



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

BnO 1700.23B
HQBN

APR 25 2016

BATTALION ORDER 1700.23B

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23F
(c) CCO 1700.8D

Encl: (1) Command Specific Elements pertaining to Request Mast

1. Situation. This order represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. BnO 1700.23A

3. Mission. To preserve the right of all service members 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 U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the service member to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the member requesting Mast.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. This order is to be utilized by all members of this unit/command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. 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 NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

(a) Coordinating Instructions. All members of this unit/command exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. XO/Adjutant/Sergeant Major shall:

(1) Provide administrative assistance as delineated in the enclosure.

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

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

b. OIC/SNCOIC's shall:

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

(2) Ensure service members understand their right to Request Mast and facilitate that process.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command.

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


D. A. SANCHEZ

Distribution: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a Request Mast application (see Note 1):

a. Enlisted: Battalion Sergeant Bldg 1457, 760-830-7307

b. Officer: Battalion Commander Bldg 1457, 760-830-7367

2. Request Mast chain of command for this unit/command is (see Note 2):

a. Next Commander: Commanding Officer MAGTFTC, MCAGCC Bldg 1554, 760-830-8692

3. The Command Inspector General (CIG) for this unit is: Mr. David N. Gill, 760-830-4871

4. Procedures for Request Mast with immediate Commanding General:

a. The member will prepare a complete written statement covering the reasons for requesting mast; this can be accomplished utilizing NAVMC 11296 or standard letterhead. Supporting documentation should be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the service has revealed and communicated his or her problem.

b. Each intermediate commander to whom the member reveals the Request Mast subject will provide a written statement as to their understanding of the Request Mast and their responsive action. Each statement will be added to the Request Mast prior to the member communicating the Request Mast subject to the next higher commander.

c. If a service member has not revealed the subject of the Request Mast to the intermediate commanders in the chain of command, the member must include an explanatory statement as to why the subject was not revealed. The service member shall place the Request Mast in an envelope marked, "to be opened by the Commanding General only."

d. Members Requesting Mast will make a written statement on the NAVMC 11296 or attached sheet indicating that they have had the opportunity to communicate directly with the commanding officer and have been informed of any actions to be taken by the commander regarding the Request Mast.

e. When a Request Mast addressed to a higher commander is resolved at a lower level, the service member will make a written statement on the Request Mast or attached sheet indicating that their he or she is satisfied with the action taken at the lower level he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. The member and a witness will jointly sign and date this statement.

f. When establishing internal Request Mast procedures, 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. In these situations the following considerations apply:

5. A CIG may neither respond to nor deny a Request Mast on behalf of the Commanding General, but may make appropriate recommendations pertaining to the Request Mast application to the Commanding General.

6. Any lawful communication made to a CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to a service member for exercising their right to Request Mast under U.S. Navy Regulations and this Directive, further protection is afforded to the service member under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.