



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

1700.14B

CIG

OCT 07 2021

COMBAT CENTER ORDER 1700.14B

From: Commanding General
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23G

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) Commanders Request Mast Tracker

1. Situation. In accordance with the references, this Order promulgates the policy and procedures for the Request Mast Program aboard Marine Corps Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California.

2. Cancellation. CCO 1700.14A.

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 (CG), MAGTFTC, 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 Marine Corps Request Mast Application, NAVMC 11296 (Rev-19) via the chain of command.

b. Subordinate Element Missions

(1) Command Inspector General. Designated as the Request Mast Review Authority for all request mast to the CG. The Command Inspector General (CIG) shall:

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

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(b) Review and inspect the request mast program of subordinate commands as part of the CG's Inspection Program.

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

(d) Establish, monitor, and document follow-up procedures to ensure each request mast is processed in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request mast utilizing enclosure (2).

(2) Commanders, Officers-in-Charge, and Staff Noncommissioned Officers-in-Charge

(a) Ensure all personnel are familiar with reference (c) and this Order.

(b) Facilitate the rights of Marines to Request Mast.

(c) Administratively support Marines in the production and submission of NAVMC 11296 (Rev-19).

(d) Establish, monitor, and document follow-up procedures to ensure each request mast is processed in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request mast utilizing enclosure (2).

c. Coordinating Instructions. All members of this command exercising request mast shall utilize reference (c) which describes the process and procedural aspects of request mast. Enclosure (1) describes the command's specific elements.

5. Administration and Logistics

a. Request Mast Package

(1) NAVMC 11296 (Rev-19) Part I is completed by the applicant. Individuals may annotate "See Attached" in block 6 of the NAVMC 11296 (Rev-19) and add a standard naval letter addendum to outline the nature of the complaint/problem. A Request Mast to the CG may contain a naval letter addendum sealed in an envelope and marked "to be opened by the CG Only".

(2) NAVMC 11296 (Rev-19) Part II is completed by each Commander in the chain of command, i.e. Company Commander, Battalion Commander as applicable.

b. NAVMC 11296 (Rev-19) Completion

(1) The applicant will complete Part I of the NAVMC 11296 (Rev-19). Ensure block 8 reflects the date submitted to the chain of command.

(2) Part II is Commander's Engagement and is completed by the Commander in the Chain of Command.

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(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) Part III is final disposition completed only by the Commander ultimately selected by the applicant.

(5) Part IV is applicant's acknowledgement of the final disposition and is completed by the applicant.

(6) The CIG receives all request mast packages addressed to the CG via unit courier, scan/email, or express delivery as appropriate following the action by the Commander in the chain of command.

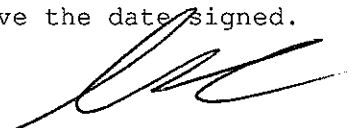
c. Forms. The form NAVMC 11296 (Rev-19) Marine Corps Request Mast Application may be obtained from the MCAGCC CIG website homepage at <https://www.29palms.marines.mil/Staff-Offices/Inspector-General/>. Ensure to click "Enable all Features" at the top right of the form.

d. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>.

6. Command and Signal

a. Command. This Order is applicable to all service members under the General Court Martial Convening Authority of the CG, MAGTFMC, MCAGCC.

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


D. A. SUGGS
Chief of Staff

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Command Specific Elements Pertaining to Request Mast

1. Subordinate Units for Request Mast Purposes

- a. HQBN, Twentynine Palms, CA.
- b. MCMWTC, Bridgeport, CA.
- c. MAWTS-1, MCAS Yuma, AZ.
- d. MCTOG, Twentynine Palms, CA.
- e. MCLOG, Twentynine Palms, CA.
- f. EWTGPAC, (Coronado) San Diego, CA.
- g. EWTGLANT, (Little Creek) Virginia Beach, VA.

2. Points of Contact for 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), MCAS 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.

(6) Senior Enlisted Advisor (Marine), Expeditionary Warfare Training Group, Pacific (EWTGPAC), (Coronado) 3423 Guadalcanal Rd, San Diego CA, 92155, (619) 437-2837.

(7) Senior Enlisted Advisor, Expeditionary Warfare Training Group, Atlantic (EWTGLANT), (Little Creek), 1575 Gator Blvd, Virginia Beach, VA 23459, Building 3504, (757) 462-4939.

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, MCAS Yuma, AZ, Building 406, (928) 269-2057.

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

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

(6) Executive Officer, EWTGPAC, Coronado, 3423 Guadalcanal Rd, (619) 437-3578.

(7) Executive Officer, EWTGLANT, Little Creek, Building 3504 (757) 437-8708.

2. Request Mast chain of command

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, MCAS 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.

(6) Commanding Officer, EWTGPAC, Coronado, 3423 Guadalcanal Rd, (619) 437-2843.

(7) Commanding Officer, EWTGLANT, Little Creek, Building 3504 (757) 462-7340.

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

3. The CIG, MAGTFTC, MCAGCC, Twentynine Palms, CA, Building 1447, (760) 830-4871.

4. Request Mast Packages

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

b. Request Mast Applications not addressed the CG will be routed through the proper chain of command. Each Commander will annotate on the NAVMC 11296 (Rev-19) what actions were taken.

Enclosure (1)

