



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1700.1A
B 051

29 JAN 2002

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1700.1A

From: Commanding General
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations, 1990
(b) MCO 1700.233
(c) MOA between MCSC and MCB, Quantico of 22 Sep 00
(d) MCCDCO 5800.5
(e) MCO P1900.16E
(f) MARCORMAN 1980
(g) MCO 5354.1C
(h) SECNAVINST 5370.7B
(i) MCBO 5354.1A
(j) MCO 5040.6F

Encl: (1) Request Mast Application (NAVMC 11296)

1. Purpose. To issue policy and procedures for requesting mast aboard MCB, Quantico, to include tenant activities, per references (a) and (b).

2. Cancellation. MCBO 1700.3A.

3. Summary of Changes. Changes reflect recent authorization for General Court Martial Convening Authority (GCMCA) for Training and Education Command (T&ECom).

4. Definitions

a. "Marine" includes all uniformed personnel of the Armed Forces who are members of the command, including those attached to it or serving with it on temporary additional duty.

b. "Commanding Officer" (CO) includes the Marine's immediate CO (officer with nonjudicial punishment (NJP) authority) and every CO in the chain-of-command, up to and including the immediate Commanding General (CG). "CO" includes officers-in-charge (OIC) if the OIC has NJP authority.

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c. "Immediate CG" is the officer exercising GCMCA over the service member who submits a request mast. It includes officers in an "Acting" capacity.

5. Command Relationships. The Command Inspector performs Inspector General of the Marine Corps (IGMC) functions for the CG MCCDC and his subordinate Commanders aboard MCB Quantico. Request mast will normally be conducted via the Marine's Company Commander and Battalion Commander and then routed to the Commanding General who exercises GCMCA over the Marine who has requested mast. The Command Inspector will coordinate all requests mast that will be heard by CG MCB and CG MCCDC and is available to assist other CGs with the procedures if requested.

6. Policy

a. The confidence with which Marines request mast depends on the good faith and professionalism of the leaders in their chain-of-command. If the Marine does not believe that his grievance receives personal and careful consideration by his commander, the morale and esprit of the unit may suffer. Thus, it is in the commander's best interest to ensure request masts receive prompt attention and are resolved at the lowest possible level.

b. Request mast gives Marines the right to communicate directly with their CO/CG regarding real or perceived grievances. It includes the right of COs/CGs to personally respond. It provides knowledge of the morale and welfare of the command. Anyone who attempts to deprive a Marine of the right to request mast is subject to punishment under the Uniform Code of Military Justice.

c. Request mast is not to be used for harassment, avoiding duty, or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

d. COs/CGs may deny request mast if a more appropriate avenue of redress is available to the Marine. COs/CGs must evaluate the request mast for peripheral issues and may wish to hear the Marine's presentation before deciding to deny. COs/CGs shall explain to the Marine why the application was denied and what procedure must be followed to resolve the issue. The authority to deny a request mast includes the authority to refuse to process the request mast. Whenever a CO/CG denies request mast, he shall, within a reasonable time, forward a report of his denial to the immediate CG via the chain-of-command. Reference (e), chapters 4 and 6, contains provisions for the involuntary separation of officers and enlisted, respectively. Accordingly, request masts that have an involuntary

separation as the principal subject may be denied. Other examples of situations in which request masts may be inappropriate and may be denied are: disciplinary action and Article 138/1150 investigations. These situations have built-in protections for Marines' rights (i.e., other avenues of redress).

e. Request mast includes the right to appear personally before each CO in the chain-of-command up to and including the immediate CG. If the CO/CG is not in the immediate geographic area: he may answer the request mast in writing or by telephone; he may ask a CO/CG who is in the geographic area to hear the Marine's request mast; he may defer the request mast until he can be in the geographic area. If circumstances preclude a personal appearance, the CO/CG explains the reason in writing to the Marine requesting mast.

f. Paragraph 2805.3 of reference (f) states: *"Although an individual may be granted the privilege of forwarding an application for request mast with higher commanders such as the Commandant of the Marine Corps or the Secretary of the Navy, the individual has no vested right to request mast with such higher commander."* Request masts beyond the immediate CG are to be forwarded only if recommended by the immediate CG.

g. Nothing in this order is intended to expand or abridge the rights of Marines otherwise guaranteed by the First Amendment to the U.S. Constitution, Federal law, departmental, or Marine Corps directives. The exercise of such rights is not governed by the procedures contained in this order.

h. Marines should attempt to resolve their grievances at the lowest possible level in their chain-of-command. Lower level commanders should, if possible, be afforded the chance to solve the problems of the Marines assigned to their units.

i. Marines requesting mast in good faith may do so without fear of prejudice to their interests. Commanders at all levels must be sensitive to a request mast that has as its subject, or has the potential for, reprisal. Information received via request mast is considered "protected information" if it concerns violations of law, gross mismanagement, abuse of authority, gross waste of funds/resources, or substantial danger to public health or safety. A command is in violation of references (g) and (h) and 10 U.S.C. Section 1034 if certain actions toward a Marine (e.g., reassignment or PCS orders, adverse fitness reports, mental health examinations) are based upon protected information.

j. Marines are not required to disclose the subject of the request mast to anyone in the chain-of-command except the commander with whom the Marine is requesting mast.

k. Request mast is the primary means for filing formal complaints of sexual harassment and discrimination per reference (i).

7. Procedure

a. The Marine is to complete Part I of enclosure (1) and may attach a written statement (confidential or otherwise) with any supporting documents. The Marine should specify the CO/CG to whom the Marine wishes to speak and the desired outcome. The application should list any witnesses and a summary of the expected testimony of each witness. The Marine's service record book (SRB) must accompany the application. If the Marine does not reveal the subject of the request mast on the application, the Marine must state the reason for nondisclosure in an envelope marked "To be opened by the CG only", which is to be delivered to the CG with the application and SRB.

b. At each level of the request mast, the CO/CG completes Part II and the Marine completes Part III (attach additional page 2 of the enclosure for each level).

c. Unless an intermediate CO resolves the request mast, or unless the Marine voluntarily withdraws his application, COs forward the package within one workday to the next CO/CG in the chain-of-command.

d. COs/CGs ensure timely and adequate followup action. They apprise subordinate commanders of appropriate elements of the request mast that affect process improvement, subject to Privacy Act or Whistleblower Act (protected information). The intent is to capture "lessons learned" from the request mast that apply to processes or systems and to improve those procedures. This can occur only if timely feedback is provided **back down** the chain-of-command. COs/CGs will not release information that increases the risk of reprisal.

e. Except for geographically distant organizations (paragraph 5), request masts normally begin at the company or battalion level and not with the branch or section heads.

f. CGs may authorize a request mast to be reviewed by the Inspector. The Inspector may neither respond to nor deny a request mast on behalf of the CG but may make comments and recommendations pertaining to the request mast to the CG. If the Marine requesting mast is satisfied that the Inspector's comments/recommendations to

the CG resolves the issue, the Marine may choose to terminate the request mast; i.e., not meet with the CG. This provision does not obviate the Inspector's responsibility to inform the CG of the request mast; the intent is to streamline the request mast process by avoiding unnecessary meetings between Marines and the CG. In these cases, the Inspector gives the Marine a copy of the comments or recommendations which the Inspector intends to present to the CG. If the CG concurs with the Inspector's comments/recommendations, no further action is required; the Marine may assume that the Inspector's recommended actions, if any, will be implemented. If the CG does not concur with the Inspector's recommendations, the Inspector provides the Marine a copy of the CG's non-concurrence and the actions that the CG directed.

g. Persons in the Brig submit applications via the Brig OIC to their parent unit. Brig personnel are not to open request mast applications marked *"To be opened by the CG only."*

h. Per reference (j), the Inspector, during a no-notice inspection under the CGVP, may hear request mast from Marines at the inspected command. The inspected command will not attempt to resolve these request mast cases simply to preempt the Inspector from hearing them. The Inspector handles the request mast himself, refers the Marine back to his chain-of-command (to include the local CG), or refers the request mast to the IGMC. The Inspector tells the Marine the disposition, or probable disposition, of the request mast. The Inspector apprises the inspected command of the request mast per paragraph 7d.

8. Action

a. cos

(1) Establish a Request Mast Program and publish it as an organizational directive. Companies or organizations whose administrative functions are performed by a higher-level organization (for example, unit diary, maintenance of SRBs, etc.) are not required to publish a request mast order. Organizations or detachments that perform their own basic administrative functions are required to publish a request mast directive and should refer to reference (b) for guidance on content and structure.

(2) Post request mast orders with copies of enclosures on unit bulletin boards.

(3) Process/resolve request masts without delay (normally within one workday).

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(4) For matters that cannot or should not be resolved, explain to the Marine the reason or proper avenue of redress.

(5) Refer matters beyond unit's ability to solve to the next higher commander.

(6) Establish and monitor followup action, paying special attention to reprisal.

(7) Ensure all personnel are familiar with request mast policy and procedures.

(8) Ensure all request mast information is safeguarded to prevent reprisal. Keep request mast records for 2 years, separate from service records.

b. Inspector

(1) Include request masts in CGVP inspections.

(2) Ensure timely and adequate followup actions.

(3) Retain request mast records for 2 years.



DANIEL P. O'BRIEN
Chief of Staff

DISTRIBUTION: INTERNET

MARINE CORPS REQUEST MAST APPLICATION

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

PRIVACY ACT STATEMENT

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

PART I: TO BE COMPLETED BY THE APPLICANT

1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, w & e: s and to whom it may have been previously reported. Include any other information relevant to Your complaint/problem. Attach additional sheets, as needed).

SAMPLE

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution You are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

(SIGNATURE OF APPLICANT/DATE)

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PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST

0. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

SAMPLE

COMMANDING OFFICER SIGNATURE/DATE

PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST

(Applicant should initial/complete the appropriate statement(s))

I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

I have had the opportunity to communicate directly with (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE

APPLICANT'S SIGNATURE/DATE