



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

StaO 1740.1N
SgtMaj
15 Jul 2020

STATION ORDER 1740.1N

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

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G

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 1740.1M.

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.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the

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distribution is unlimited.

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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.


H. DOLBERRY JR.

DISTRIBUTION: B

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 Daniel A. Soto
Building 106, MCAS Futenma
636-3110
- b. Officer
Executive Officer, Headquarters and Headquarters Squadron
Major Christopher G. Pergola
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
Lieutenant Colonel Eric N. Starr
Building 106, MCAS Futenma
636-3526
- b. Next Commander
Commanding Officer, MCAS Futenma
Colonel Henry Dolberry Jr.
Building 110, MCAS Futenma
636-3108
- c. Immediate Commanding General
Commanding General, MCIPAC
Brigadier General William J. Bowers
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:
Lieutenant Colonel Valerie N. Kyzar
Building 1, Camp Foster
645-7346

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

MARINE CORPS REQUEST MAST

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series; SECNAVINST 5370.5 series; and E.O. 9397 (SSN), as amended. [SORN N05041-1](#)

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. [A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpclid.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpclid.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/)

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

PART I: REQUEST: COMPLETED BY THE APPLICANT

1. NAME: (Last, First, MI)

2. RANK:

3. EDIPI:

4. UNIT:

5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)

5a. NAME OF COMMANDER (Rank, Full Name)

5b. COMMAND:

6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed).

7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in block 5a.)

8. AFFIDAVIT:

I, , certify the statements in blocks 6 and 7 are true.

Signature: Date:

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9. REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:	<input type="text"/>	Date:	<input type="text"/>
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9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:	<input type="text"/>	Date:	<input type="text"/>
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9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:	<input type="text"/>	Date:	<input type="text"/>
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9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:	<input type="text"/>	Date:	<input type="text"/>
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PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT

10. FINAL DISPOSITION: (Detail any actions or attempts to resolve the grievance/problem. Include any referrals for further personnel actions. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5a, explain why the matter was inappropriate for Mast.)

Signature:

Date:

PART IV: APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request.

Final Disposition by a selected subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request Mast to a Commander who was subordinate to the Commander I originally requested in block 5a and I accept and fully understand the disposition of my grievance.

Name:

Command:

Final Disposition by the requested Commander: My Request Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.

Request Denied: I understand my Request Mast was denied by the Commander I specifically named in block 5a.

Request Withdrawn: Without any intimidation, coercion, or fear of retaliation, I voluntarily withdraw my Request Mast.

Applicant Signature:

Date:

Witness Signature:

Date:

Print Name (Witness)

Rank

Command/Unit Name