



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1700.2S
3BD
04 MAY 1999

STATION ORDER 1700.2S

From: Commanding Officer
To: Distribution List

Sub: REQUEST MAST

Ref: (a) Marine Corps Manual
(b) MCO 1700.23E
(c) U. S. Navy Regulations
(d) ABO 1700.6N
(e) MCO P1900.16E

Encl: (1) NAVMC 11296 (6-97)

1. Purpose. To promulgate information and policy concerning the rights of individual members to request mast within this Command.

2. Cancellation. StaO 1700.2R.

3. General Information

a. Traditional leadership principles require that individual members of the naval service understand that they may seek advice and assistance from supervisors at the lowest practicable echelon of Command in effecting solutions to professional and personal problems.

b. In accordance with reference (a), commanders (and leaders) are responsible for promoting the physical, mental and moral welfare of the personnel under their command. All officers, staff noncommissioned officers and noncommissioned officers will ensure that their personnel are informed of policies and the rationale for them, whenever it is practical to do so, to alleviate any causes for misunderstanding and dissatisfaction; will acquaint all individuals with the procedures for registering complaints and resultant action; will promote the open communication between subordinates and seniors for advice and assistance; and will ensure that all personnel are aware that legitimate grievances will receive proper and prompt consideration.

c. As provided by reference (b), Request Mast is the right of an individual to have a hearing of requests, reports or statements with the Commanding Officer. Article 1107.1 of reference (c) states that the right of any person in the naval service to communicate with the Commanding Officer at a proper time and place is not to be denied nor restricted. Request Mast is the primary means for filing discrimination and sexual harassment complaints. Personnel assigned to Marine Corps Air Station (MCAS), Yuma have the right to request mast with the Commanding Officer Headquarters and Headquarters Squadron, Commanding Officer, MCAS Yuma and Commander, Marine Corps Air Bases, Western Area.

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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 even though the individual has no vested right to Request Mast with such higher commanders. No request will be forwarded to higher commanders, however, except upon full disclosure of the reason for Request Mast to the Commander, Marine Corps Air Bases, Western Area.

d. An individual Requesting Mast of the Commander, Marine Corps Air Bases, Western Area, will prepare a complete written statement setting forth the reasons for the Request Mast and will provide any supporting documentation. The statement may include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a list of all officers in the chain of command with whom the Marine or Sailor has Requested Mast and state the action taken by each. If the subject of the Request Mast has not been revealed to the officers in the chain of command, the reasons must be explained. Personnel desiring Request Mast with the Commanding General will be scheduled for mast with the Commander during periodic visits to MCAS Yuma as provided for in reference (d). Personnel requesting this mast may have the request forwarded in a sealed envelope for consideration and written reply. This request should be marked "Personal for the Commander, Marine Corps Air Bases, Western Area." The Request Mast must include enclosure (1).

e. Individuals desiring to Request Mast need not state their problem or request, either orally or in writing, to anyone except the officer hearing the mast. The request will be forwarded via the chain of command without delay and Request Mast will be conducted expeditiously except in cases of operational necessity or urgent military requirement. Personnel utilizing the right to Request Mast in good faith may do so without fear of prejudice to their interests.

f. Request Mast will be conducted at the earliest reasonable time and no more than one working day delay should occur at any level of command after the initial submission of the request, whenever practicable. Emergency cases will be heard as soon as possible. Normally within 24 hours of the time the application is initially submitted.

g. No member of the naval service may be denied the right to Request Mast because of an unsatisfied administrative requirement. Request Mast is not intended for the purpose of harassment, avoiding duty or intentionally interfering with the Commanding Officer's ability to carry out the functions and mission of the Command.

h. Marines and Sailors confined in correctional facilities have the right to Request Mast. Applications for Request Mast marked "To be opened by the Commanding Officer/Commanding General only" will not be opened by correctional facility personnel.

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4. Procedures

a. Any individual desiring to Request Mast will report to the respective Sergeant Major/Administrative Chief for preparation of the form for Request Mast (enclosure (1)). The Request Mast will follow the following chain of command: Squadron Commanding Officer, and Commanding Officer, MCAS Yuma. Additionally, enlisted Marines/Sailors will be interviewed by the Station Sergeant Major prior to appearing before the Commanding Officer, MCAS Yuma.

b. Once a Marine has indicated his or her desire to Request Mast with the Commander, NCO's, SNCO's and Officers subordinate to the Commanding Officer will make no effort to delay the Request Mast or solve the problem. Any Marine doing so is subject to punishment under Article 92 of the UCMJ.

c. Every effort will be made to provide the Marine with an opportunity to Request Mast in person. If personal appearance is not practical, the Commander shall respond in writing to the Request Mast. The Commander will also provide an explanation of why a personal appearance was not practical.

d. The Commanding Officer of Headquarters and Headquarters Squadron shall attempt to resolve the Marine's Request Mast issue, if revealed, without delay. If the issue has not been addressed to the Marine's satisfaction, the application shall be forwarded via the chain of command without delay to the commander to whom it is addressed. Explanations for delay must be provided to the Marine and forwarded via the chain of command.

e. The commander with whom a Marine requests mast will forward to the next higher commander those Request Mast cases deemed to be legitimate grievances or requests for assistance which are beyond the commanders authority to resolve.

f. After the Commanding Officer, Headquarters and Headquarters Squadron has held Request Mast, requests for the Commanding Officer, MCAS Yuma will be hand delivered to the Station Sergeant Major.

g. The Request Mast form will take no longer than one working day at any level of command to pass from the individual Requesting Mast to the commanding officer desired to be seen.

h. The Commanding Officer, MCAS Yuma will hold Request Mast in the Commanding Officer's office located in Building 980.

i. The Station Inspector will follow up on all Request Masts held by the Commanding Officer, MCAS Yuma to ensure that the instructions and information promulgated as a result of a mast is acted upon on a timely basis. Any discrepancy noted during this follow-up action will be reported to the Commanding Officer, Marine Corps Air Station Yuma immediately.

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5. Action

a. The Commanding Officer, Headquarters and Headquarters Squadron will establish and publish procedures to be followed for the hearing of requests, reports or statements at Request Mast. These published procedures will, at a minimum, include:

(1) A statement of the purpose of the Command Request Mast program.

(2) A step by step outline of the procedures to be followed by a Marine or Sailor who desires to Request Mast. This outline will as a minimum, include:

(a) Applications for Request Mast must be submitted, in writing, via the chain of command, to the commanding officer with whom mast is being requested.

(b) Instructions on how to prepare applications for Request Mast.

(c) Identification by billet of the individuals in the chain of command of a Request Mast.

(3) A statement advising Marines and Sailors wishing to Request Mast that the Uniform Code of Military Justice provides for the protection of the rights of an individual at every stage of disciplinary action from investigation through final review or appeal. These rights include the right of an individual upon whom nonjudicial punishment has been imposed to appeal to the next superior officer in the chain of command, and in the case of one convicted by court-martial, the right to automatic review of the findings and sentence. 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, whether contemplated, pending, in progress or final. The authority to deny Request Mast in such cases includes authority to refuse to further process the Request Mast.

(4) A statement advising Marines and Sailors wishing to request mast that Chapters 4 and 6 of reference (e) contain provisions for the protection of rights of respondents being processed for involuntary administrative separation respectively. Accordingly, Request Mast which has involuntary separation as its subject may be denied.

(5) Instructions that Marines and Sailors will make a written statement in the Request Mast application or record indicating their degree of satisfaction with the action taken by the commanding officer conducting the Request Mast.

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(6) Instructions that if an application for request mast with a higher commanding officer in the chain of command is resolved at a lower level, the Marine or Sailor will make a written statement indicating satisfaction with the action taken and voluntary withdrawal of the application to the higher commanding officer. This statement will be witnessed.

(7) All channels in the chain of command will ensure that the records, proceedings, and final disposition of request mast cases are properly safeguarded to prevent such information from having a prejudicial effect on the Marine or Sailor. Request Mast records will be maintained separately from service records. Statistical information concerning request mast by Marines or Sailors will be maintained for two years in accordance with reference (b).

(8) Provide Request Mast forms.

(9) Establishment of procedures to ensure that follow-up action is properly accomplished in a timely and adequate manner.

b. Classes on Request Mast are included as part of the Annual Training Plan.

6. Summary of Revision. This revision updates the references, and procedures to Request Mast. Adds the Standard Marine Corps Request Mast Application (NAVMC 11296 (6-97)).


C. J. TURNER

DISTRIBUTION: A

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