



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO VA 22134-5033

TECOMO 1700.1D
C 46IG

MAY 04 2021

TRAINING AND EDUCATION COMMAND ORDER 1700.1D

From: Commanding General
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCBUL 5400 DTG 281700Z JUL 20
(b) MCO 1700.23G

Encl: (1) Elements For Which CG, TECOM Has GCMCA
(2) Command Specific Elements For Request Mast

1. Situation

a. Per reference (a), the realignment of Headquarters and Service Battalion (HQSVCBN) from Marine Corps Installations, Nation Capital Region, Marine Corps Base Quantico to Training and Education Command (TECOM) was directed. Furthermore, it redesignated HQSVBN as Headquarters Battalion (HQBN), TECOM.

b. Guidelines are set forth in this Order to explain and standardize the submission of Request Mast applications to the Commanding General (CG), TECOM. This Order also identifies the units and organizations to which it applies.

2. Cancellation. TECOM Order 1700.1C.

3. Mission. To standardize procedures for the submission and processing of Request Mast applications through the service member's chain of command to CG, TECOM in accordance with reference (b).

4. Execution

a. Commander's Intent. General Officers in command are designated as the General Court Martial Convening Authority (GCMCA) for service members of whom they exercise operational day-to-day control. This Order applies to those elements for whom CG, TECOM serves as the GCMCA as shown in enclosure (1).

b. Concept of Operations. Request Mast applications must be submitted in writing via the chain of command.

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c. Subordinate Element Mission. Education Command, Training Command, Marine Corps Recruit Depot (MCRD) San Diego, MCRD Parris Island, and Marine Air Ground Task Force Training Command, shall each establish their own Request Mast Program, in accordance with reference (b).

d. Coordinating Instructions

(1) All Request Mast appearances with CG, TECOM will be coordinated and scheduled via the TECOM Command Inspector General (CIG).

(2) Request Mast applications will be submitted in writing and processed in accordance with reference (b), enclosure (1), chapter 3.

(3) All Request Mast applications will be submitted to the service member's first Commanding Officer / Officer-In-Charge with non-judicial punishment authority and routed through the chain of command.

(4) Service members desiring to Request Mast under this Order with CG, TECOM, will complete Part I, sections 1 through 8 of the NAVMC Form 11296 (Rev 05-19). The service member will indicate in section 8a "CG, TECOM." Each intermediate commander in the service member's chain of command will complete the applicable section in Part II, section 9 of the form.

(5) If the service member does not want to reveal the subject of the Request Mast to a subordinate commander, complete the following additional administrative processing requirements.

(a) The service member will mark the outside of the envelope with the statement, "REQUEST MAST: To be opened by CG, TECOM only."

(b) The envelope will be sealed and the service member will sign his or her name over the seal before covering the seal with clear tape.

(c) The requester will affix a separate NAVMC Form 11296 (Rev 05-19) to the front of the envelope with Part I, sections 1-5 and section 8 completed. Part I, section 6 and 7 will be left blank on the copy placed on the outside of the envelope.

(d) Each subordinate commander in the service member's chain of command will complete and sign / date the applicable section in Part II, section 9 and attach on top of the service member's form on the outside of the envelope.

(e) A Privacy Act cover sheet (DD Form 2923) will be placed on top of all documents affixed to the front of the envelope prior to delivery to the next higher commander.

5. Administration and Logistics

a. Request Mast applications addressed to CG, TECOM must be delivered to the TECOM CIG office located in Butler Hall, Building 1019, Elliot Road. The Request Mast application should be processed within one working day at each level, when possible. If circumstances warrant an expeditious process or if a delay is unavoidable, comments should be placed in Part II, section 9 describing the situation, and the CIG should be immediately contacted at the number in paragraph 6 below.

b. Request Mast applications originating outside the local area should be emailed to the CIG at tecom.ighotline@usmc.mil. Include a Privacy Act cover sheet as the first page of all Request Mast correspondence.

6. Command and Signal

a. Command. The Command Specific Elements for processing a Request Mast are outlined in enclosure (2).

(1) The TECOM CIG's office can be contacted at (703) 784-3073 or Butler Hall (Building 1019) for any Request Mast matters.

(2) This Order is applicable to the service members of M&RA, TECOM Headquarters, and the Headquarters elements of HQBN, HQCO, Manpower & Reserve Affaires Company, Combat Development Company, and Systems Company.

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


LEWIS A. CRAPAROTTA

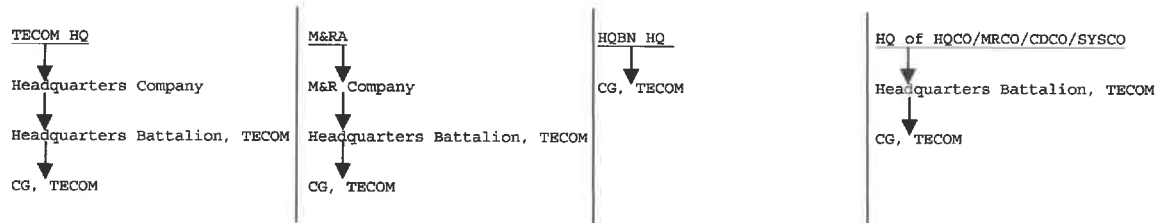
DISTRIBUTION: A

ELEMENTS FOR WHICH CG, TECOM HAS GCMCA

1. TECOM Headquarters
2. M&RA
3. HQBN Headquarters
4. HQCO Headquarters
5. MRCO Headquarters
6. CDCO Headquarters
7. SYSCO Headquarters

COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST**Routing Chain for Request Masts**

1. Request Mast chain of command for TECOM is:



2. Command points of contact to initiate Request Mast applications:

a. Enlisted:

(1) First Sergeant, Headquarters Company (HQCO)- Bldg 2006, (703) 784-6057

(2) First Sergeant, Manpower and Recruiting Company (MRCO)- Bldg 2006, (703) 784-6277

(3) First Sergeant, Combat Development Company (CDCO) - Bldg 3300, (703) 432-8168

(4) First Sergeant, Systems Company (SYSCO) - Bldg 2200, (703) 432-5637

(5) Sergeant Major, Headquarters Battalion (HQBN)- Bldg 2006, (703) 784-2264

(6) Sergeant Major, TECOM - Bldg 1019, (703) 784-2311

b. Officer:

(1) Company Commander, HQCO - Bldg 2006, (703) 784-6008

(2) Company Commander, MRCO - Bldg 2006, (703) 784-6276

(3) Company Commander, CDCO - Bldg 3300, (703) 784-3285

(4) Company Commander, SYSCO - Bldg 2200, (703) 432-5635

(5) Executive Officer, HQBN - Bldg 2006, (703) 784-2264

(6) Chief of Staff, TECOM - Bldg 1019, (703) 784-3730

3. The CIG for this unit is: Mr. A. T. Conord - Bldg 1019, (703) 784-3073.

Enclosure (2)