



UNITED STATES MARINE CORPS
1ST MARINE DIVISION (REIN)
BOX 555380
CAMP PENDLETON, CA 92055-5380

DivO 1700.8R
CIG/G-7

FEB 13 2019

DIVISION ORDER 1700.8R

From: Commanding General, 1st Marine Division
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23F
(d) NAVMC DIR 1700.23F

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) NAVMC 11296
(3) FA 1700.23 Inspection Checklist

1. Situation. The right of all Marines and Sailors to directly seek assistance from, or communicate grievances to the first General Officer in the chain of command is established in references (a) and (b), and is exercised through the formal process of Request Mast. Per references (c) and (d), this order contains instructions for executing the Commanding General's Request Mast procedures. Marines and Sailors may Request Mast to any commander in the chain of command up to and including the Marine's/Sailor's first Commanding General (CG). Request Mast includes both the right to communicate with the commander, normally in person, and requires the commander consider the matter and personally respond to the individual requesting Mast. Request Mast also provides commanders with firsthand knowledge of the morale and general welfare of the command. To be effective, Request Mast must have the wholehearted support of those to whom leadership is entrusted. Anyone who attempts to deprive a Marine/Sailor of the right to Request Mast, through either acts of omission or commission, will be subject to punishment under reference (d). Request Mast does not preclude the informal process of communication which routinely occurs between seniors and subordinates.

2. Cancellation. DivO 1700.8P.

3. Mission. 1st Marine Division (1st MarDiv) maintain a Request Mast process, in accordance with the references in order to preserve the right of every Marine and Sailor of this command to directly communicate grievances to the CG, 1st MarDiv.

4. Execution

a. Commander's Intent

(1) Purpose. To provide guidance/direction regarding Request Mast and its associated procedures to subordinate commanders as well as preserve the right of every Marine/Sailor to directly communicate grievances to their Company, Battalion, and Regimental Commanding Officer, and/or the CG per enclosure (1).

(2) Method

(a) Education of our Marines/Sailors on Request Mast procedures during periodic Professional Military Education (PME), training, and briefs.

(b) Active application and execution of Request Mast procedures throughout 1st MarDiv units.

(c) Inspections to ensure the Request Mast program is operating in accordance with the listed references. These inspections will occur via the Commanding General Inspection Program every 18 to 24 months.

(3) Endstate. All Marines/Sailors within 1st MarDiv are informed of the purpose of requesting Mast, the process to Request Mast, and their individual right to Request Mast. Additionally, that subordinate commanders' action Request Mast packages in a timely manner and at the appropriate level within the chain of command, resulting in a judiciously administered Request Mast program across 1st MarDiv.

b. Concept of Operations. Marines and Sailors of the 1st MarDiv will receive Request Mast training annually (at a minimum). Reference (c) and this order shall be used as training resources in addition to the training slides located on the G-7 Division Intranet site (<https://eis.usmc.mil/sites/1mardiv/g7/RequestMast/Forms/AllItems.aspx>). All unit level initiating directives will be published and posted in a location readily available for all members of the command to see and reference. Request Mast applications will be submitted in writing utilizing references (c) and (d), and enclosure (2) via the chain of command to the commander with whom the Marine or Sailor is requesting to see.

c. Tasks

(1) Subordinate Leaders. Any member in the unit to whom a Marine or Sailor goes to for information or advice not in his/her direct chain of command is a subordinate leader. This normally includes all Noncommissioned Officers, Staff Noncommissioned Officers, Senior Staff Noncommissioned Officers, First Sergeants, and Sergeants Major.

(a) When a Marine or Sailor expresses a desire to Request Mast to the CG via a subordinate leader, direct all efforts toward getting the Marine educated in the process and assist him/her in filling out the Navy and Marine Corps (NAVMC) Form 11296 if necessary. Once the Marine/Sailor has filled out the NAVMC Form 11296, immediately forward the Marine/Sailor to the first commander in the chain of command, see enclosure (1), and have the unit's point of contact inform the G-7 Section for follow on guidance.

(b) Subordinate leaders will not delay the Request Mast process or try to address the issue themselves.

(2) Commanding Officers

(a) Post Division Order 1700.8R within workspaces and ensure availability to all personnel.

(b) Ensure all Marines and Sailors receive annual training explaining the purpose and procedures associated with the Request Mast application.

(c) Meet with the Marine/Sailor in order to discuss his/her Request Mast and attempt to resolve the issue. See paragraph 4.d for processing procedures.

(d) Ensure the command Sergeant Major is the Functional Area manager for Request Mast and is managing the program per the references' expectations and per the Functional Area 1700.23 Inspection Checklist, see enclosure (3).

(3) Command Inspector General (CIG)

(a) Open, review, and prepare Request Mast applications addressed to the CG, 1st MarDiv.

(b) Review and inspect the Request Mast programs of subordinate commands as part of the Commanding General's Inspection Program.

(c) As part of the Commanding General's Inspection Message, outline the time and place for Request Mast to be discussed during units' Commanding General Inspections.

(d) Establish and monitor filing/follow-up procedures in order to ensure each CG Request Mast issue is resolved in a timely manner and that no negative action (adverse or prejudicial to the interest of any Marine/Sailor) results from the Marine's/Sailor's exercise of his/her right to Request Mast.

d. Coordinating Instructions

(1) Request Mast to the CG, 1st MarDiv. Marines and Sailors have the right to Request Mast to first CG in their chain of command as detailed in Chapter 4 of reference (d). Marines and Sailors may submit an open Request Mast or sealed Request Mast to their CG via their chain of command. The CIG receives all Request Mast packages forwarded to the CG and subsequently reviews and prepares the packages for the CG's consideration.

(a) Open CG Request Mast. In an open Request Mast, the Marine/Sailor openly discusses the subject of the Request Mast with all Commanding Officers in the individual's chain of command but is unable to get resolution to the grievance and is therefore forwarded on for the CG's consideration and final disposition. This is the preferred approach since each Commanding

Officer within the chain of command has the opportunity to address the grievance and potentially find resolution prior to the grievance necessitating the CG's attention.

1. A Marine/Sailor must first complete Part I of the NAVMC 11296 and fill in the CG's rank and full name in Block 5.a, and fill in 1stMarDiv in Block 5.b.

2. Each commander starting at the company level will complete Part II of the NAVMC 11296 after meeting with the Service member; see enclosure (2).

a. If the matter is resolved at any of the lower unit levels before getting to the CG, complete Part III and notify the G-7 Section. After the G-7's review, move on to Part IV. The Marine/Sailor will then complete Part IV of the NAVMC Form 11296. Ensure the individual receives a complete copy of the completed NAVMC Form 11296, retain a copy at the level of command where the Request Mast was resolved, and forward a copy of the Request Mast to the Division Command Inspector General.

b. If the Request Mast is unable to be resolved at the lower level, appropriately complete each command level block in Part II as applicable, taking no more than one business day per command level and forward to the G-7 Section for processing to the CG.

3. The CIG will prepare Parts III and IV for completion by the CG and Marine/Sailor if the Request Mast is not resolved by the subordinate unit commanders in the chain of command.

(b) Sealed Request Mast. A sealed Request Mast provides a Marine/Sailor with the ability to address a grievance with a Commanding Officer/CG without the requirement to reveal the subject matter to the Marine's/Sailor's intermediate Commanding Officer or those other Commanding Officers in the chain of command. This order will address the processing of sealed Request Mast to the CG.

1. Missed Opportunities for Resolution. A sealed Request Mast addressed to the CG may be appropriate in some circumstances. However, the desire to meet with a particular official often blinds applicants from the true focus of the process and resolution of the grievance. A sealed Request Mast precludes the opportunity for subordinate Commanding Officers to address the problem. Marines/Sailors should take the time to consider whether or not their grievance necessitates a Sealed Request Mast process.

2. Sealed Envelope. Marines/Sailors will complete Part I of NAVMC Form 11296 and ensure all three pages are put in a sealed envelope labeled "To be opened by the CG only". Ensure the date the envelop is given to the first commander in the chain of command is also on the envelop and the following statement, "Nature of complaint is detailed within the sealed envelope".

3. Explanatory Statement. The Marine/Sailor will ensure an explanatory statement is included in either Block 6 or 7 or Part I of NAVMC Form 11296 detailing why he/she

excluded other commanders in the chain of command from addressing grievance as specified in Chapter 4, Paragraph 3 of reference (d).

(2) Chain of Command. Request Mast does not negate the chain of command. Request Mast applications must be processed via the chain of command as outlined in enclosure (1).

(a) Marines/Sailors are not required to reveal the subject of a sealed Request Mast with subordinate Commanding Officers; however, they are encouraged to do so as the goal of the Request Mast is to resolve the grievance. Commanding Officers at each level of the chain of command will offer to address/resolve grievances.

(b) Marines/Sailors will meet with each subordinate Commanding Officer listed in Blocks 9a – 9d of the NAVMC Form 11296 as applicable unless an intermediate Commanding Officer resolves the grievance or denies the Request Mast as outlined within reference (d) and per enclosure (1).

(3) Denial of a Request Mast. A commander may deny a Request Mast application if there is another specific avenue of redress as outlined in reference (d). Commanding Officers will review Chapter 2, Paragraph 4 of reference (d) and exercise the authority where appropriate. Commanding Officers will explain to the Marine/Sailor the reason for denial or refusal to further process the Request Mast. Commanding Officers will notify the Commanding General of the basis for denial/refusal of the Request Mast via the chain of command as outlined in Chapter 2, Paragraph 5 of reference (d).

(4) Timeliness. There should be no more than one working day delay at any level of command. Explanations for delay must be provided to the Marine/Sailor and forwarded via the chain of command. Attempts to take action on or suppress a Request Mast prior to action by the Commanding Officer/Commanding General (as applicable) are a violation of regulations and subject to administrative or judicial action under the Uniform Code of Military Justice, Article 92.

5. Administration and Logistics

a. Administration

(1) Completed Request Mast package includes:

(a) NAVMC Form 11296 Part I completed and signed by the Marine/Sailor. The Marine/Sailor may annotate “see attached # page(s)” in Blocks 6 and 7 of NAVMC 11296 and add an addendum page in order to outline the nature of the complaint or grievance.

(b) NAVMC Form 11296 Part II completed and signed by each Commanding Officer in the chain of command. Enclosure (1) details the chain of command for 1st MarDiv.

(c) NAVMC Form 11296 Part III completed and signed by the Commanding Officer in the chain of command who resolved or denied the application.

(d) NAVMC Form 11296 Part IV completed and signed by the Marine/Sailor and witness.

(e) Sealed Request Mast will have the date the Marine/Sailor submitted the request written on it below the statement "To be opened by the Commanding General only" (or "To be opened by Commanding Officer of <<Unit>> only," as applicable).

(2) Functional Area Subject Matter Expert. The Division CIG is the subject matter expert for all queries regarding Request Mast. Request for training and or assist visits are welcome and encouraged.

b. Logistics. None

6. Command and Signal

a. Command. This Order is applicable to all 1st Marine Division units.

b. Signal

(1) This Order is effective the date signed.

(2) The 1st Marine Division Command Inspector General can be reached at (760) 725-0331/5951/1413 or via email at: 1stMarDivCmdInspectorGeneral@usmc.mil.



R. F. CASTELLVI

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Commands points of contact to initiate a Request Mast application:
 - a. Enlisted: Unit First Sergeants and Sergeants Major will assist enlisted personnel with preparation of the Request Mast application.
 - b. Officers: Unit Executive Officers will assist officers with preparation of the Request Mast application.
 - c. All hands: The Command Inspector General, 1st MarDiv provides guidance and assistance to individuals as well as commands. Location: Building 1413, Room 200, Camp Pendleton. Point of contact: (760)725-0331/5951.
2. Request Mast chain of command for 1st MarDiv:
 - a. 1st Marines to include all Battalions:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) 1st MarDiv CG
 - b. 5th Marines to include all Battalions:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) 1st MarDiv CG
 - c. 7th Marines to include all Battalions:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) 1st MarDiv CG
 - d. 11th Marines to include all Battalions:
 - (1) Battery Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) 1st MarDiv CG
 - e. Headquarters Battalion:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG
 - f. 1st Light Armored Reconnaissance Battalion:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG

- g. 3d Light Armored Reconnaissance Battalion:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG

- h. 1st Reconnaissance Battalion to include Force Reconnaissance Company:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG

- i. 1st Tank Battalion:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG

- j. 3d Assault Amphibian Battalion:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG

- k. 1st Combat Engineer Battalion:
 - (1) Company Commander
 - (2) Battalion Commander
 - (3) 1st MarDiv CG

MARINE CORPS REQUEST FOR 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. <http://dpcld.defense.gov/Privacy/SORNsIndex/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:
4. UNIT:			
5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)			
5.a. NAME OF COMMANDER (Rank, Full Name)		5.b. COMMAND:	
6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and name of any individuals involved, possible witnesses, and to whom this matter may have been previously reported).			
7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander Officer named in Block 5a.)			
8. AFFIDAVIT:			
I, <input type="text"/> , have read this statement which contains Blocks 6 and 7. 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 or unlawful influence.			
Signature: <input type="text"/>		Date: <input type="text"/>	

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

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

9a. COMMANDER, COMPANY LEVEL:

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. COMMANDER, BATTALION, SQUADRON LEVEL:

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. COMMANDER, REGIMENT LEVEL:

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 5.a, explain why the matter was inappropriate for Mast.)

(This area is intentionally left blank for the applicant to provide details of the final disposition.)

Signature: Date:

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 for 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 for Mast was granted and I communicated directly with the Commander specifically named in Block 5a. I fully understand the disposition or probable disposition of my grievance.

Request Denied: I understand my request for 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 for Mast.

Applicant Signature: Date:

Witness Signature: Date:

(This area is intentionally left blank for the applicant to provide additional comments.)

Inspectors General Checklist

COMMANDER'S REQUEST MAST 1700.23

This checklist applies to all commands. All O-5 and above commanders must have a formal Request Mast Program. Regardless, all officers vested with Non-Judicial Punishment (NJP) authority may and can be inspected to verify their compliance with the Request Mast references. Questions with multi-part answers must be fully correct to be found compliant.

Functional Area Sponsor:

IGMC, Director of Inspections

Subject Matter Expert: Col R. S. Weiler
(DSN) 664-4529 (COML) 703-604-4529
kevin.hutchison@usmc.mil

Revised: 08 March 2018

Overall Comments: Place Here

Name of Command

Date
Inspector

Final Assessment
Discrepancies: Findings:

Subsection 1 – Request Mast Initiating Directive (O-5 and above commands)

- | | |
|--------|---|
| 0101 | Has the Commander signed and maintained the mandatory Request Mast Initiating Directive referencing MCO 1700.23F and NAVMC 1700.23?
Reference: MCO 1700.23F, par 4; NAVMC 1700.23F, chap 5.1.a., app b |
| Result | Comments |
| 0102 | Has the Commander published and promulgated the mandatory Request Mast Initiating Directive (e.g., Has the Initiating Directive been placed on the Command Read Board, Website, SharePoint, and/or disseminated to unit personnel via other means such as social media, e-mail, etc.)?
Reference: NAVMC 1700.23F, chap 5.1.a., |
| Result | Comments |
| 0103 | Does the mandatory Initiating Directive include a complete enclosure of Command Specific Elements?
-Enlisted and Officer points of contact must be provided.
-The Chain of Command up to and including the immediate General Officer must be provided.
[To protect Personal Identifiable Information (PII) and eliminate the requirement to constantly update POC lists with every personnel change, it is acceptable to generically list CSE by billet, office location, and phone number.] |

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Reference: NAVMC 1700.23F, app b; MCO 1700.23F, par 4b

Result Comments

Subsection 2 - REQUEST MAST DOCUMENTS (all Officers with NJP Authority)

0201 Does the Commander retain only the Request Mast records specifically addressed to him/her and not those requests specifically addressed to subordinate Commanders?
[No Request Mast applications should be retained on file if they were voluntarily withdrawn and/or resolved by subordinate Commanders.]
Reference: NAVMC 1700.23F, chap 2, par 7, NAVMC 11296

Result Comments

0202 Does the Commander properly retain Request Mast applications, records, proceedings, and final dispositions?
-These records must be safeguarded and isolated from other service records.
-These records must be retained for two years commencing from the date final action was taken. Once the two year mark is reached, they should be destroyed appropriately.
Reference: NAVMC 1700.23F, chap 5, par 1f and par 3

Result Comments

0203 Are all retained Request Mast Applications, NAVMC 11296(s), correctly finalized?
-All signatures, dates, and fields must be completed.
-The Commander's signature date must reflect the day the Mast was conducted and a probable disposition was provided to the applicant.
Reference: NAVMC 11296

Result Comments

0204 Do records show the Commander rightly denied Requests Mast applications when Marines presented matters such as actions under the UCMJ, involuntary administrative separations, or formal complaints against commanders? (If no records are available, can the Commander or command representative articulate the requirement?)
[As a best practice, Commanders should notify and explain in person to the applicant why his/her Request Mast application is being denied. If different avenues of redress are available and appropriate, the Commander should pass them onto the applicant and provide follow-on support as required.]
Reference: NAVMC 1700.23F, chap 2, par 4

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Result	Comments
0205	<p>Do records show the Commander correctly executed the reporting requirements when he/she denied a Request Mast application specifically addressed to them? (If no records are available, can the Commander articulate the reporting requirements?)</p> <p>[The commander must inform the next officer in the disciplinary chain of command generally within one week of the denied Request Mast. The Commander should keep on file documentation (e.g., annotated NAVMC 11296 form, written e-mail, log book entry, phone log entry, etc.) that verifies that he/she properly informed the chain of command of the denied Request Mast.]</p> <p>Reference: NAVMC 1700.23F, chap 2, par 5</p>

Result	Comments
Subsection 3 - Demonstration (all Officers with NJP Authority)	
0301	<p>Requests for Mast shall be conducted at the earliest reasonable time; therefore, can the Commander articulate the generally accepted processing time at any level of command?</p> <p>[Requests for Mast must be processed within one working day except for extenuating circumstances. If the Commander cannot process the Request Mast in a timely fashion, he/she must provide, at a minimum, an explanation for the delay to the applicant. If the Commander cannot meet with the applicant in person within one working day, he/she may opt to accept and process the Request for Mast over the phone or SVTC. While not ideal, the Commander can also opt to provide a written response to the applicant if no other options are available.]</p> <p>Reference: NAVMC 1700.23F, chap 3, par 4 and 5</p>

Result	Comments
0302	<p>Can the Commander demonstrate what specific follow-up procedures are used to ensure Request Mast applications are resolved in a timely manner and that no actions, adverse or prejudicial, befall Marines exercising their right to Request Mast?</p> <p>[Commands should utilize a "Reprisal Check-up Tracker" to ensure that applicants are checked up on (e.g., at 30 & 90-day, and 6-month marks) to verify that they have not been victimized by reprisals on account of their Request Mast. A copy of a sample tracker can be found on the IGMC Inspections Division's website at http://www.hqmc.marines.mil/igmc/Units/Inspections-Division/. As a best practice, the Commander and/or CIG should keep on file documentation (e.g., emails, log book entry, phone log entry, etc.) that further verifies that they have consistently followed-up with the applicant.]</p>

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Reference: NAVMC 1700.23F chap 5, par 1e

Result	Comments
0303	<p>Can the Commander provide evidence showing how all unit personnel are made familiar to the unit's Request Mast policy and procedures to include an understanding that any interference with a Marine's right to Request Mast or any attempt at reprisal is prohibited under Article 92 of the UCMJ (e.g., class rosters and materials specifically addressing restriction, reprisal, and interference)?</p> <p>[A sample Request Mast class can be found on the IGMC Inspections Division website at http://www.hqmc.marines.mil/igmc/Units/Inspections-Division/ As a best practice, unit personnel should be afforded multiple opportunities to receive Request Mast training throughout the year to include new-join briefs, safety stand-downs, annual training events, back-in-the-saddle briefs, 100 Days of Summer briefs, etc.]</p> <p>Reference: NAVMC 1700.23F, chap 2, par 14 and chap 5, par 1h; MCO 1700.23F, par 5b</p>

Result	Comments
0304	<p>Can the Commander articulate his/her responsibilities when Marines present matters at a Request Mast that are beyond the Commander's authority to resolve?</p> <p>[If the Commander cannot resolve the Request Mast at his/her level, they should forward it to the next officer in their disciplinary chain of command within one working day.]</p> <p>Reference: NAVMC 1700.23F, chap 3, par 8 and chap 5, par 1e(2)</p>

Result	Comments
0305	<p>Can the Commander articulate his/her options when Marines present matters at a Request Mast that have more established and appropriate avenues of redress?</p> <p>[The Commander or command representative must be able to articulate different avenues of redress to include other agencies/resources such as LSSS, CID, EEO, SAPR, PERB, etc. that could be utilized to address the applicant's concerns that are inappropriate for a Request Mast, or better resolved by other avenues/means.]</p> <p>Reference: NAVMC 1700.23F, chap 5, par 1(e)(1)</p>

Result	Comments
Subsection 4 -	GENERAL OFFICER REQUIREMENTS (General Officers & their Command Inspector General (CIG))
0401	Does the Commanding General's Request Mast Initiating Directive include:

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

- Contact information for the Command Inspector General (CIG)?
- The roles and responsibilities of the CIG pertaining to Request Mast?
- Routing instructions for Request Mast applications specifically addressed to the Commanding General?

Reference: NAVMC 1700.23F, app b; MCO 1700.23F, par 4b

Result Comments

0402 Does the Commanding General or the CIG, retain for two years Request Mast denials from any subordinate officer vested with NJP authority? [Acceptable verifying documentation could include annotated NAVMC 11296 forms, emails, log book entries, phone log entries, etc.)
Reference: NAVMC 1700.23F, chap 2, par 5

Result Comments

Subsection 5 - REQUEST MAST BULLETIN (only when inspected by the IGMC)

0501 Did the command publish a Request Mast Bulletin containing the following information:
 -That every Marine will be afforded the opportunity to appear before the IGMC Representative?
 -The date, time, and location of the Request Mast?
 -That Marines who, in good faith, wish to appear before the IGMC Representative at Request Mast may do so without fear of restriction, reprisal, or prejudice to their interests?
 Reference: NAVMC 1700.23F, app a-1, par 3f

Result Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.