



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

ASO 1700.5F
INSP
1 OCT 2019

AIR STATION ORDER 1700.5F

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

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) MCO 1700.23G
(b) MCICOM 1700.1B
(c) MCIEAST-MCB CAMLEJO 1700.1E

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) Request Mast Command Forwarding Endorsement Example
(3) Request Mast Denial Command Endorsement Example
(4) Commander's 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 Commanding Officer's Request Mast Program. This Order provides specific instructions for requesting mast within the MCAS Cherry Point command. 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/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 1700.5E.

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 Commanding Officer (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 the 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. A Marine or Sailor's right to Request Mast shall never be obstructed. If a Request Mast is denied, it should be in accordance with reference (b) 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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations. Utilizing a NAVMC Form 11296, Request Mast, petitions will be submitted in writing via the chain of command to the commander whom the Request Mast is desired. Request Mast provides a uniformed member the opportunity to communicate not only with his or her immediate CO, but also with any Superior Commander in the chain of command, up to and including the uniformed member's Commanding General (CG). Although uniformed members may be granted the privilege of forwarding a Request Mast petition beyond their immediate CG, there is no vested right to do so. Individual petitioners may opt to Request Mast to the next higher level of command only after initiating the Request Mast petition through their immediate chain of command. Command Specific Elements pertaining to Request Mast can be found in enclosure (1).

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 Air Station Order is posted on all Troop Information Boards and readily available to all personnel.

(c) Ensure all personnel are familiar with this Air Station 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 cognizant staff officer for all matters relating to the Air Station 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 (b).

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 (b), 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). Denial letters will be due to the Station Inspector General as expeditiously as possible, but no later than 1 business day after the denial takes place.

5. Administration and Logistics. This Order is to be utilized by all service members of this command, the Center for Naval Aviation Technical Training (Marine Unit) (CNATT (Mar Unit)), and by supported commands, as applicable under enclosure (1), 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 and CNATT (MarUnit).

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


M. R. HUBER

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. The MCAS Cherry Point Points of Contact to initiate a Request Mast application with the Commanding Officer (CO), MCAS Cherry Point are:
 - a. Enlisted: Unit Sergeant Major.
 - b. Officer: Unit Executive Officer.
2. Request Mast Chain of Command
 - a. Squadron/Unit Commander.
 - b. CO, MCAS Cherry Point: Building 1, (252) 466-3051, DSN 582-3051.
 - c. Immediate Commanding General. CG MCIEAST-MCB CAMLEJ, Major General Julian D. Alford, Building 1, MCIEAST-MCB CAMLEJ, at (910) 451-2526.
3. Commands under the cognizance of MCAS Cherry Point for Request Mast purposes:
 - a. Headquarters and Headquarters Squadron.
 - b. Center for Naval Aviation Technical Training (Marine Unit, Cherry Point).
4. Routing Instructions
 - a. Uniformed members will prepare a complete written statement covering the reasons for the Request Mast utilizing NAVMC Form 11296, with supporting documentation attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the Marine has revealed and communicated his or her problem.
 - b. Each intermediate commander to whom the uniformed member reveals the Request Mast subject will provide a written statement as to his/her understanding of the Request Mast and their responsive action. Each statement will be added to the Request Mast prior to the uniformed member communicating the Request Mast subject to the next higher commander. Request Mast packages addressed to the CO, MCAS Cherry Point will be returned to the unit in the absence of these statements.
 - c. *If the uniformed member has not revealed the subject of the Request Mast to the other commanders in the chain of command, the uniformed member must include an explanatory statement as to why the subject was not revealed. The uniformed member shall place the Request Mast in an envelope marked, "COMMANDING OFFICER, MCAS CHERRY POINT EYES ONLY."* The envelope will be delivered to the MCAS Commanding Officer's office. Each intermediate commander will provide an endorsement letter that will accompany the Request Mast. Enclosure (2) is an example endorsement letter.
 - d. If a request mast is denied in accordance with reference (c), submit a copy of the denial or a written letter explaining the denial to the CO, MCAS

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Cherry Point, via the Station Executive Officer/Sergeant Major. A sample letter is provided in enclosure (3).

e. Uniformed members requesting mast will make a written statement on the NAVMC Form 11296 or attached sheet indicating that he/she has had the opportunity to communicate directly with the Commanding Officer (CO) and has been informed of any actions to be taken by the CO regarding the Request Mast.

f. When a Request Mast addressed to a higher commander is resolved at a lower level, the uniformed member will make a written statement on the Request Mast form or attached sheet indicating that he/she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. The uniformed member and a witness will jointly sign and date this statement.

.g. When establishing internal Request Mast procedures, the CO, MCAS Cherry Point may authorize a Request Mast to be reviewed by the Station Executive Officer/Sergeant Major. In these situations, the following considerations apply:

(1) The Station Executive Officer/Sergeant Major may neither respond to nor deny a Request Mast on behalf of the CO, but may make appropriate recommendations pertaining to the Request Mast application to the CO.

(2) Any lawful communication made to the Station Executive Officer/Sergeant Major will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protections afforded to the uniformed member under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, further protection is afforded to the uniformed member under the Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.

5. Additional Instructions. Service members assigned to supported commands at MCAS Cherry Point, Marine Corps Alternate Landing Facility Bogue or Marine Corps Outlying Landing 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 (i.e. housing, dining facilities, MCCA). Applications within this category can be processed up to the Major Subordinate Command level and then forwarded to the Marine Corps Air Station, Cherry Point, CO, via the Station Executive Officer/Sergeant Major's Office. Applications are to include all supporting documentation.

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

or
(use as appropriate)

From: Commanding Officer
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 1700.5F

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

1. Pursuant to reference (a), I conferred in person with Staff Sergeant Charger on (date) regarding his/her Request Mast. I offered to assist Staff Sergeant Charge with the matter of his/her Request Mast should it be within my power to assist him/her. He/She elected not to reveal the subject of his/her Request Mast to me. Instead, Staff Sergeant Charger elected to request mast to the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune 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)

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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
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 1111111111/MOS
USMC
Ref: (a) ASO 1700.5F
(b) MCO 1700.23F
Encl: (1) SSgt Charger'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)

