



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
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RegtO
1700.1Z
CO

JUL 15 2020

REGIMENTAL ORDER 1700.1Z

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G (Request Mast Procedures)
(b) MCO 5430.1A w/ Admin Ch (Marine Corps Inspector General Program)
(c) DivO 1700.8S

Encl: (1) Detailed Instructions and Procedures for Request Mast
(2) NAVMC 11296 (Rev. 05-19) Marine Corps Request Mast Application
(3) FA 1700.23 Inspection Checklist

1. Situation. Reference (a) has promulgated Request Mast policy and procedures for the Marine Corps. It is expressly the single Request Mast directive for the Marine Corps, as command Request Mast orders are no longer required to be produced or published. However, all commanders are required to institute a Request Mast program that conforms to reference (a). In accordance with that requirement, this Order publishes command-specific instructions for the 11th Marine Regiment Request Mast program for the purpose of clarity, effective procedures, and conformity at all levels with reference (a).

2. Cancellation. RegtO 1700.1Y

3. Mission. To maintain a program that preserves the right of every Marine (for purposes of this Order, reference to the term "Marine" includes individual Sailors who are members of 11th Marines) to directly seek assistance from, or communicate grievances to, their immediate commander or other commanders in the chain of command on an expeditious basis, up to and including the 1st Marine Division (MarDiv) Commanding General (CG), through the formal process of Request Mast. Further, to ensure all commanders at every level respond to a Marine requesting mast in a timely manner and forward the application up the chain of command to the commander with whom an audience has been requested, as applicable.

4. Execution

a. Commander's Intent

(1) Purpose. Request Mast includes the right to directly communicate with a commander, and requires the commander to give a personal audience to the Marine requesting mast and consider the subject matter in earnest. Request Mast is also a source of firsthand knowledge for commanders on the state of morale and conditions within the command. To be effective, the Request Mast program must have the wholehearted support of key leaders throughout 11th Marines. This Order, in conjunction with enclosure (1), provides specific instructions and procedures to subordinate commanders for the conduct of the 11th Marines Request Mast program.

(2) Method

(a) Reinforcing education of individual Marines on Request Mast rights and procedures during periodic Professional Military Education (PME), training, and briefs.

(b) Active adherence and execution of Request Mast procedures throughout the units of 11th Marines.

(c) Unit-level inspections to ensure the Request Mast program is operating in conformity with reference (a). The Commanding General's Inspection Program (CGIP) will inspect the Request Mast program as a functional area (enclosure (3)) for each unit in 11th Marines every 18 to 24 months.

(3) End State. All individual Marines in 11th Marines are knowledgeable of the rights, purpose, and process associated with Request Mast. Subordinate commanders take timely and appropriate action to address grievances or problems presented by Request Mast applications. There is a prevailing confidence in the integrity of the Request Mast process, the safeguarding of individual Marines' rights, and the judicious role of subordinate commanders.

b. Concept of Operations. Request Mast should not replace established staff functions and discourse with the chain of command, nor does it preclude informal communication that routinely occurs between seniors and subordinates. Marines may Request Mast to any commander in the chain of command up to and including the first Commanding General (CG). All personnel of 11th Marines shall receive Request Mast training annually (at a minimum). Request Mast applications will be submitted in writing using the current NAVMC 11296 form (enclosure (2)) via the chain of command, addressed to the commander the Marine has requested to see. Each subordinate commander in the chain of command (subordinate to the commander with whom an audience is requested) will first meet with the Marine requesting mast to address the subject and attempt to resolve the grievance or problem. Only the commander with whom the Marine is requesting an audience can deny a Request Mast. Any interference with a Marine's right to Request Mast or retaliate against a Marine who has requested Mast is strictly prohibited. Any such attempts to deprive a Marine of

the right to Request Mast, through either acts of omission or commission, are punishable under Article 92 of the UCMJ.

c. Tasks

(1) Subordinate Leaders. Any member in the unit to whom a Marine goes to for information or advice that is not in the Marine's direct chain of command is considered 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 expresses a desire to Request Mast to the Regimental Commanding Officer or the Commanding General via a Subordinate Leader, all efforts are to be directed toward educating the Marine in the process and how to complete NAVMC 11296 (enclosure (2)), as needed. Once the Marine has completed the application, immediately facilitate submission of the application to the first commander in the chain of command (as specified for units with 11th Marines in enclosure (1)).

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

(2) Commanding Officers

(a) Publish and post this Order and any accompanying command directives for Request Mast in workspaces and common areas, in addition to official web-based platforms and sites, so they are readily available for all members of the command to see and reference.

(b) Ensure all personnel receive annual training explaining the purpose, rights, and procedures associated with the Request Mast application. This Order, in conjunction with reference (a), shall be the governing instruction for training, in addition to the training slides posted on the G-7 Division Intranet site (<https://eis.usmc.mil/sites/1mardiv/g7/IGMC%20Orders/Forms/AllItems.aspx>).

(c) Meet with the Marine requesting mast to address the subject matter and attempt to resolve the grievance or problem (as either one of the subordinate commanders in the chain of command or, if applicable, as the commander to whom the Marine has requested mast). See paragraph 4d and enclosure (1) for detailed handling procedures.

(d) If the Request Mast is addressed to the Regimental Commanding Officer or the Commanding General, the subordinate command team should notify the Regimental Sergeant Major that such a request has been initiated.

(e) Ensure the Battalion Sergeant Major is the Functional Area manager for Request Mast and is managing the program pursuant to this Order, reference (a), and Functional Area 1700.23 Inspection Checklist (enclosure (3)).

(3) Regimental Sergeant Major

(a) Serve exclusively as the Request Mast Subject Matter Expert for the subordinate commands and Regimental Commander.

(b) Conduct any related research, if needed, to prepare Request Mast applications to the Regimental Commanding Officer.

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

(d) Establish, monitor, and document follow-up procedures to ensure each Request Mast application is processed in a timely manner, that the final disposition is being carried out, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to Request Mast.

(e) Assist in the implementation of appropriate disciplinary or administrative action if interference or reprisal against any Marine exercising the right to Request Mast is attempted or committed.

d. Coordinating Instructions

(1) Request Mast to the Regimental Commanding Officer or the Commanding General of 1st MarDiv. Marines have the right to Request Mast to the Regimental Commanding Officer or first CG in their chain of command. Marines may submit an open or sealed Request Mast application to the Regimental Commanding Officer of the CG of 1st MarDiv via their chain of command. The Regimental Sergeant Major receives all Request Mast applications to the Regimental Commanding Officer or CG of 1st MarDiv in order to schedule appropriate time for the application for consideration.

(a) Open Request Mast to the Regimental Commanding Officer or Commanding General of 1st MarDiv. In an open Request Mast, the Marine discloses and discusses the subject of the Request Mast with each subordinate commander in the chain of command before it reaches the Regimental Commanding Officer or CG for consideration and final disposition. This is the preferred approach since each subordinate commander has the opportunity to address the grievance or problem and potentially resolve the Request Mast at their level before necessitating the attention to the higher levels of command.

1. A Marine must first complete Part I of the NAVMC 11296 and specify the name and rank in Block 5a, and the unit in Block 5b.

2. Each commander starting at the battery level will complete Part II of the NAVMC 11296 after meeting with the Marine; see enclosure (1) for further instructions.

a. If the matter is resolved to the applicant's satisfaction at any level of command before reaching a higher level of command, the Marine shall make an annotation in Block 11 of the NAVMC 11296 (selecting the option "Final Disposition with a selected subordinate Commander") indicating that he or she voluntarily disclosed the Request Mast to a commander subordinate to the Regimental Commanding Officer or Commanding General and the Marine fully understands and accepts the disposition of the application. The Marine and a witness will jointly sign and date this statement. Ensure the applicant receives a final copy of the completed NAVMC 11296, and a copy retained only at the level of command where the Request Mast was resolved.

b. If the Request Mast is not able to be resolved by a subordinate commander, each subordinate commander will complete the applicable section of Part II. In general, there should be no more than one working day delay at each level of command en route to the next level of command for consideration.

3. The Sergeant Major will brief the Marine of the Request Mast proceedings before the face-to-face contact is made.

(b) Sealed Request Mast. A sealed Request Mast provides a Marine with the option to bring a grievance or problem to a certain level of command without revealing the subject of the Request Mast to subordinate commanders in the chain of command. The following applies to the handling of a sealed Request Mast:

1. Missed Opportunities for Resolution. A sealed Request Mast addressed to any level of command may be appropriate in some circumstances, particularly if the applicant fears some form of retaliation from the unit. However, a sealed Request Mast (without reasonable basis for not disclosing the subject to subordinate commanders) prevents subordinate commanders from having a meaningful opportunity to address the grievance or problem. Marines should carefully consider whether or not the nature of their grievance actually warrants a sealed Request Mast.

2. Sealed Envelope. A sealed envelope is the procedure for a Request Mast application which is submitted without disclosure to anyone but to the Commanding Officer or CG in block 5 of the NAVMC 11296. The envelope will be labeled with "to be opened by

the (Battery), (Battalion), or (Regimental) Commanding Officer only" or "to be opened by the CG only" or words to that effect.

3. Explanatory Statement. The applicant shall include an explanatory statement with the application as to why the subject of the Request Mast was not revealed to subordinate commanders in the chain of command, who are obligated to attempt to resolve the grievance or problem.

4. Subordinate Commanders. Each subordinate commander in the chain of command of a Marine who has submitted a sealed Request Mast to any level of command shall meet with the applicant and offer to understand and attempt to resolve the grievance or problem. If the applicant maintains that he or she does not desire to reveal the subject, each of the Marine's commanders in the chain of command will forward the application to the next higher commander until it reaches the identified commander in Block 5A.

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

(a) Subordinate commanders at each level of the chain of command will offer to understand and attempt to resolve the grievance or problem.

(b) Applicants will meet with each commander in the chain of command that is subordinate to the commander with whom they have requested an audience, pursuant to enclosure (1), unless a subordinate commander resolves the underlying grievance or problem to the applicant's satisfaction.

(3) Denial of a Request Mast. Only the identified commander with whom the applicant has requested an audience may deny a Request Mast. Per reference (a), such a commander may deny a Request Mast application if there is another specific avenue of redress available to the Marine. In such instances, commanders will explain to the Marine the reason for denial or refusal to further process the Request Mast application and, if appropriate, what procedure must be followed to resolve the subject issue. Whenever a commander denies a Request Mast, that commander shall forward a report of the denial via the chain of command until it reaches the Regimental Commanding Officer. This process shall take no longer than five working days.

(4) Timeliness. In general, there should be no more than one working day delay at any level of command when processing a Request Mast application. Explanations for delay must be provided to the Marine and forwarded via the chain of command.

(5) Interference. Attempts to interfere, suppress, or improperly delay a Request Mast, or soliciting others to do so, are strictly prohibited and a violation of Article 92 of the UCMJ.

5. Administration and Logistics

a. Complete Request Mast application includes:

(1) NAVMC 11296 Part I completed and signed by the Marine, along with any supplemental addendum pages (if the Marine needs additional space to explain the grievance or problem) or other supporting documentation.

(2) NAVMC 11296 Part II completed and signed by each commander in the chain of command that is subordinate to the commander with whom an audience has been requested. Enclosure (1) specifies the applicable chain of command for units within 11th Marines.

(3) A sealed Request Mast will contain a completed Part I of NAVMC 11296 with any addendum pages or supporting documentation in a sealed envelope labeled with to be opened by the Regimental Commanding Officer only" or "to be opened by the CG only" or words to that effect. In such cases, the applicant must include an explanatory statement with the application as to why the subject of the Request Mast was not revealed to subordinate commanders in the chain of command.

b. Functional Area Subject Matter Expert. The Regimental Sergeant Major is the subject matter expert for all training or program assist visits regarding Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all 11th Marine Regiment units.

b. Signal

(1) This Order is effective the date signed.

(2) The Regimental Sergeant Major can be reached at (760) 763-6213 or via email: curtis.a.rice@usmc.mil.


P. J. SKUCE

DISTRIBUTION: A

DETAILED INSTRUCTIONS AND PROCEDURES FOR REQUEST MAST

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Chapter 1

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. The 11th Marines points of contact to initiate a Request Mast application:

a. Enlisted

Sergeant Major, 11th Marines
Building 43320
Marine Corps Base Camp Pendleton, California
Office Phone: (760) 763-6213

b. Officer

Executive Officer, 11th Marines
Building 43320
Marine Corps Base Camp Pendleton, California
Office Phone: (760) 763-6214

2. Request Mast chain of command for 11th Marines is:

a. Immediate Commander

Commanding Officer, 11th Marines
Building 43320
Marine Corps Base Camp Pendleton, California
Office Phone: (760) 763-5592

b. Immediate Commanding General

Commanding General, 1st Marine Division
Building 1133
Marine Corps Base Camp Pendleton, California
Office Phone: (760) 725-6119

c. Subordinate Units

(1) Headquarters Battery, 11th Marines:

Commanding Officer
Building 43525
Marine Corps Base Camp Pendleton, California
Office Phone: (760) 763-5679

(2) 1st Battalion, 11th Marines:

Commanding Officer
Building 43324
Marine Corps Base Camp Pendleton, California
Office Phone: (760) 763-5564

(3) 2d Battalion, 11th Marines

Commanding Officer

Building 430356

Marine Corps Base Camp Pendleton, California

Office Phone: (760)725-1883

(4) 3d Battalion, 11th Marines

Commanding Officer
Building 1416
Marine Corps Air Ground Combat Center Twenty-nine
Palms, California
Office Phone: (760) 830-5536

(5) 5th Battalion, 11th Marines

Commanding Officer
Building 4300B1
Marine Corps Base Camp Pendleton,
California Office Phone: (760) 725-
9551

3. The Command Inspector General (CIG) for 1st Marine

Division is: Inspector General
Building 1413
Marine Corps Base Camp Pendleton,
California Office Phone: (760) 725-
0331

4. Chain of Command for Request Mast processing within 11th Marines:

- a. 1st Battalion:
 - (1) Battery Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) CG
- b. 2nd Battalion:
 - (1) Battery Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) CG
- c. 3rd Battalion:
 - (1) Battery Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) CG
- d. 5th Battalion:
 - (1) Battery Commander
 - (2) Battalion Commander
 - (3) Regimental Commander
 - (4) CG

- e. Headquarters Battery:
 - (1) Battery Commander
 - (2) Regimental Commander
 - (3) CG

Chapter 2

Request Mast Origination and Intake

1. Individual Marines submit Request Mast applications via their chain of command.
2. Marines' vested right to request mast extends only to the first General Officer in their chain of command. (Marines can request beyond that, but the CG will determine handling, if any, beyond 1st MarDiv.)
3. All members of 11th Marines shall use the current Request Mast application form (NAVMC 11296 Rev. 5-19). This form is available as enclosure (2) or via the Sharepoint site:
(<https://eis.usmc.mil/sites/11thmarreg/cd/sgtmaj/default.aspx?RootFolder=%2Fsites%2F11thmarreg%2Fcd%2Fsgtmaj%2FShared%20Documents%2FRequest%20Mast&FolderCTID=0x0120007B52E902282D8248A2D5C0DBF1E569B4&View=%7B4971BA9C%2D0C45%2D4911%2DAB64%2D3B446C4F8DB4%7D>)
4. Block 5a of NAVMC 11296 specifies the commander with whom the Marine requests an audience.
5. The Regimental Executive Officer or Regimental Sergeant Major are the points of contact for subordinate commands to coordinate with the CIG for a CG Request Mast.
6. Regimental Executive Officer or Regimental Sergeant Major shall inform the CIG when a CG Request Mast is materializing as a professional courtesy that will greatly facilitate the necessary preparation.
7. The Regimental Sergeant Major is available throughout the Request Mast process to consult with as a resource.

Chapter 3

Subordinate Commands

1. Only the commander identified in Block 5a of NAVMC 11296 can deny the Request Mast (not a subordinate commander, not an Executive Officer nor command Sergeant Major, etc.).
2. Once a Marine or Sailor submits a Request Mast application, all commanders subordinate (down to the Battery level, if applicable) to the commander identified in Block 5a of NAVMC 11296 must successively meet with the Marine and attempt to resolve the grievance or problem. (Request Mast applications do not ever go direct from an individual Marine to the Regimental Commanding Officer or CG.)
3. The general rule is no more than one business day delay at each level of command.
4. If a Request Mast application is sealed and marked "Regimental Commanding Officer Eyes Only" or "Commanding General Eyes Only," each subordinate commander shall meet with the Marine and attempt to resolve the grievance or problem. The Marine may elect not to disclose the nature of the complaint.
5. Subordinate commanders are required to capture and summarize the outcome of their meeting with the Marine and the attempt to resolve. In so doing, provide pertinent information and context that the Regimental Commanding Officer or CG shall be provided to properly understand and hear the case. If it is a complicated case or one with an extensive history, an attached summary memo from appropriate subordinate commanders is valuable

Chapter 4

Regimental Commanding Officer Request Mast Routing

1. Request Mast applications to the Regimental Commanding Officer are to be delivered by the last subordinate command to the Regimental Sergeant Major or Executive Officer.
2. When delivering a Request Mast package to the Regimental Commanding Officer, the subordinate unit should facilitate the Marine or Sailor being available to meet with the Sergeant Major or Executive Officer prior to an audience with the Commanding Officer for protocol and scheduling purposes.
3. The Marine's immediate command can anticipate the Marine requesting mast traveling to the Division Headquarters building for the audience with the CG (and the arrangements necessary to effect that travel).
4. If the applicant is an Enlisted Marine, the Marine's command can anticipate the Marine will first report to the Regimental Sergeant Major immediately prior to the scheduled audience with the Regimental Commanding Officer. (Regimental Sergeant Major will provide guidance and prepare the Marine for an appearance before the Regimental Commanding Officer.)

Commanding General Request Mast Routing

1. Request Mast applications to the CG are to be delivered by the last subordinate command to only one place: the Office of 1st MarDiv Inspector General (CIG), Building 1413, Room 200.
2. When delivering a Request Mast package to the CIG, it should include a phone number where the CIG can personally contact the Marine requesting mast (and the command should facilitate the Marine being available to meet with the CIG prior to an audience with the CG).
3. The Marine's immediate command can anticipate the Marine requesting mast traveling to the Division Headquarters building for the audience with the CG (and the arrangements necessary to effect that travel).
4. If the applicant is an Enlisted Marine, the Marine's command can anticipate the Marine will first report to the Division Sergeant Major immediately prior to the scheduled audience with the CG. (Division Sergeant Major will provide guidance and prepare the Marine for an appearance before the CG.)

Chapter 5

Post-Audience with the Regimental Commanding Officer

1. Once the Regimental Commanding Officer has a signed final disposition, the command can expect to make the applicant available again in person to sign the formal acknowledgment.
2. Reprisal, retaliation, or other forms of mistreatment because a Marine or Sailor has requested mast are strictly prohibited and are in violation of the UCMJ.
3. The Regimental Commanding Officer will follow up with the applicant in 30, 90, and 180 days after the final disposition.

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.)

(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 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:

Date:

Witness Signature:

Date:

Print Name (Witness)

Rank

Command/Unit Name

Inspectors General Checklist

REQUEST MAST PROCEDURES 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 J. B. Lagoski
(DSN) 664-4529 (COML) 703-604-4529
joseph.lagoski@usmc.mil

Name of Command

Date
Inspector

Revised: 13 September 2019

Final Assessment
Discrepancies: Findings:

Overall Comments: Place Here

Subsection 1 – COMMANDER’S RESPONSIBILITIES (O-5 and above commands)

0101 Has the Commander instituted and maintained the Request Mast Program in accordance with MCO 1700.23G?
Reference: MCO 1700.23G, par 4b(2)(a)

Result Comments

0102 Has the Commander ensured the mandatory Request Mast Program is accessible to the unit personnel (e.g., Has the MCO 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: MCO 1700.23G, par 4b(2)(b)

Result Comments

0103 Does the Commander administratively support Marines in the production and submission of the NAVMC 11296?
Reference: MCO 1700.23G, par 4b(2)(i)

Result Comments

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

0201 Does the Commander retain only Request Mast records in which he/she has completed Part II or Part III of NAVMC 11296?

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.

Note: No Request Mast applications should be retained on file if resolved by subordinate Commanders.

Reference: MCO 1700.23G, par 5a(1)

| Result | Comments |
|--------|--|
| 0202 | <p>Does the Commander properly retain Request Mast applications, records, proceedings, and final dispositions?</p> <ul style="list-style-type: none">-These records must be safeguarded and isolated from other service records.-These records must be retained in accordance with records schedule 1000-34. <p>Reference: MCO 1700.23G, par 5</p> |
| 0203 | <p>Are all retained Request Mast Applications, NAVMC 11296(s), correctly finalized?</p> <ul style="list-style-type: none">- 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. <p>Reference: NAVMC 11296 Rev 5-19</p> |
| 0204 | <p>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?</p> <p>Note: 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.</p> <p>Reference: MCO 1700.23G, chap 1, par 4</p> |
| 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>Note: 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</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.

entry, etc.) that verifies that he/she properly informed the chain of command of the denied Request Mast.

Reference: MCO 1700.23G, par 4b(2)(f)

Result Comments

Subsection 3 - DEMONSTRATION (all Officers with NJP Authority)

0301 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?
Note: 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.
Reference: MCO 1700.23G, chap 2, par 3

Result Comments

0302 Can the Commander demonstrate what specific follow-up procedures are used to ensure Request Mast applications are resolved in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action befall Marines exercising their right to Request Mast?
Note: Commands can utilize the "Follow-up Tracker" to ensure follow-up is conducted. 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.
Reference: MCO 1700.23G, par 4b(e)

Result Comments

0303 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)?
Note: 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

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.

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: MCO 1700.23G, App A, par 3.f

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.