



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

1700.8D
CIG
MAR 16 2015

COMBAT CENTER ORDER 1700.8D

From: Commanding General
To: Distribution List

Subj: REQUEST MAST

Ref: (a) NAVMC Directive 1700.23F
(b) MCO 1700.23F

Encl: (1) Command Specific Elements to Request Mast

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

2. Cancellation. CCO 1700.8C.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in reference (a) (Arts. 0820c and 1151.1) and reference (b) (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 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 General, Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC). 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 the NAVMC 11296 Marine Corps Request Mast Application, via the chain of command to the Commanding General.

b. Coordinating Instructions

(1) All members of this command exercising Request Mast shall utilize the references which describe the process and procedural aspects of Request Mast, and the enclosure, which describes the command's specific elements.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Command Inspector General Tasks

(a) Process all Request Mast applications addressed to the Commanding General.

(b) Review and inspect the Request Mast programs of subordinate commands as part of the Commanding General's Inspection Program.

(c) Publish a Bulletin outlining the time and place for Request Mast with the Inspector General of the Marine Corps (IG) assessments.

(d) 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 results from the Marine's exercise of the right to Request Mast.

5. Administration and Logistics

a. Request Mast Package

(1) NAVMC 11296 Part I completed by the applicant. Individuals may annotate "See Attached" in block 8b of the NAVMC 11296 and add a standard naval letter addendum to outline the nature of the complaint/problem. A Request Mast to the Commanding General may contain a naval letter addendum sealed in an envelope and marked "Commanding General's Eyes Only".

(2) NAVMC 11296 Part II and III completed by each Commander/Applicant in the chain of command.

b. NAVMC 11296 Completion

(1) The applicant will complete Part I of the NAVMC 11296. Ensure that block 7 reflects the date submitted to the chain of command.

(2) Each Commander will add an additional NAVMC 11296 (page 2) to the Request Mast package and outline their understanding of the Request Mast and the action taken to resolve the issue in Part II.

(3) Commanders will place a short statement such as "SNM elected not to reveal the subject of the Request Mast" if the applicant elects not to reveal the subject of the Request Mast.

(4) The applicant and witness will complete Part III of the NAVMC 11296 following action by the Commander.

(5) Unless resolved, forward the Request Mast package to the next Commander in the chain of command for action.

(6) The Command Inspector General receives all Request Mast packages addressed to the Commanding General via unit courier, scan/email or express delivery as appropriate following the action by the Commander in the chain of command.

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c. Commanding Officers, Officers-in-Charge, and Staff Noncommissioned Officers-in-Charge

(1) Ensure all personnel are familiar with this Order and associated command specific elements.

(2) Facilitate the rights of Marines to Request Mast and be seen by the Commanding General.

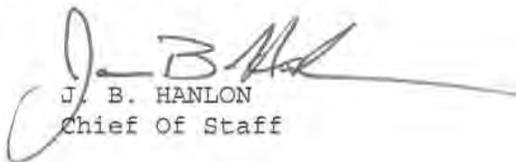
d. The NAVMC 11296 Marine Corps Request Mast Application may be obtained from Naval Forms Online at https://navalforms.documentservices.dla.mil/formsDir/_NAVMC_11296_EF_4542.pdf.

e. Distribution statement A directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to all Service members under the General Court Martial Convening Authority of the MAGTFTC, MCAGCC Commanding General.

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


J. B. HANLON
Chief Of Staff

Distribution: A

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Command Specific Elements Pertaining to Request Mast

1. MAGTFTC, MCAGCC points of contact to initiate a Request Mast applicationa. Enlisted

(1) Sergeant Major, Headquarters Battalion (HQBN), MAGTFTC, MCAGCC, Twentynine Palms, Building 1457, (760) 830-6330.

(2) Sergeant Major, Marine Corps Mountain Warfare Training Center (MCMWTC), Bridgeport, CA, Building 4048, (760) 932-1413.

(3) Sergeant Major, Marine Aviation Weapons and Tactics Squadron One (MAWTS-1), Yuma, AZ, Building 406, (928) 269-3680.

(4) Senior Enlisted Advisor, Marine Corps Tactics and Operations Group (MCTOG), Building 1982, (760) 830-3623.

(5) Senior Enlisted Advisor, Marine Corps Logistics Operations Group (MCLOG), Building 1985, (760) 830-3710.

b. Officer

(1) Executive Officer, HQBN, MAGTFTC, MCAGCC, Twentynine Palms, Building 1457, (760) 830-7083.

(2) Executive Officer, MCMWTC, Bridgeport, CA, Building 4048, (760) 932-1412.

(3) Executive Officer, MAWTS-1, Yuma, AZ, Building 406, (928) 269-2057.

(4) Executive Officer, MCTOG, Twentynine Palms, CA, Building 1982, (760) 830-8993.

(5) Executive Officer, MCLOG, Twentynine Palms, CA, Building 1985, (760) 830-3708.

2. Request Mast chain of command for this command is:

a. Immediate Commander

(1) Commanding Officer, HQBN, MAGTFTC, MCAGCC, Twentynine Palms, Building 1457, (760) 830-7493.

(2) Commanding Officer, MCMWTC, Bridgeport, CA, Building 4048, (760) 932-1410.

(3) Commanding Officer, MAWTS-1, Yuma, AZ, Building 406, (928) 269-2056.

(4) Commanding Officer, MCTOG, Twentynine Palms, Building 1982, (760) 830-3682.

(5) Commanding Officer, MCLOG, Twentynine Palms, Building 1985, (760) 830-3709.

b. Commanding General, MAGTFTC, MCAGCC, Twentynine Palms, CA, Building 1554, Room 101, (760) 830-6108.

c. Units that fall under this command for Request Mast Purposes

- (1) HQBN, Twentynine Palms, CA.
- (2) MCMWTC, Bridgeport, CA.
- (3) MAWTS-1, Yuma, AZ.
- (4) MCTOG, Twentynine Palms, CA.
- (5) MCLOG, Twentynine Palms, CA.

3. The Command Inspector General for MAGTFTC, MCAGCC, Twentynine Palms, CA, is located at Building 1447, (760) 830-4871.

4. Request Mast Packages

a. Route all Request Mast Packages for the MAGTFTC, MCAGCC Commanding General through the chain of command to the Command Inspector General. The MAGTFTC, MCAGCC Chief of Staff will accept Request Mast packages if the Command Inspector General or IG staff is not available.

b. Request Mast Applications not addressed the Commanding General will be routed through the proper chain of command. Each Commander will annotate on the NAVMC 11269 what actions were taken.