

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. 3d Marine Division Staff points of contact for a Request Mast application (see Note 1):

a. Enlisted: 3d Marine Division Deputy Inspector General: Camp Courtney Bldg 4211; phone: DSN 315-622-7014.

b. Officer: 3d Marine Division Command Inspector General: Camp Courtney Bldg 4211; phone: DSN 315-622-9572.

2. 3d Marine Division Headquarters Battalion points of contact for a request mast application (see Note 1):

a. Enlisted: 3d Marine Division Headquarters Battalion Sergeant Major: Camp Courtney Bldg 4329; phone: DSN 315-622-9599.

b. Officer: 3d Marine Division Headquarters Battalion Executive Officer: Camp Courtney Bldg 4329; phone: DSN 315-622-9272.

3. Request Mast chain of command for 3d Marine Division Headquarters Battalion and 3d Marine Division Staff (see note 2):

a. Immediate Commander: Commanding Officer, 3d Marine Division Headquarters Battalion: Camp Courtney Bldg 4329; phone: DSN 315-622-9476.

b. Commanding General: Commanding General, 3d Marine Division: Camp Courtney, Bldg 4211; phone: DSN 315-622-9503.

c. List of units/commands who fall under this command for Request Mast Purposes (see Note 2).

(1) Headquarters Battalion, 3d Marine Division

(2) 3d Marine Regiment, 3d Marine Division

(3) 4th Marine Regiment, 3d Marine Division

(4) 12th Marine Regiment, 3d Marine Division

(5) Combat Assault Battalion, 3d Marine Division

(6) 3d Reconnaissance Battalion, 3d Marine Division

3. The Command Inspector General is located on Camp Courtney in Bldg 4211; phone: DSN 315-22-9305.

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4. If, in the mind of the petitioner, the issue needs to be seen only by the Commanding General, the petitioner will place the request in a sealed, non-see-thru envelope marked, "To be opened by the Commanding General only." The envelope will be hand delivered to 3d Marine Division Command Inspector General. These are the acceptable routing instructions for request mast to the Commanding General. (see Note 3).

Note 1. Identify by billet, then the individual with whom a Marine or Sailor should contact first for assistance in preparation of the Request Mast application. Typically, for enlisted Marines, this is the unit sergeant major, senior enlisted Marines, or administrative chief and for Marine officers, the executive officer or adjutant.

Note 2. Identify by billet, each commander in the chain of command with whom a Marine or Sailor may Request Mast. Generally, the Request Mast chain of command begins with the first officer exercising NJP authority over the Marine or Sailor, through each succeeding commander up to the immediate commanding general.

Note 3. The Division Command Inspector General may review and make appropriate recommendations pertaining to Request Mast to the commanding general, however, may neither respond to nor deny a Request Mast on behalf of the commanding general. In cases where the units geographic location does not afford hand delivery of Request Mast, the Marine or Sailor will send the Request Mast via electronic mail to 3DIV INSPECTOR@usmc.mil. Any electronic mail communication between the Marine, Sailor and the CIG is a protected communication and is covered under the Military Whistleblower Reprisal Act reference (h).