



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS CA 92278-8200

BnBul 1700  
SgtMaj  
5 Mar 19

BATTALION BULLETIN 1700

From: Commanding Officer  
To: Distribution List

Subj: REQUEST MAST WITH A REPRESENTATIVE OF/OR THE INSPECTOR GENERAL OF THE MARINE CORPS

Ref: (a) MCO 1700.23F  
(b) Combat Center Order 1700.14A  
(c) Battalion Order 1700.23C

Encl: (1) NAVMC 11296

1. Purpose. To announce to all Marines and Sailors within this Command, that every Marine and Sailor shall be afforded the opportunity to appear before the Inspector General of the Marine Corps (IGMC) or designated representative for the purpose of requesting Mast.
2. Background. While Marines and Sailors do not have the vested right to request Mast to any commander higher than their immediate Commanding General, they may request Mast of the Commandant of the Marine Corps, via the IGMC, when their command is being inspected by the IGMC. During such inspections, the IGMC or designated representative will act as an agent of the Commandant.
3. Action. Any Marine who desires to request Mast to the Commandant of the Marine Corps may do so in writing, in accordance with reference (a) utilizing enclosure (1). The IGMC or designated representative will be available to hear such requests from 1200-1300 on Monday, 11 March 2019. The location will be in the 1707 Conference Room, located in building 1707. Marines who, in good faith, wish to appear before the IGMC at Mast shall not be required to explain the subject of their request and may do so without fear of reprisal or prejudice to their interests. All requests for Mast must be submitted to the Battalion Sergeant Major, Sergeant Major Dutchin by 1630, 8 March 2019. Following the requested Mast, the applicant should clearly understand the disposition or probable disposition of the subject, whether resolved on site by the IGMC, referred to the local command, or referred to Headquarters Marine Corps.

  
S. A. EDWARDS

DISTRIBUTION: A

**MARINE CORPS REQUEST MAST APPLICATION**

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

**PRIVACY ACT STATEMENT**

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

**PART I: TO BE COMPLETED BY THE APPLICANT**

1. NAME:		2. RANK:	3. SSN:
4. UNIT:		5. RACE/ETHNIC GROUP:	
6. GENDER:		7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

**9. AFFIDAVIT**

I, \_\_\_\_\_, have read this statement which begins in Block 8b on this page (page 1) and ends on page \_\_\_\_\_. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

\_\_\_\_\_  
(SIGNATURE OF APPLICANT/DATE)

**PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST**

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

\_\_\_\_\_  
COMMANDING OFFICER SIGNATURE/DATE

**PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST**

(Applicant should initial/complete the appropriate statement(s))

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_ I have had the opportunity to communicate directly with \_\_\_\_\_ (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

\_\_\_\_\_ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_  
WITNESS' SIGNATURE/DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE