



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO
AFO 1700.3F
AF 141
31 AUG 1999

AIR FACILITY ORDER 1700.3F

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual (MCM)
(c) MCO P1900.16E
(d) JAGINST 5800.7C
(e) MCO P5354.1C
(f) MCO 1700.23E
(g) MCO 5040.6E
(h) ABO 1700.5K

Encl: (1) Marine Corps Request Mast Application (NAVMC 11296)
(2) Statement of Voluntary Withdrawal of Request Mast
Petition

1. Purpose. To publish procedures for the conduct of Request Mast in accordance with references (a) through (d).

2. Cancellation. AFO 1700.3E

3. Summary of Revision. This Order contains significant revisions which clarify and streamline the Request Mast policy and procedures and should be reviewed in its entirety.

4. Background. References (a) through (c) provide members of the Navy and Marine Corps with an opportunity for a fair and private hearing of grievances with their Commanding Officers. Members of this command have the vested right to Request Mast with their Commanding Officer and the Commander, Marine Corps Air Bases, Eastern Area (MCABE) per reference (h).

5. Information

a. Individuals have no vested right to have a Request Mast forwarded to the CMC or the SECNAV. Applications for Request Mast with the CMC or with the SECNAV addressed via the CMC will be forwarded by the Commander, MCABE only if a specific recommendation for relief is being made to the higher Headquarters. When applications for Request Mast with the CMC or

SECNAV are made, they must be made in writing. There is no right to a personal audience with either the CMC or the SECNAV.

b. Personnel availing themselves of Request Mast are not required to state their matter of concern, either orally or in writing, to anyone in the chain of command except the officer before whom the person wishes to appear at Request Mast. Requests, once submitted, will be forwarded without delay via the chain of command. This does not preclude efforts to resolve the problem at the immediate or command level and every effort should be made to identify and solve the problem at the lowest echelon of command. However, such efforts by NCOs, SNCOs and Officers in the chain of command shall not delay the forwarding of the request.

c. If the subject of a Request Mast is not resolved to the Marine's satisfaction, at a lower level, the Marine will be afforded the opportunity to address the issue with the Commanding Officer.

d. Request Mast will be held at the earliest reasonable time, generally within one (1) working day after the initial submission of the request.

e. Requests from personnel confined in the Correctional Facility will be submitted via the Commanding Officer of the Correctional Facility. Petitions for Request Mast marked "To be Opened by the Commander, MCAF only" will not be opened by Correctional Facility personnel.

f. Personnel availing themselves of the right of Request Mast may do so without fear of prejudice to their interests. Records, proceedings, and the final disposition of Request Mast cases will be properly safeguarded to prevent such information from being prejudicial to the Marines' well being. Request Mast records will be maintained separately from service records and will be retained for a period of two (2) years in accordance with reference (d).

g. Request Mast procedures will be used as the primary means for filing discrimination or sexual harassment complaints.

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

6. Individual Rights Concerning Request Mast

a. Individuals who Request Mast concerning disciplinary actions they may be facing are advised that:

(1) The Uniform Code of Military Justice provides for the protection of the rights of the individual at every stage of appeal.

(2) These rights include the right of the individual upon whom nonjudicial punishment has been imposed to appeal to the next superior officer in the chain of command.

(3) In the case of one convicted by Court-Martial, Request Mast is not intended as a means to collaterally attack the proceedings, punishment or findings and sentence resulting from disciplinary action brought under the Uniform Code of Military Justice.

(4) The Commanding Officer, based on the above, may deny a Request Mast which has as its subject disciplinary action brought under the Uniform Code of Military Justice, whether contemplated, pending, in progress or final.

b. Individuals are advised that chapters 4 and 6 of reference (e) contain provisions for the protection of rights of respondents being processed for involuntary administrative separation; therefore, the Commanding Officer may deny Request Mast which has as its subject involuntary administrative discharge proceedings whether contemplated, pending, in progress or final.

c. The right to Request Mast includes the right to personally appear before each commanding officer in the chain of command up to and including the Commander, MCABE, except where the Commander is not at the same base or immediate geographical location. In the latter instance, the Commander will normally have the individual appear before him personally; however, depending upon the circumstances, the Request Mast may be submitted, endorsed, and answered in writing. Guidance can be obtained on a case-by-case basis from the MCABE Inspector.

7. Procedures for Request Mast with Commanding Officer, Marine Corps Air Facility (MCAF)

a. Individuals desiring Request Mast with the Commanding Officer, MCAF will submit their request on a NAVMC 11296 Form. A

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copy of this form is contained in enclosure (1). The Headquarters Squadron S-1 will maintain a supply of these forms for use by members of this command. Copies are also available on the FormFlow Computer Program.

b. Personnel Requesting Mast may contact their Noncommissioned Officers in Charge (NCOIC)/Staff Noncommissioned Officers in Charge (SNCOIC) for assistance with the preparation of the form.

c. After completing the Request Mast Form, and it is agreeable to the Marine, the individual's NCOIC/SNCOIC will attempt to solve the problem at that level. If the problem cannot be resolved, the NCOIC/SNCOIC will immediately make an appointment for the petitioner to see their section/ department head.

d. If the section/department head cannot assist the petitioner with the problem, it will be immediately referred to the MCAF Sergeant Major.

e. As soon as possible, the Sergeant Major will make an appointment for the individual to see the Commanding Officer. The Sergeant Major/Executive Officer will establish procedures to ensure follow-up action is properly administered in a timely and adequate manner on all petitions for Request Mast with the Commanding Officer.

f. Officers desiring Request Mast with the Commanding Officer may do so via their reporting chain.

8. Procedures for Request Mast with the Commander, Marine Corps Air Bases, Eastern Area (MCABE)

a. Individuals desiring Request Mast to COMCABE will submit an Administrative Action Form (NAVMC 10274) with the NAVMC 11296 as an enclosure via the chain of command. The petitioner will initiate action utilizing the same procedures as described in paragraphs 7b through 7d above.

b. If the problem is not resolved at a level below the Commander, MCABE, the Commanding Officer will forward, by endorsement, the member's Request Mast with the member's service record book (SRB) without delay. In the event the member's SRB is not immediately available for use in conjunction with Request Mast, a certified true copy may be used. In no case should there be more than a 24-hour delay at any echelon of command.

c. The individual Requesting Mast must prepare a complete written statement that includes the following information:

1) The reasons for Request Mast

(2) Any supporting documentation or lists of witnesses, with a summary of the expected testimony of each witness.

(3) An accounting of those persons within the chain of command to whom the individual has addressed the subject of the petition for Request Mast and the action taken by these individuals.

(4) What actions are needed and by whom (if known) to resolve the issue of the Request Mast.

(5) The reasons for election not to reveal the subject of Request Mast to the proper authorities within the chain of command subordinate to the Commander, MCABE, if applicable.

d. This statement must be delivered to the Commander, MCABE, together with the petition for Request Mast. At the option of the individual Requesting Mast, the written statement noted above may be placed in an envelope and marked "To be opened by the Commander only."

e. Properly processed submissions for Request Mast with the Commander, MCABE, along with the written statements set forth in paragraph 8c above, will be hand-delivered to the MCABE Sergeant Major if the submission of the request coincides with the travel of a member of the command to MCAS, Cherry Point; otherwise, they will be forwarded by mail. A request will not be delayed pending an opportunity for hand-delivery, nor will a special trip for the purpose of delivery be made.

f. The foregoing provisions will be adhered to except in such cases where operational necessities or military exigencies preclude the timely implementation thereof, or in such cases in which the Commander determines that the Request Mast privilege is being used by an individual or group of persons for the purpose of harassment or intentionally interfering with the Commander's ability to carry out his functions and missions. Applications for Request Mast with higher commanders, as described in paragraph 5a, will be forwarded to the Commander, MCABE even though the Commanding Officer, MCAF determines the request to be for the purpose of harassment, or other such reasons which may interfere with the Commander's mission.

g. Personnel who Request Mast with the Commander, MCABE shall report to the MCABE Sergeant Major at the time designated, in the uniform of the day.

h. Emergency requests will be processed in the same manner as routine requests, except that telephonic communications will be used to ensure an expeditious appearance before the Commander, MCABE will be effected.

i. The results of the Request Mast will be given to the MCABE Sergeant Major, who will provide the completed request to the Inspector for the necessary follow-up action and file. If follow-up action is required, it will be coordinated through its completion by the Inspector and final report submitted to the Commander, MCABE.

j. Requests from officer personnel will be coordinated with the MCABE Inspector rather than the MCABE Sergeant Major.

9. Action

a. After Request Mast is completed, individuals will completely fill out the remainder of the NAVMC 11296 to indicate their degree of satisfaction with the action taken by the person hearing the Request Mast.

b. If the petition for Request Mast with a higher commander in the chain of command is satisfactorily resolved at a lower level, the individual Marine will make a written statement utilizing enclosure (2) to indicate satisfaction with the action taken at the lower level and the voluntary withdrawal of the petition to the higher commander. This statement will be witnessed.

c. Addressees will ensure widest dissemination of the contents of this Order, post copies on all bulletin boards, and ensure that all newly joined personnel are advised of the information contained herein.


J. L. GRAHAM

DISTRIBUTION: A

Copy to: All bulletin boards

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:
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4. UNIT:	5. RACE/ETHNIC GROUP:
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6. GENDER:	7. DATE: 31 Aug 99
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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, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

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)

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

10. 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.)

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

