



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
FUTENMA, OKINAWA
UNIT 35201
FPO AP 96372-5201

StaO 1740.1K
56
21 Jul 2016

STATION ORDER 1740.1K

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC DIR 1700.23F

Enl: (1) Command Specific Elements for Request Mast
(2) Marine Corps Request Mast Application (NAVMC 11296)

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program and is applicable to Headquarters and Headquarters Squadron (H&HS), Marine Corps Air Station Futenma.

2. Cancellation. StaO 1740.1J.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. 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 to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer. This order will be published and all personnel will be informed of its contents.

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distribution is unlimited.

2 1 JUL 2016

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of this Marine Corps Air Station (MCAS) Futenma exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. Executive Officer/Adjutant/Sergeant Major shall:

(1) Provide administrative assistance as delineated in the Enclosure (1).

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications address to the Commanding General for consideration.

b. Officer in charge/Staff noncommissioned officer in charge shall:

(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate getting Marines and Sailors in front of the commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of Marine Corps Air Station Futenma.

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


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Command Specific Elements for Request Mast

1. Command points of contact to initiate a Request Mast application:

- a. Enlisted
Sergeant Major, Headquarters and Headquarters Squadron
Sergeant Major Clement C. Pearson Jr.
Building 106, MCAS Futenma
636-3110
- b. Officer
Executive Officer, Headquarters and Headquarters Squadron
Major Jeremy E. Reinfeld
Building 106, MCAS Futenma
636-3256

2. Request Mast chain of command for this unit/command is:

- a. Immediate Commander
Commanding Officer, Headquarters and Headquarters Squadron
LtCol Henry Dolberry
Building 106, MCAS Futenma
636-3526
- b. Next Commander
Commanding Officer, MCAS Futenma
Colonel Peter N. Lee
Building 110, MCAS Futenma
636-3108
- c. Immediate Commanding General
Commanding General, MCIPAC
Major General Joaquin F. Malavet
Building 1, Camp Foster
645-7274
- d. All units/commands that fall under this command for Request Mast purposes

Headquarters and Headquarters Squadron

3. The Command Inspector General (CIG) for this unit is:
Colonel Roger J. McFadden
Building 1, Camp Foster
645-3788

4. Request Mast to the Commanding General, Marine Corps Installations Pacific:

a. Marines will comply with the directions outlined in Chapter 4 of reference (b).

5. Additional Instructions. The below flow chart is provided.

Marine Corps Air Station Futenma/
Headquarters and Headquarters Squadron

Request Mast flow chart

CG
:
CO, MCAS Futenma
:
CO, Headquarters and Headquarters Squadron
:
Squadron XO -----Squadron SgtMaj
:
Marine Requesting Mast

2 1 JUL 2016

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, 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)

21 JUL 2016

NAVMC 11296 (Rev 6-97) PAGE 2

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