



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

BnO 1700.23C
SgtMaj

14 MAR 2025

BATTALION ORDER 1700.23C

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.14B
(b) NAVMC 1700.23G (Rev.05-19) (EF)
(c) CCO 1700.23G

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 1700.23B.

3. Mission. To preserve their 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. 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 Officer. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Any member of Headquarters Battalion requesting mast will submit the NAVMC 11296 (Rev.05-19) (EF) via their chain of command to the commander with whom the request mast is desired, in order to allow the commander to process the request.

b. Subordinate Element Missions

(1) All members of Headquarters Battalion will comply with the intent of the references and the content of this Order.

(2) Unit commanders will ensure all personnel are aware of Request Mast procedures.

c. Coordinating Instructions. All members of the command exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosures, which describes the command's specific elements.

d. Additional Instructions. The Chain of Command is Company Commander, Battalion Commander, and the Commanding General. Directors and Officers-In-Charge while in the chain of leadership are not in the chain of command and are forbidden regardless of grade from interfering with or delaying individuals' rights to request mast, or the process of requesting mast.

5. Administration and Logistics. Distribution Statement "A" directives issued by the Commanding Officer are published electronically and can be accessed online via the Headquarters Battalion homepage at <http://www.29palms.marines.mil/Units/HeadquartersBattalion.aspx>.

a. XO/Adjutant/Sergeant Major

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

(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. Officers-in-charge/Staff Noncommissioned Officers-In-Charge

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

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

6. Command and Signal

a. Command. This Order is applicable to all uniformed members assigned to Headquarters Battalion.

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



N. M. ROLLINS

DISTRIBUTION: A