



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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IN REPLY REFER TO  
MCBHO 1700.17D  
CIG

19 JUL 2017

MARINE CORPS BASE HAWAII 1700.17D

From: Commanding Officer, Marine Corps Base Hawaii  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy regulations  
(b) Marine Corps Manual  
(c) NAVMC Directive 1700.23F  
(d) MCO 1700.23F  
(e) MCIPAC-MCBBO 1740.1

1. Situation. Request Mast as established in references (a) and (b) 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.

2. Cancellation. Base Order 1700.17C.

3. Mission. Preserve the right of all Marines to directly communicate grievances to or seek assistance from their Commanding Officer (CO) as exercised through the formal process of Request Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. I intend to provide Marines and Sailors within my chain of command a clear and efficient Request Mast process. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 per reference (c) and via the chain of command to the commander with whom the Request Mast is desired.

b. Tasks

(1) The Command Inspector General (CIG) shall:

(a) Provide administrative assistance to commanders and military members who desire to Request Mast to the CO, Marine Corps Base Hawaii (MCBH).

(b) Review and make appropriate recommendations pertaining to Request Mast to the CO, MCBH. The CIG, however, may neither respond to nor deny a Request Mast on behalf of the CO.

(c) Facilitate the process of Request Mast applications addressed to the Commanding General, Marine Corps Installations Pacific (MCIPAC)-MCB Camp Butler.

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(2) Subordinate Commanders and Sergeants Major shall:

(a) Publish a document entitled "Command Specific Elements for Request Mast" in accordance with reference (c), Appendix c in order to ensure all personnel are familiar with this Order and the associated command specific elements.

(b) Provide administrative assistance to all who desire to Request Mast and facilitate the presentation of the Marine requesting mast to the Commander with whom the Marine is requesting an audience.

(c) Ensure this directive is posted on all Troop Information boards and readily available to all personnel.

(d) Facilitate the process of Request Mast applications addressed to the CO, MCBH for consideration.

c. Coordinating Instructions

(1) All members of MCBH exercising Request Mast will do so utilizing the references.

(2) Once a Marine or Sailor expresses a desire to Request Mast, all efforts thereafter should be directed toward getting the requestor before the CO to whom the petition is addressed. The chain of command shall not delay the Request Mast process in order to solve the problem themselves, but rather will focus their effort on making the Marine or Sailor available to the commander.

(3) Each intermediate commander to whom the Marine or Sailor 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. There should be no more than one working day delay at any level of command to process a request mast.

(4) Any interference with a Marine's or Sailor's right to Request Mast or any attempt of reprisal against a Marine or Sailor who has requested mast is prohibited. Commanders will establish and monitor follow up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interest of any Marine or Sailor, results from the exercise of the right to Request Mast.

5. Administration and Logistics. Command specific elements pertaining to Request Mast are as follows:

a. MCBH points of contact to initiate a Request Mast application:

(1) Enlisted: Base Sergeant Major, building 216, room A18,  
(808) 257-7709.

(2) Officer: Chief of Staff, building 216, room A23, (808) 257-7707.

b. Request Mast chain of command to the first General Officer for MCBH:

(1) CO, MCBH, building 216, room A24, (808) 257-8877.

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(1) CO, MCBH, building 216, room A24, (808) 257-8877.

(2) Commanding General, MCIPAC, MCB Camp Butler, building 1, floor 1, commercial phone: (315) 645-7274/DSN: 645-7274.

c. MCBH CIG: building 216, room 23, (808) 257-7716.

d. Units that fall under this command for Request Mast purposes include Headquarters Battalion and Marine Corps Air Station Kaneohe Bay.

e. The CIG will process all enlisted Request Mast applications in coordination with the MCBH Sergeant Major.

f. All Request Masts packages for attention of the Commanding General, MCIPAC-MCB Camp Butler will be routed through the MCBH CIG.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of MCBH and subordinate commands.

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



R. LIANEZ

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