



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

IN REPLY REFER TO:
1700
B 051
25 Nov 20

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
COMMAND BULLETIN 1700

From: Commander
To: Distribution List

Subj: REQUEST MAST WITH THE INSPECTOR GENERAL OF THE MARINE CORPS OR
DESIGNATED REPRESENTATIVE

Ref: (a) MCO 1700.23G

Encl: (1) NAVMC 11296 Rev 5-19

1. Purpose. To announce that every Marine who is a member of a unit within Marine Corps Installations National Capital Region-Marine Corps Base Quantico will be afforded the opportunity to appear before the Inspector General of the Marine Corps (IGMC) or the designated representative to request mast.

2. Background. While Marines do not have the vested right to request Mast to any commander higher than their immediate Commanding General, they may request mast of the Commandant of the Marine Corps (CMC), via such inspections, the IGMC or designated representative will act as an agent of the Commandant.

3. Actions

a. All Marines who desire to request Mast to the CMC may do so in writing, in accordance with reference (a), utilizing enclosure (1).

b. Marines who, in good faith, wish to appear before the IGMC or designated representative at requests mast may do so without fear of retaliation or prejudice to their interests. Additionally, Marines desiring to keep the subject of the request mast private must seal the request mast in an envelope and mark it "to be opened by the IGMC only."

c. The IGMC or designated representative will be available to hear such requests from 1200-1300 on 4 December 2020, in the Command Inspector General's Staff Office, Room 104, Building 3250, Lejeune Hall. All requests for mast must be submitted to the Command Inspector General, Colonel Dienhart-Stabile, by 0800, 3 December 2020.


W. C. BENTLEY III

DISTRIBUTION: A

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://dpcld.defense.gov/Privacy/SORN/Index/DOD-Component-Article-View/Article/670354/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

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

Remarks: (Detail attempts to process or resolve)

Signature: _____ Date: _____

9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

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

Remarks: (Detail attempts to process or resolve)

Signature: _____ Date: _____

9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

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

Remarks: (Detail attempts to process or resolve)

Signature: _____ Date: _____

9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: _____ Date: _____

Signature: _____ Date: _____

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