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

1700
INSP
03 NOV 2008

POLICY LETTER 01-09

From: Commanding Officer
To: Distribution List

Subj: FOLLOW-UP PROCEDURES FOR REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC Directive 1700.23F
(c) MCIEAST Order 1700.1A
(d) Air Station Order 1700.5A

1. This policy will establish and monitor follow-up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interests of any Marine, results from the Marine's exercise of the right to Request Mast.

2. Once the Marine has had his/her Request Mast adjudicated and a favorable decision has been made, the command will make every effort to ensure the corrective action is made within 24 hours.

3. If the resolution cannot be made within 24 hours, the command will continue to update the Marine until the situation is resolved.

ROBERT D. CLINTON
By direction

DISTRIBUTION: A