



UNITED STATES MARINE CORPS
10TH MARINES
2D MARINE DIVISION
FLEET MARINE FORCE
PSC BOX 20105
CAMP LEJEUNE, NC 28542-0105

1700.23G
CO

JUL 07 2023

Regimental Order 1700.23G

From: Commanding Officer
To: Distribution List

Subj: INITIATING DIRECTIVE (REQUEST MAST)

Ref: (a) U. S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23G
(d) MCO 5210.11F
(e) II MEFO 1700.1F
(e) DivO1700.23A

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) NAVMC 11296 Request Mast Form (Rev. 05-19)

1. Situation. This order represents the initiating directive for the Commandant's Request Mast Program.
2. Cancellation. Regimental Order 1700.2F
3. Mission. To preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from, their Commanding Officers 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 (paragraph 2805) includes both the right of the Marine or Sailor to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine or Sailor 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 10th Marines for the purpose of exercising Request Mast with the Commanding Officer or Commanding General. This order will be published and all personnel will be informed of its content.

Subj: INITIATING DIRECTIVE (REQUEST MAST)

(2) Concept of Operations

(a) 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.

(b) Coordinating Instructions. All members of this battalion exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast.

5. Administration and Logistics.

a. Executive Officer and Regimental Sergeant Major

(1) Ensure that this directive is posted on all command information boards and readily available to all personnel.

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

b. Subordinate Commanding Officers

(1) Ensure that this directive is posted on all command information boards and readily available to all personnel.

(2) Facilitate the process of Request Mast applications addressed to the Commanding Officer for consideration.

(3) Only the commander to whom a Marine or Sailor requested mast may deny a Request Mast application.

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

(1) Ensure that this directive is posted on all command information boards and readily available to all personnel.

(2) Facilitate getting Marines or Sailors in front of the requested commander in order to execute their right of Request Mast.

(3) Only the commander to whom a Marine or Sailor requested mast may deny a Request Mast application.

Subj: INITIATING DIRECTIVE (REQUEST MAST)

5. Command and Signal

a. Command. This order is applicable to all uniformed members of 10th Marines.

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

6. The point of contact for this matter is the Regimental Sergeant Major, Sergeant Major Giovanni A. Lobo at (910) 451- 6979 or vail e-mail at giovanni.lobo@usmc.mil.



D. H. ICKLES

Distribution: A

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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/Command points of contact to initiate a Request Mast application:
 - a. Enlisted: Unit Sergeant Major, Senior Enlisted Marine, or Administrative Chief.
 - b. Officer: Executive Officer or Adjutant.
2. The 10th Marines Request Mast Chain of Command is:
 - a. Battery Commander.
 - b. Battalion Commander.
 - c. Commanding Officer, 10th Marines.
 - d. Commanding General, 2d Marine Division.
3. The following are considered to be units that fall under 10th Marines for request mast purposes.
 - a. Headquarters Battery, 10th Marines.
 - b. Fire Support Battery, 10th Marines.
 - c. 1st Battalion, 10th Marines.
 - d. 2nd Battalion, 10th Marines.
4. The 2d Marine Division Command Inspector General is located on the first deck building H-1, Camp Lejeune, N.C. and can be reached at 910-451-8047.

MARINE CORPS REQUEST MAST

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5014, 10 U.S.C. 5020, SECNAVINST 5430.57 series, SECNAVINST 5370.5 series, and E.O. 9397 (SSN), as amended **SORN N05041-1**

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. **A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <http://dodid.defense.gov/Privacy/SORN/index/DOD-Component-Article-View/Article/570354/n05041-1/>.**

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

PART I: REQUEST: COMPLETED BY THE APPLICANT

1 NAME (Last, First, MI)	2 RANK	3. EDIPI
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4 UNIT

5 I REQUEST MAST WITH (The Commander with whom you desire to communicate)

5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND
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6. SUBJECT MATTER (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed)

7. REQUESTED RESOLUTION (Clearly describe the resolution you seek from the Commander named in block 5a.)

8 AFFIDAVIT

I, certify the statements in blocks 6 and 7 are true.

Signature Date

ENCLOSURE (2)

1002

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9. REQUEST MAST (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a FIRST COMMANDER IN CHAIN OF COMMAND	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a)? Yes No

Remarks (Detail attempts to process or resolve)

Signature	Date

9b SECOND COMMANDER IN CHAIN OF COMMAND	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a)? Yes No

Remarks (Detail attempts to process or resolve)

Signature	Date

9c THIRD COMMANDER IN CHAIN OF COMMAND	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a)? Yes No

Remarks (Detail attempts to process or resolve)

Signature	Date

9d IMMEDIATE COMMANDING GENERAL

Forwarded (if applicable) Yes No Denied? Yes No

Remarks (Detail attempts to process or resolve)

Signature	Date

PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT

10 FINAL DISPOSITION (Detail any actions or attempts to resolve the grievance/problem. Include any referrals for further personnel actions. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5a, explain why the matter was inappropriate for Mast.)

[Empty text area for final disposition details]

Signature

[Signature line]

Date:

[Date line]

PART IV: APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11 Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request

Final Disposition by a selected subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request Mast to a Commander who was subordinate to the Commander I originally requested in block 5a and I accept and fully understand the disposition of my grievance.

Name: [] Command: []

Final Disposition by the requested Commander: My Request Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.

Request Denied: I understand my Request Mast was denied by the Commander I specifically named in block 5a.

Request Withdrawn: Without any intimidation, coercion, or fear of retaliation, I voluntarily withdraw my Request Mast.

Applicant Signature.

[Applicant Signature line]

Date.

[Applicant Date line]

Witness Signature.

[Witness Signature line]

Date.

[Witness Date line]

Print Name (Witness)

[Print Name (Witness) line]

Rank

[Rank line]

Command/Unit Name

[Command/Unit Name line]