



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO, VA 22134-5011

BnO 1700.23

B 07-1

**JUL 28 2021**

BATTALION ORDER 1700.23

From: Commanding Officer  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G

Encl: (1) Request Mast Application (NAVMC 11296 Rev. 05-19)  
(2) Request Mast Routing

1. Situation. The reference requires every commander to establish a Request Mast Program. Headquarters Battalion (HQ Bn) is composed of approximately 1,800 Marines and Sailors administratively assigned across three subordinate companies. These Marines are further assigned to duties on the staffs of eight different general officer-led organizations.<sup>1</sup> Accordingly, our Marines request mast to or through a single battalion commander. Should they request mast to their battalion commander, commanding general, or higher, their request will be routed to the respective company commander for further processing. This order prescribes the manner in which Request Masts will be handled for all personnel assigned to this Battalion.

2. Cancellation. None.

3. Mission. Preserve the right of every Marine to directly seek assistance from, or communicate grievances, to their commanding officers as established in the reference.

4. Execution

a. Commanders Intent. The reference and this order shall be used by all members of this command for the purpose of initiating and processing Request Masts with the commanding officer/commanding general. All personnel will be informed of the contents and procedures.

b. Concept of Operations. Request Mast applications will be submitted in writing using enclosure (1) and in accordance with the reference and this order. Requests will be routed properly and expeditiously through the Marine's respective chain of command to the commander/commanding general with whom the Marine is requesting an audience.

c. Tasks

(1) Battalion Executive Officer and Sergeant Major

<sup>1</sup> These organizations include Training & Education Command, Training Command, Education Command, Manpower & Reserve Affairs, Marine Corps Recruiting Command, Marine Corps Combat Development Command, Combat Development & Integration, Marine Corps Warfighting Laboratory, and Marine Corps Systems Command

(a) Provide administrative assistance and support to any Marine requesting mast.

(b) Ensure this directive is widely published and posted.

(c) Facilitate the processing of Request Mast applications addressed to the commanding general.

(2) S-3. Ensure Request Mast is included in the Annual Training Plan and provided on a regular basis.

(3) Company Commanders and First Sergeants

(a) Provide administrative assistance and support to Marines requesting mast.

(b) Ensure all Marines are familiar with this order, the references and procedures associated with requesting mast. Post this order in our Marines' workspaces.

(c) Facilitate the processing of Request Mast applications addressed to the battalion commander, commanding general, or higher.

(4) Officers-in-Charge and Staff Non-Commissioned Officers-in-Charge

(a) Ensure all Marines under your charge are familiar with the contents of this order and the reference.

(b) Make all efforts to facilitate a meeting with the company commander for those Marines who wish to execute their right to Request Mast.

d. Coordinating Instructions. All members exercising Request Mast shall do so in accordance with the reference, using enclosure (1) and following the routing chain depicted in enclosure (2).

5. Administration and Logistics. This order will be made readily available to all Marines assigned to HQ Bn.

6. Command and Signal

a. Signal. This order is applicable to all Marines administratively assigned to HQ Bn.

b. Command

(1) This order is effective the date signed.

(2) The point of contact for this policy is the Battalion Sergeant Major and can be reached at 703-784-2264.

  
R. J. SCHMIDT

DISTRIBUTION: A

**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://dpcl.d.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)

5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND:

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:

**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 <input type="text"/>	Rank <input type="text"/>	Billet <input type="text"/>	Command/Unit Name <input type="text"/>
--	------------------------------------	------------------------------	--------------------------------	---

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 <input type="text"/>	Rank <input type="text"/>	Billet <input type="text"/>	Command/Unit Name <input type="text"/>
---	------------------------------------	------------------------------	--------------------------------	---

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 <input type="text"/>	Rank <input type="text"/>	Billet <input type="text"/>	Command/Unit Name <input type="text"/>
--	------------------------------------	------------------------------	--------------------------------	---

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.)

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

## REQUEST MAST ROUTING

Marines requesting mast will submit their request through their respective chain of command, as depicted in the table below.

Members of:	Company:	Bn:	CG:
Bn HQ	HQ Co	HQ Bn	CG, TECOM
TECOM	HQ Co	HQ Bn	CG, TECOM
EDCOM	HQ Co	HQ Bn	CG, EDCOM
TRNG CMD	HQ Co	HQ Bn	CG, TRNG CMD
M&RA	M&R Co	HQ Bn	CG, TECOM
MCRC	M&R Co	HQ Bn	CG, MCRC
MCCDC/CD&I	CD&S Co	HQ Bn	CG, MCCDC
MCWL	CD&S Co	HQ Bn	CG, MCWL
MCSC	CD&S Co	HQ Bn	CG, MCSC
MCOTEA	CD&S Co	HQ Bn	CG, TECOM

Enclosure (2)