



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1700.3U
INSP
01 AUG 2017

AIR STATION ORDER 1700.3U

From: Commanding Officer
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC Directive 1700.23
(c) MCIEASTO 1700.1C

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) Routing Instructions for Request Mast

1. Situation. Per the references, this Order represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. ASO 1700.3T

3. Mission. To preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from their Commanding Officer 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 or Sailor to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting 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 Officer, Marine Corps Air Station (MCAS) Beaufort. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. A Request Mast application 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. All members of this Command exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of the Request Mast, and the enclosures which describe the command's specific elements and the routing instructions for requesting mast.

c. Tasks

(1) Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON)

(a) Ensure that all personnel are familiar with this directive and the associated command specific elements.

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(b) Facilitate the process of Request Mast applications addressed to your Command or to the Commanding Officer, Marine Corps Air Station Beaufort.

(c) Strive for no more than one working day delay for processing the NAVMC Form 11296.

(2) Station Inspector

(a) Shall facilitate the process of Request Mast applications addressed to the Commanding Officer, Marine Corps Air Station Beaufort.

(b) Shall serve as the staff cognizant officer for all matters relating to the Marine Corps Air Station Beaufort Request Mast Program.

5. Administration and Logistics. This Order will be posted on all official organizational bulletin boards.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of HQHQRON, MCAS Beaufort.

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


T. P. MILLER

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate a Request Mast application:
 - a. Enlisted: HQHQRON, Sergeant Major, Bldg 600, 843-228-6556.
 - b. Officer: HQHQRON, Commanding Officer, Bldg 600, 843-228-6776.
2. Request Mast chain of command for this command:
 - a. Immediate Commander: Commanding Officer, HQHQRON, Bldg 600, 843-228-7851.
 - b. Next Commander: Commanding Officer, MCAS Beaufort, Bldg 601, 843-228-7158.
 - c. Immediate Commanding General: Commanding General, Marine Corps Installations East, Bldg 1, Marine Corps Base Camp Lejeune, 910-451-2526.

ROUTING INSTRUCTIONS FOR REQUEST MAST

1. Uniformed members will complete the NAVMC Form 11296, in accordance with the references.
2. Request Mast applications (NAVMC 11296) that are forwarded to the Commanding Officer, MCAS Beaufort will be brought, with supporting documentation, to the office of the Station Inspector, Bldg 601, 843-228-7789. Unless the application is to be opened by the Commanding Officer, MCAS Beaufort only, the Station Inspector will coordinate with the Sergeant Major, HQHQRON and Commanding Officer, HQHQRON, as required, to initially review all such cases and will make appropriate recommendations pertaining to the Request Mast application to the Commanding Officer, MCAS Beaufort.
3. Each commander to whom the uniformed member reveals the Request Mast subject will provide a written statement as to his/her understanding of the Request Mast and their 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 MCIEAST-MCB will be returned in the absence of these statements.
4. 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 Officer, MCAS Beaufort only." The envelope will be delivered to the Station Inspector's Office. Commanding Officer, HQHQRON will provide an endorsement letter that will accompany the Request Mast.
5. In accordance with reference (c), if a Request Mast is denied, a copy of the denial letter explaining the denial must be submitted to the Station Inspector. An example of the denial letter can be found in reference (c).
6. Personnel assigned to tenant commands at MCAS Beaufort may Request Mast with the Commanding Officer, MCAS Beaufort via respective chain of command for issues relating to installation facilities or services (e.g. housing, dining facilities, MCCS). Applications shall be forwarded to the Station Inspector's Office and are to include all supporting documentation.