



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

MCIPAC-MCBBO 1740.1A
CIG
4 JAN 2016

MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER ORDER 1740.1A

From: Commanding General
To: Distribution List

Subj: REQUEST MAST

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

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Situation. This Order represents the initiating directive for the Commandant's Request Mast Program and is applicable to all camps and installations under Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB).

2. Cancellation. MCIPACO 1740.1.

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, Request 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 General. 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 chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions

(1) All members subject to this Order exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and the Command Specific Elements published by their individual units discussed in paragraph 5a(1) of this Order.

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5. Administration and Logistics

a. Executive Officer/Adjutant/Sergeant Major shall:

- (1) Provide administrative assistance as delineated in the enclosure.
- (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 addressed to the Commanding General for consideration. For camps and installations not on Okinawa the optimal method for Request Mast with the Commanding General will be via video television conferencing. All Request Mast packages for attention of the Commanding General, MCIPAC-MCBB, will be routed through the Command Inspector General (CIG). The CIG is located in building one aboard Camp Foster. The CIG's mailing address is: Command Inspector General Unit 35001 FPO AP 96373. The CIG may also be contacted by email: inspector.mcbb.fct@usmc.mil or phone DSN 645-3788.

b. Officer in charge/Staff non-commissioned officer in charge shall:

- (1) Ensure that all personnel are familiar with this directive and the associated command specific elements.
- (2) Facilitate the requesting Marine's audience with the appropriate Commander.

6. Command and Signal

a. Command. This Order is applicable to all uniform members of MCIPAC-MCBB, Marine Corps Air Station (MCAS) Futenma, MCAS Iwakuni, Combined Arms Training Center Camp Fuji, Camp Mujuk, and Marine Corps Base Hawaii.

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



J. F. MALAVET

DISTRIBUTION: List A

COMMANDER'S SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command point of contact for processing a Request Mast for MCIPAC-MCB CAMP BUTLER is the Command Inspector General (CIG), Building 1, Room 8, Camp Foster, 645-1224.

2. Request Mast chain of command for this Command is:

a. First General Officer. CG MCIPAC-MCB CAMP BUTLER, Building 1, Camp Foster, 645-7274.

b. Commands under the cognizance of MCIPAC-MCB CAMP BUTLER for Request Mast Purposes are:

- (1) Marine Corps Air Station Iwakuni
- (2) Marine Corps Air Station Futenma
- (3) Combined Arms Training Center Fuji
- (4) Marine Corps Base Hawaii
- (5) Camp Mujuk
- (6) Headquarters and Support Battalion

3. Additional Instruction. All Request Masts directed to the CG MCIPAC-MCB CAMP BUTLER should be forwarded to the MCIPAC-MCB CAMP BUTLER CIG.

Note: The CIG will process all enlisted Request Mast applications in coordination with the MCIPAC-MCB CAMP BUTLER Sergeant Major.

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Headquarters and Support Battalion points of contact to initiate a Request Mast application:

a. Enlisted: Battalion Sergeant Major: Building 494, 3rd Deck, Command Suite, Camp Foster, Okinawa, Japan, DSN: 645-0854

b. Officer: Executive Officer: Building 494, 3rd Deck, Command Suite, Camp Foster, Okinawa, Japan, DSN: 645-0854

2. Request Mast chain of command for Headquarters and Support Battalion:

a. Company Commander

(1) Company A, Headquarters and Support Battalion: Bldg 494, 2nd Deck, Camp Foster, Okinawa, Japan, DSN: 645-1678

(2) Company B, Headquarters and Support Battalion: Bldg 494, 2nd Deck, Camp Foster, Okinawa, Japan, DSN: 645-1675

b. Commanding Officer, Headquarters and Support Battalion: Bldg 494, 3rd Deck, Camp Foster, Okinawa, Japan, DSN: 645-0861

c. Commanding General, Marine Corps Installations Pacific: Building 1, Camp Foster, Okinawa, Japan, DSN: 645-7276

3. The Command Inspector General (CIG) for Marine Corps Installations Pacific:

a. Located in Building 1, Camp Foster, Okinawa, Japan: DSN: 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 (a).

b. Ensure that a complete written statement covering the reasons for Requesting Mast is completed using either the NAVMC form 11296 or a standard letterhead. Supporting documents should be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the Marine has revealed and communicated his or her problem.

c. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine must include an explanatory statement as to why the subject was not revealed. The Marine shall place the Request Mast in an envelope marked, **"To be opened by the Commanding General Only"**.

d. In accordance with paragraph 4 of chapter 3 of reference (a), every effort will be made to ensure that there is no undue delay while forwarding a Request Mast to the Commanding General.