



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL
REGION MARINE CORPS BASE QUANTICO
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QUANTICO, VIRGINIA 22134 5001

MCINCR-MCBQO 1700.23C
B 051

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

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

Subj: REQUEST MAST PROCEDURES

Ref: (a) JAGINST 5800.7F (JAGMAN)
(b) MCO 1700.23G (REQUEST MAST PROCEDURES)
(c) MCICOMO 1700.1B (REQUEST MAST)
(d) MCBul 5400 of 28 Jul 20 (Reorg of HqSvcBn, MCINCR-MCBQ)

Encl: (1) Unit Listing
(2) Request Mast Tracking Sheet

1. Situation

a. The Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) has been designated with General Court Martial Convening Authority (GCMCA) per reference (a). The Marine Corps policy guidance for the Request Mast Program was provided by reference (b). Per reference (c), the Commanding General, Marine Corps Installations Command (MCICOM) has delegated the authority to hear General Officer-level Requests Mast on his/her behalf to the Commander, MCINCR-MCBQ.

b. Guidelines set forth in this order explain and standardize the process involved in submitting request mast applications from Marines belonging to a unit identified within enclosure (1) who desire an audience with the Commander, MCINCR-MCBQ as the first General officer in their chain of command. This revision serves to clarify the complex command and legal relationships throughout the National Capital Region and prevent confusion in routing resulting from the unit restructuring actions directed by reference (d).

2. Cancellation. MCINCR-MCBQO 1700.23B.

3. Mission. This order provides request mast guidance and procedures unique to the MCINCR-MCBQ, but does not repeat information contained in reference (b), which remains the overall authority for the Request Mast program.

4. Execution

a. Commander's Intent. This order applies to all commands for whom the Commander, MCINCR-MCBQ serves as the GCMCA, see enclosure (1).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Concept of Operations

(1) A Marine desiring a request mast audience with the Commander, MCINCR-MCBQ as the first general officer in their chain of command, will complete Part I, sections 1 through 8 of the NAVMC Form 11296, (Rev 5-19). The Marine will indicate either "Commander, MCINCR-MCBQ" or the specific name of the MCINCR-MCBQ Commander in section 5a. The Marine will then sign and date block 8 of the NAVMC 11296, and deliver his/her request mast application to the first officer in their chain of command with non-judicial punishment authority under the Uniform Code of Military Justice.

(2) Each commander in the Marine's chain of command will complete a separate Part II, Section 9 entry on the Marine's NAVMC Form 11296, ensuring they complete all items within that section, including their signature and date they met with the Marine. Enclosure (2) is provided as a guide to assist subordinate commands with administration and routing of the NAVMC Form 11296.

(3) If the Marine does not desire to reveal the subject of his request mast concerns to any level of command other than the Commander, MCINCR-MCBQ, complete the following steps:

(a) The Marine will mark the outside of the envelope with the statement, "REQUEST MAST: To be opened by the Commander, MCINCR- MCBQ Only."

(b) The envelope will be sealed by the Marine, and the Marine will sign his or her name over the seal before covering the seal with clear tape.

(c) The requestor will affix a NAVMC Form 11296 to the front of the envelope with Part I, sections 1-5b completed, and section 8 signed and dated. Blocks 6 and 7 will remain blank.

(d) Each subordinate commander in the Marine's chain of command will complete and sign/date a separate Part II, Section 9 entry on the NAVMC Form 11296 and attach it to the top of the Marine's form on the outside of the envelope.

(e) A Privacy Act cover sheet will be placed on top of all documents affixed to the envelope.

(4) All request mast appearances with the Commander, MCINCR-MCBQ will be coordinated and scheduled through the MCINCR-MCBQ Command Inspector General (CIG). The Command Inspector General is assigned as the Request Mast Reviewing Authority (RMRA) for the MCINCR-MCBQ Commander per references (b) and (c).

5. Administration and Logistics

a. Request mast applications from Marines geographically located near Lejeune Hall on MCBQ which are addressed to the Commander, MCINCR-MCBQ, must be hand-delivered to the MCINCR-MCBQ CIG located in Lejeune Hall, 3250 Catlin Avenue, Room 110, MCBQ. The Request Mast

application should be processed within 24 hours at each level of the chain of command where possible. If there are circumstances which warrant expeditious processing, or if a delay outside of the 24 hour requirement is unavoidable, comments should be placed in Part II, Section 9 describing the situation and the CIG should be immediately notified at (703) 784-2635.

b. Request Mast applications originating outside the MCBQ geographic area should be emailed to mcincr-ig-hotline-mb@usmc.mil or faxed to (703) 784-3326. Include a DD Form 2923 Privacy Act Data Cover Sheet as the first page of request mast correspondence.

6. Command and Signal

a. Command. The Command Specific elements for processing a request mast are outlined below:

(1) This order cancels MCINCR-MCBQO 1700.23B.

(2) The MCINCR-MCBQ Command Inspector General's office can be contacted at (703) 784-5105/2278 or Lejeune Hall (Bldg 3250), Suite 110 for ANY request mast program matters.

(4) The MCINCR-MCBQ Command Inspector General serves as the Request Mast Reviewing Authority (RMRA) for the MCINCR-MCBQ Commander and will process all request mast forms without regard to whether the submission is by an officer or enlisted member. The CIG's direct contact phone number is (703) 784-2635.

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


W. C. BENTLEY III

DISTRIBUTION: A

Unit Listing

Commander, MCINCR-MCBQ, exercises GCMCA for the following organizations:

Security Battalion, MCINCR-MCBQ
Marine Corps Air Facility Quantico
Headquarters and Service Battalion, HQMC, Henderson Hall
Marine Aviation Detachment, Patuxent River
 Marine Aviation Detachment, China Lake-Point Mugu
Marine Barracks Washington
Marine Corps Embassy Security Group (includes all regions)
Marine Corps Information Operations Center
Marine Corps Intelligence Activity
Marine Cryptologic Support Battalion (includes all
companies)
Marine Helicopter Squadron One (HMX-1)
Wounded Warrior Regiment
 Wounded Warrior Battalion - East
 Wounded Warrior Battalion - West

ENCLOSURE (1)

Request Mast Tracking Sheet

REVEALED ISSUE: (To be placed on top of the envelope containing the Request Mast Package) Command:	Commander: Date Received:	Commander: Date Received:	Commander: Date Received:
	YIN Initial	YIN Initial	YIN Initial
Is the NAVMC 11296 complete? Did the Marine fill out all blocks provided in Part I? Did the Marine sign and date in Block 8? (Next step: Request Mast (RM) package should be given to first commander in chain of command with NJP authority.)			
Routing: Chain of Command (COC) starting with first commander (CO) with NJP authority. Route within 1 working day (24 hours) at each command level. (Use Privacy Act cover sheet at all times)			
Timeliness: Did the CO hear the RM within 1 working day? If there was a delay, was it explained in detail and in writing in block 9 and signed and dated by the Commander? (Next step: If unable to resolve all issues, route to next command level within the chain.)			
Record: Did CO write his/her responsive action(s) within Part II, Block 9, and sign and date their entries? Did Marine sign and date acknowledgement of disposition?			
Record: If the issues are resolved at lower level and Marine chooses not to proceed to the CO indicated in Block 5a, is that explained in writing on the NAVMC 11296 form, signed and dated by the CO and Marine?			
Record: If the RM is denied by the CO <i>to whom mast is requested</i> , is that disposition explained in writing and signed and dated by the CO and Marine? (NOTE: A report of such denial action will be sent via the COC to Commander, MCINCR-MCBQ within 1 work week)			
Follow up: Did the CO with whom the Marine requested mast to in block 5a follow up with the Marine to ensure the RM was heard in a timely manner and that no prejudicial action was taken? (Reminder: Keep record of follow-up)			
Record Retention: Are the RM documents filed IAW SSIC 1700.2b and safeguarded to protect PII?			

Request Mast Tracking Sheet

<p>NOT REVEALED ISSUE: (To be place on top of the envelope containing the Request Mast Package) Command:</p>	<p>Commander: Date Received:</p>	<p>Commander: Date Received:</p>	<p>Commander: Date Received:</p>
	<p>Initial <i>YIN</i></p>	<p>Initial <i>YIN</i></p>	<p>Initial <i>YIN</i></p>
<p>Is the NAVMC 11296 complete and in a sealed envelope? Did the Marine attach a NAVMC 11296 to the outside of the envelope with only blocks 1-5a completed and the envelope marked "For Commander MCINCR-MCBQ Eyes Only" annotated <i>without</i> revealing the nature of complaint and requested remedy?</p>			
<p>Routing: Chain of Command (COC) starting with the first commander (CO) with NJP authority. Route within 1 working day at each command level. (Use Privacy Act cover sheet at all times)</p>			
<p>Timeliness: Did the CO route the RM - <i>without</i> attempting to solve or delay the RM - to the next CO in COC? If there were delays, was it explained in writing and signed and dated by the CO and Marine?</p>			
<p>Record: Did each CO identify to whom the RM was routed in the COC on Part II, block 9; sign and date and attach to the outside of envelope? (<i>Only the CO designated in block in 5a should open the envelope and attempt to resolve issue.</i>)</p>			
<p>Record: Once the CO with whom the Marine requested mast has heard the RM, is the disposition explained in writing in block 10, signed and dated by the CO and Marine?</p>			
<p>Record: If the RM is denied by the CO because the issue was not appropriate for RM, is that disposition explained in writing in block 10 and signed and dated by the CO and Marine. (<i>NOTE: A report of such action will be sent via the COC to Commander, MCINCR-MCBQ within 1 work week</i>)</p>			
<p>Follow up: Did the CO with whom the Marine RM, follow up with the Marine to ensure the RM was heard in a timely manner and that no prejudicial action was taken?</p>			
<p>Record Retention: Are the RM documents filed IAW SSIC 1700.2b and safeguarded to protect PII?</p>			