



UNITED STATES MARINE CORPS  
15TH MARINE EXPEDITIONARY UNIT  
BOX 555365  
CAMP PENDLETON, CALIFORNIA 92055-5365

MEUO 1700.1E Ch 1  
CO  
23 Apr 12

MARINE EXPEDITIONARY UNIT ORDER 1700.1E w/Ch 1

From: Commanding Officer, 15th Marine Expeditionary Unit  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F  
(b) NAVMC Dir 1700.23F  
(c) IMEFO 1700.1M

Encl: (1) 15th Marine Expeditionary Unit Specific Elements  
Pertaining to Request Mast

1. Situation. This Order represents the initiating directive for the Commandant's Request Mast Program.
2. Cancellation. MEUO 1700.1D.
3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers are exercised through the formal process of Request Mast. Request Mast as established in the U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the Marine 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. This Order is to be utilized by all members of 15th Marine Expeditionary Unit (15th MEU) for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. This Order will be published and all personnel will be informed of its contents.
  - b. Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.
  - c. Coordination Instructions. All members of 15th MEU

exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. Executive Officer/Adjutant/Sergeant Major shall:

(1) Provide administrative assistance as delineated in the enclosure.

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

b. The MEU S-1 shall file completed Request Mast form applications in accordance with the Privacy Act of 1974. The Request Mast form applications will be properly safeguarded at all times.

c. Officer-in-Charge/Staff Noncommisisoned Officers-in-Charge shall:

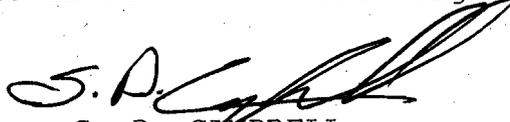
(1) Ensure that all personnel are familiar with this directive and the associated 15th MEU specific elements.

(2) Facilitate getting Marines in front of the MEU Commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of the 15th MEU.

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

  
S. D. CAMPBELL

DISTRIBUTION: A



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Pertaining to Request Mast

1. Situation. To transmit new page inserts to the basic order.

2. Execution

a. Remove the letterhead page and replace with the corresponding page in the enclosure.

b. Remove enclosure (1) of the basic order and replace with the corresponding enclosure contained in enclosure (1).

3. Filing Instructions. File this change transmittal directly behind the signature page of the basic order.

  
J. M. MILLS  
By direction

DISTRIBUTION: A

15TH MARINE EXPEDITIONARY UNIT ELEMENTS TO REQUEST MAST

1. 15th Marine Expeditionary Unit points of contact to initiate a Request Mast application:

a. Enlisted: Sergeant Major, SgtMaj J. W. Scott, Bldg# 210821, Phone: 725-0182.

b. Officer: Executive Officer, LtCol J. R. O'Neal, Bldg# 210821, Phone: 725-8893.

2. Request Mast chain of command for 15th MEU:

a. Immediate Commander: Col S. D. Campbell, Bldg# 210821, Phone: 725-8892.

b. Immediate Commanding General: LtGen T. D. Waldhouser, Bldg# 210701, Phone: 725-9102.

3. The Command Inspector General (CIG) for this unit is: Col J. W. Guthrie, Bldg# 210721, Phone 763-2717.

4. Marines Requesting Mast to the Commanding General, I Marine Expeditionary Force (CG, I MEF) will be expedited forward to the I MEF Inspector General via the chain of command. All Marines, except in emergency situations, must complete a written statement covering the reasons for Requesting Mast (utilize NAVMC form 11296). Part I of the Request Mast form will be prepared by the Marine and delivered to the first Commanding Officer in the chain of command. Assistance will be provided by the Marine's Sergeant Major (Enlisted) or the Executive Officer (Officers), in the preparation and completion of the Request Mast form. To achieve an accurate and complete analysis of the petition, appropriate records shall be provided to the officer conducting the Request Mast. Any supporting documents concerning the Request Mast must be attached to the written statement. The statement may also include a list of witnesses. The statement must include a list of personnel in the chain of command whom the individual has seen at Request Mast and state the action taken by these individuals. If the individual has not revealed the subject of the Request Mast to other commanders in the chain of command, the Marine must include a written explanation. If the subject is revealed to the Commanding Officer, the Commanding Officer will provide a written statement to the Commanding General as to their understanding of the Request Mast and their responsive action. This statement must be delivered to the CG, I MEF with the petition for the Request Mast. If the Marine elects not to reveal the subject of the

Enclosure (1)

Request Mast to the Commanding Officer, the Marine shall place the Request Mast in an envelope marked, "To be opened by the Commanding General only." At the conclusion of the Request Mast, the petitioner should clearly understand the disposition of, or probable disposition of the case. It will also be clearly understood whether it was resolved or if further action is required. The Marine will make a written statement on the Request Mast form or attached sheet indicating that he or she has had the opportunity to communicate directly with the CG, I MEF and has been informed of any actions to be taken by the CG. The Marine will also indicate in the written statement their level of satisfaction with the outcome of their Request Mast. All personnel involved with the resolution of Request Mast petitions will ensure follow-up action is properly administered in a timely and adequate manner. If a petition for Request Mast with a higher commander in the chain of command is resolved at a lower level, the individual will make a written statement on the Request Mast form indicating the voluntary withdrawal of the petition to the higher commander. This statement will be witnessed.

5. Those Marines considering Requesting Mast to the Commanding General can receive further guidance on procedures by speaking with the Sergeant Major (Enlisted) and the Executive Officer (Officers).