



# UNITED STATES MARINE CORPS

MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE, NORTH CAROLINA 28542-0005

MCIEASTO 1700.1A

CIG

3 JUL 2007

## MARINE CORPS INSTALLATIONS EAST ORDER 1700.1A

From: Commanding General  
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) MCO 1700.23F  
(b) NAVMC Directive 1700.23F

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Situation. Per the references, this Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. MCIEASTO 1700.1.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding General, Marine Corps Installations East (CG, MCIEAST). This Order will be published and all personnel will be informed of its contents.

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distribution is unlimited.

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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. Coordinating Instructions. 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 the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. Commanders shall:

(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate the process of Request Mast applications addressed to the CG, MCIEAST.

b. Command Inspector General shall:

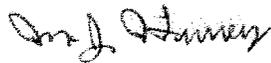
(1) Facilitate the process of Request Mast applications addressed to the CG, MCIEAST.

(2) Serve as the staff cognizant officer for all matters relating to the MCIEAST Request Mast Program.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Installations East.

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



M. J. HUSSEY  
Chief of Staff

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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. MCIEAST Command points of contact to initiate a Request Mast application to the CG, MCIEAST:

- a. Enlisted: MCIEAST Command Inspector General
- b. Officer: MCIEAST Command Inspector General

2. Request Mast Chain of Command:

a. MCIEAST Command Inspector General (CIG): Building 27, Marine Corps Base, Camp Lejeune, NC, (910)451-2718/DSN 751-2718.

b. CG, MCIEAST: Building 1, Marine Corps Base, Camp Lejeune, NC, (910) 451-2718/DSN 751-2718.

c. Units who fall under this command for Request Mast purposes:

- (1) Marine Corps Base, Camp Lejeune, NC
- (2) Marine Corps Air Station, New River, NC
- (3) Marine Corps Air Station, Cherry Point, NC
- (4) Marine Corps Air Station, Beaufort, SC
- (5) Marine Corps Logistics Base, Albany, GA
- (6) Marine Corps Air Facility, Quantico, VA
- (7) Marine Corps Support Facility, Blount Island, Jacksonville, FL

3. Routing instructions for Request Mast to CG, MCIEAST. Request Mast applications will be forwarded along with supporting documentation to the office of the MCIEAST Command Inspector General (CIG). The CIG will initially hear all such cases and will make appropriate recommendations pertaining to the Request Mast application to the CG MCIEAST. The CG MCIEAST has the final decision making authority.