



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134 5001

MCINCR-MCBQO 1700.23  
B 051  
16 June 2015

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO ORDER 1700.23

From: Commander, Marine Corps Installations National Capital  
Region-Marine Corps Base Quantico  
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCO 5400.54 dtd 19 Apr 2013  
(b) JAGINST 5800.7F (JAGMAN) Appendix A-1-y  
(c) MCICOMO 1700.1A (REQUEST MAST)  
(d) NAVMC DIR 1700.23F (REQUEST MAST)  
(e) MCO 1700.23F (REQUEST MAST)

Encl: (1) Unit Listing

1. Situation

a. Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) was officially designated as a subordinate command to Marine Corps Installations Command (MCICOM) in reference (a). As reflected in reference (b), the Commander, MCBQ has been designated a General Court Martial Convening Authority (GCMCA). In addition, the Commander, MCICOM has delegated Commanding General level Request Mast responsibilities to the Commander, MCINCR-MCBQ in reference (c), consistent with reference (d).

b. Guidelines are set forth in this order to clarify and standardize the submission of Request Mast applications to the Commander, MCINCR-MCBQ. Additionally, the complex command and legal relationships throughout this region can lead to confusion in routing procedures. This order identifies units/organizations to which it applies.

2. Cancellation. Commander's Policy Letter 1-14.

3. Mission. Standardize procedures for the submission and processing of Request Mast applications through the requestor's chain of command to the Commander, MCINCR-MCBQ in accordance with references (c), (d), and (e).

4. Execution

a. Commander's Intent. This order applies to all commands for whom the Commander, MCINCR-MCBQ serves as the GCMCA. The enclosure lists those organizations.

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b. Concept of Operations

(1) Request Mast applications will be submitted in writing and processed in accordance with reference (d), enclosure (1) chapters 3 and 4.

(2) A Marine desiring to request mast with the Commander, MCINCR-MCBQ, will complete Part I, sections 1-9 and submit the NAVMC Form 11296 unfolded, in a yellow 9x12 envelope.

(3) The requestor will affix one (1) NAVMC form 11296 to the front of the envelope as a cover sheet with only Part I, sections 1-8a, and section 9 complete. Part I, section 8b, will be left blank on the cover sheet.

(4) Additionally, if the Marine does not want to reveal the subject of the Request Mast to a subordinate commander, the outside of the envelope will be marked "To be opened by the Commander, MCINCR-MCBQ Only". The envelope will be sealed and the requestor will sign his or her name over the seal before covering the seal with clear tape.

c. Coordinating Instructions. The Request Mast hearing with the Commander, MCINCR-MCBQ will be coordinated and scheduled via the MCINCR-MCBQ Inspector General (IG).

5. Administration and Logistics

a. Request Mast applications addressed to the Commander, MCINCR-MCBQ must be hand delivered to the MCINCR-MCBQ IG located in LeJeune Hall, Building 3250, Catlin Avenue, Room 125 or Room 123.

b. Request Mast applications will be accepted Monday through Friday from 0730-1630.

6. Command and Signal

a. Command

(1) The Inspector General's office can be contacted at (703) 784-2277.

(2) The MCINCR-MCBQ Sergeant Major can be contacted at (703) 784-5907.

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

6/16/2015

X



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Signed by: MAXWELL.DAVID.WAYNE.1163568108

DISTRIBUTION: A

Unit Listing

Commander, MCINCR-MCBQ exercises GCMCA for the following organizations

- Headquarters and Service Battalion, MCBQ
  - Headquarters Company
  - Service Company
  - Combat Development Company (only those listed below)
    - Combat Development and Integration
  - Tenant Activities Company (only those listed below)
    - Manpower and Reserve Affairs
    - Marine Corps Network and Operations Security Center
    - Marine Corps Operational Test and Evaluation Activity
    - Joint Non-Lethal Weapons Directorate
- Security Battalion, MCBQ
- Headquarters and Service Battalion, HQMC, Henderson Hall
- Marine Aviation Detachment, Patuxent River
- Marine Barracks Washington
- Marine Corps Air Facility Quantico
- Marine Corps Embassy Security Group
- Marine Corps Information Operations Center
- Marine Corps Intelligence Activity
  - Marine Cryptologic Support Battalion
- Marine Helicopter Squadron One (HMX-1)
- Wounded Warrior Regiment
  - Wounded Warrior Battalion - East
  - Wounded Warrior Battalion - West

Enclosure (1)