ENDORSEMENT EXAMPLE

YOUR UNIT'S LETTERHEAD  
MARINE CORPS AIR STATION  
X.X.X.X.X.

1700  
CO  
Date

From: Commanding Officer, Unit  
To: Commanding Officer, Marine Corps Air Station, Cherry Point

or  
(use as appropriate)

From: Commanding Officer, Unit  
To: Commanding General, Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune (Attn: Command Inspector General)  
Via: Commanding Officer, Marine Corps Air Station, Cherry Point

Subj: REQUEST MAST IN THE CASE OF STAFF SERGEANT H. H. CHARGER  
EDIPI: 1111111111/MOS USMC

Ref: (a) ASO 1700.5E  
(b) MCO 1700.23F

Encl: (1) Request Mast Petition (Sealed Envelope)

1. Pursuant to reference (a), I conferred in person with Staff Sergeant Charger on (date) regarding his Request Mast. I offered to assist Staff Sergeant Charge with the matter of his Request Mast should it be within my power to assist him. He elected not to reveal the subject of his Request Mast to me. Instead, Staff Sergeant Charger elected to request mast to the Commanding Officer (Commanding General, as appropriate) as permitted by reference (b).

2. The subject of this Request Mast was submitted under seal (enclosure (1)), and was not reviewed at this level prior to forwarding.

I. M. DEBOSSE

Enclosure (2)

ASO 1700.5E  
18 DEC 2014

REQUEST MAST DENIAL COMMAND ENDORSEMENT EXAMPLE

YOUR UNIT'S LETTERHEAD  
MARINE CORPS AIR STATION  
X.X.X.X.X.

1700  
CO  
Date

From: Commanding Officer, Unit  
To: Commanding General, Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune (Attn: Command Inspector General)  
Via: Commanding Officer, Marine Corps Air Station, Cherry Point

Subj: REQUEST MAST IN THE CASE OF STAFF SERGEANT HANK D. CHARGER  
EDIPI: 1111111111/MOS USMC

Ref: (a) ASO 1700.5E  
(b) MCO 1700.23F

Encl: (1) SSgt Marine's Request Mast Petition with endorsement

1. Pursuant to reference (a), I conferred in person with Staff Sergeant Charger on (date) regarding his Request Mast in enclosure 1. As such, I have denied his Request Mast due to STATE REASON.

2. I have informed Staff Sergeant Charger that the correct venue of redress is STATE WHERE.

I. M. DEBOSSE

Enclosure (3)

