



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

IN REPLY TO:
II MEFO 1700.1C
CIG .5.

JAN 20 2011

II MARINE EXPEDITIONARY FORCE ORDER 1700.1C

From: Commanding General
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE REQUEST MAST INITIATING DIRECTIVE

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23F
(c) MFCO 1700.3

Encl: (1) Command-Specific Elements for Request Mast

1. Situation. Per the references, this Order is the II Marine Expeditionary Force (II MEF) Initiating Directive that contains information and instructions for executing the Commandant's Request Mast Program. This order will issue instructions regarding the procedures for requesting mast within II MEF and will expand the guidelines set forth in the references.

2. Cancellation. II MEFO 1700.1B

3. Mission. To preserve the right of uniformed members to directly communicate grievances to, or seek assistance from, their Commander 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 uniformed members to communicate with the Commander, normally accomplished in person, and the requirement that the Commander consider the matter and personally respond to the requestor.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all uniformed members of this command, to include subordinate Major Subordinate Commands (MSCs), for the purpose of exercising Request Mast within II MEF. Upon publication, this Order will be posted on official organizational bulletin boards and the command's intranet website; all personnel will be informed of its contents.

(2) Concept of Operations. Utilizing NAVMC form 11296, Request Mast petitions will be submitted in writing via the chain of command to the Commander who exercises Request Mast authority. Request Mast provides a Marine the opportunity to communicate not only with his or her immediate commanding officer, but also with any superior commander in the chain of command up to and including the Marine's commanding general. Although uniformed members may be granted the privilege of forwarding a Request Mast petition beyond their immediate Commanding General, there is no vested right

to do so. Individual petitioners may opt to Request Mast to the next higher level of command only after initiating their Request Mast petition through their immediate chain of command.

b. Coordinating Instructions. Members of this command exercising Request Mast shall conform to the references which describe the Request Mast process and procedural aspects and to this Initiating Directive which describes this command's unique specific elements.

5. Administration and Logistics

a. All II MEF subordinate units down to Battalion/Squadron level shall:

(1) Publish an Initiating Directive and Command Specific Elements page addressing command-specific elements pertaining to the submission and processing of unit Request Mast. Sections B-1, B-2 and C-1 of reference (b) provides a recommended template for a Command's Initiating Directive and Command Specific Elements page.

b. All II MEF Commands (Battalion/Squadron level and higher) will:

(1) Ensure this Initiating Directive along with the Command Initiating Directive Command Specific Elements page and references identified within this document are posted on appropriate organizational bulletin boards and are readily available to all personnel within II MEF.

c. Leaders, at all levels, will:

(1) Ensure Request Mast familiarity and awareness of attendant directives.

(2) Facilitate getting Request Mast petitioners an audience with the appropriate Commander without delay in order to ensure the issues can be addressed in an appropriate and timely manner.

d. The II MEF Command Inspector General (CIG) will:

(1) Provide administrative assistance to Commanders and uniformed personnel in the submission and processing of request masts within II MEF as delineated in the enclosure.

(2) Facilitate the processing of Request Mast petitions addressed to the CG, II MEF.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command and will be supported by civilian supervisors as appropriate.

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



D. C. HALES
Chief of Staff

DISTRIBUTION: A

II MEF COMMAND-SPECIFIC ELEMENTS FOR REQUEST MAST TO THE COMMANDING GENERAL,
II MEF

1. Uniformed personnel will prepare a complete written statement covering the reasons for requesting mast; this can be accomplished utilizing NAVMC form 11296 or 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.

2. Each intermediate commander to whom the uniformed member reveals the Request Mast subject will provide a written statement as to his or her understanding of the Request Mast and his or her responsive action. Each statement will be added to the Request Mast prior to the uniformed member communicating the Request Mast subject to the next higher commander. Request Mast packages addressed to the CG, II MEF will be returned to the unit in the absence of these statements.

3. If the uniformed member has not revealed the subject of the Request Mast to the other commanders in the chain of command, the uniformed member must include an explanatory statement as to why the subject was not revealed. The uniformed member shall place the Request Mast in an envelope marked, "to be opened by the Commanding General only." The envelope will be delivered to the II MEF Command Inspector General's (CIG) office. Paragraph 9 below outlines location and contact information for the II MEF CIG.

4. Uniformed personnel Requesting Mast will make a written statement on the NAVMC form 11296 or attached sheet indicating that he or she has had the opportunity to communicate directly with the commanding officer and has been informed of any actions to be taken by the commander regarding the Request Mast.

5. Due to remote unit locations of some II MEF commands, Request Mast may have to be processed telephonically or via video conferencing means. This means of communicating a Request Mast petition does not authorize deviation from elements outlined in this Directive. If a Request Mast petition must be forwarded in this manner, coordination must first occur with the II MEF CIG. Paragraph 9 below outlines contact information for the II MEF Command Inspector General.

6. When a Request Mast addressed to a higher commander is resolved at a lower level, the uniformed member will make a written statement on the Request Mast or attached sheet indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. The uniformed member and a witness will jointly sign and date this statement.

7. When establishing internal Request Mast procedures, II MEF Commanding Generals may authorize a Request Mast to be reviewed by the local CIG. In these situations the following considerations apply:

a. A II MEF Command Inspector General may neither respond to nor deny a Request Mast on behalf of the Commanding General, but may make appropriate recommendations pertaining to the Request Mast application to the commanding general.

b. Any lawful communication made to a II MEF CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to a Marine for exercising his or her right to Request Mast under U.S. Navy Regulations and this Directive, further protection is afforded to the uniformed member under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.

8. II MEF COMMANDING GENERALS AND COMMAND ELEMENT(CE) PERSONNEL: All uniformed personnel at the grade of O-7 or higher will Request Mast directly to the CG, II MEF. All uniformed personnel at the grade of O-6 or below who perform duties within the II MEF CE and who seek to initiate a Request Mast petition will do so via the CO, II MHG. Request Mast petitions forwarded to the CG, II MEF from II MEF CE personnel in the grade of O-6 and below without a CO, II MHG endorsement or recommendation shall be returned to the II MHG CO for resubmission.

9. The II MEF CIG is located in Bldg H-1, Wing 1-H-N, Camp Lejeune, NC 28542, (910) 451-7497 (DSN 751) and charged with the responsibility to administratively facilitate and schedule request mast hearings for CG, II MEF. Request mast forms as well as this Initiating Directive can also be found on the II MEF CIG website:

(<http://www.marines.mil/unit/iimef/pages/contact-us/default.aspx>).

Enclosure (1)