



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION
PEARL HARBOR, HAWAII 96860-6000

NAVSTAPEARLINST 1700.11J
017

09 OCT 1997

NAVSTA PEARL INSTRUCTION 1700.11J

Subj: PROCEDURES FOR REQUEST MAST

Ref: (a) Navy Regulations, Article 1151

1. Purpose. To disseminate information and procedures relating to request mast.
2. Cancellation. NAVSTAPEARLINST 1700.11H
3. Discussion. The provisions of reference (a) serve as a restatement of the long-standing naval custom that a service member may take a particular problem or request directly to the Commanding Officer for his/her assistance in its resolution. Prior to the Commanding Officer's holding a request mast, he/she must be assured that the request has followed the chain of command for two basic reasons:

a. Frequently some authority between the requestor and the Commanding Officer will be able to resolve the problem to the satisfaction of the requestor and therefore preclude the necessity of its reaching the Commanding Officer. Only the requestor may withdraw his/her request prior to the Commanding Officer's action.

b. All members in the chain of command are entitled to be made aware of the existence of a problem experienced by a junior. However, it is not mandatory that the requestor divulge the nature of his/her request to anyone but the Commanding Officer.

4. Action

a. All hands will be advised of their right to request mast and all requests therefore will be submitted via the following chain of command:

- (1) Immediate supervising petty officer
- (2) Division petty officer
- (3) Division officer
- (4) Department head
- (5) Legal officer

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(6) Executive Officer

(7) Commanding Officer

b. The Executive Officer will hold Request Mast as soon as possible after receipt of an individual's special request for Mast.

c. The Executive Officer will schedule Commanding Officer's Request Mast as required.



G. B. COVINGTON

Distribution:

NAVSTAPEARLINST 5605.2E

List I, Case 3 (NAVSTA PEARL depts/offices)