



UNITED STATES MARINE CORPS  
22D MARINE EXPEDITIONARY UNIT  
II MARINE EXPEDITIONARY FORCE  
FLEET MARINE FORCE  
PSC BOX 20082  
CAMP LEJEUNE, NC 28542-0082

22DMEUO 1700.1G  
CO  
12 Jul 23

22D Marine Expeditionary Order 1700.1G

From: Commanding Officer  
To: Distribution List

Subj: 22D MARINE EXPEDITIONARY UNIT INITIATING DIRECTIVE (REQUEST MAST)

Ref: (a) MCO 1700.23G  
(b) NAVMC 1700.23

Encl: (1) Applicant's Guide to submitting a Request Mast  
(2) 22D MEU Command Specific Elements to Request Mast  
(3) NAVMC 11296 (Rev. 5-19) Marine Corps Request Mast Application

1. Situation. This Order represents the Initiating Directive for the Commander's Request Mast Program.

2. Cancellation. MEUO 1700.1F

3. Mission. To preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised 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 (par 2805) includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine 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 this unit/command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. 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 unit/command exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. XO/Adjutant/SgtMaj shall:

(1) Provide administrative assistance as delineated in the enclosure.

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

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

b. OICs/SNCOICs shall:

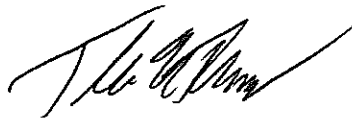
(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

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

5. Command and Signal

a. Command. This Order is applicable to all uniformed members of this unit/command.

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



T. N. TRIMBLE

## Applicant's Guide to submitting a Request Mast

### **What are the applicable statutes/regulations?**

The right of all Marine Corps/Navy members to directly communicate grievances to, or seek assistance from, their Commanding Officer(s) is established in U.S. Navy Regulation, Articles 0820c and 1151.1, and the Marine Corps Manual, paragraph 2805. This right is exercised through the formal process of Request Mast promulgated in MCO 1700.23G.

### **What is Request Mast?**

Request Mast includes both the right of the member to personally talk to the Commanding Officer, normally in person, and the requirement that the Commanding Officer consider the matter and personally respond to the member Requesting Mast. Request Mast provides a member the opportunity to communicate not only with his or her immediate Commanding Officer, but also with any superior Commanding Officer in the chain of command up to and including the member's immediate Commanding General. Request Mast also provides Commanding Officers with firsthand knowledge of the morale and general welfare of the command.

**Who can Request Mast?** All Marine Corps/Navy members have the right to Request Mast to his or her Commanding Officer. Although not required, it is a best practice to seek guidance and possible resolution utilizing your chain of command prior to officially Requesting Mast.

### **Can a Commanding Officer deny a Request Mast application?**

A Commanding Officer may deny a Request Mast application if there is another specific avenue of redress available to the member. Disciplinary action whether contemplated, pending or in progress, and final or pending involuntary administrative separations are two of the most common reasons for denying Request Mast. However, the Commanding Officer should explain to the member why he/she denied the Request Mast application and explain the proper avenue of redress.

### **What are some issues that are not appropriate for Request Mast?**

Generally, a military member can speak to their Commanding Officer about any subject; however, the member cannot use Request Mast for the following reasons:

- Request Mast should not be used as a means of attacking the proceedings, punishment, or findings and sentence resulting from a disciplinary action brought under the Uniform Code of Military Justice (UCMJ).
- Request Mast may not be used to harass, avoid duty, or intentionally interfere with the Commanding Officer's ability to carry out the functions and mission of the command.
- Request Mast cannot be used if the member is being processed for involuntary separation or if the subject of the complaint is an ongoing Article 138, UCMJ, or Article 1150, Navy Regulations complaint.

### **How do I submit a Request Mast application?**

Complete the Request Mast application form NAVMC 11296 (Rev. 05-19) in accordance with the procedures outlined below, and by following the example in enclosure (3); then submit it through the chain of command to the Commanding Officer.

#### **Step 1: Preparing to Request Mast.**

If all efforts to resolve an issue or complaint have been exhausted, a Request Mast should be initiated. Not all issues or complaints can be resolved via a Request Mast. There are many issues Marines consider

**ENCLOSURE (1)**

request Mast issues that can be resolved by other means. Read MCO 1700.23G for assistance and clarification concerning what issues are appropriate for request Mast.

Immediate Commanders should be afforded an opportunity to address an open request Mast. If the complaint is concerning the immediate Commander, then the next higher Commander should be addressed in the NAVMC 11296 Request Mast Application. The applicant may also seal the Request Mast to be seen by a higher Commander. Although not knowing the content, the immediate Commander is required to offer his/her assistance prior to delivering it to the next higher Commander. If you are seeking resolution from the II MEF Commanding General, see enclosure (2) of reference (1) prior to submitting the Request Mast.

**Step 2: Fill out a copy of NAVMC 11296 (Rev. 05-19).**

If assistance is required in filling out the NAVMC 11296, use your immediate supervisor, chain of command, or senior enlisted for the command.

1. Block 1-5: Provide your Name, Rank, EDIPI (NOT SSN), and your Unit.
2. Block 5a: Provide the Rank and Full Name of the Commanding Officer/General with whom you desire to communicate via Request Mast. Include Commander's unit in block 5b.
3. Block 6: Describe the nature of the issue or complaint. Include any information relevant to your issue or complain, including names, dates, witnesses and whether the complaint has been previously reported.
4. Block 7: Tell the Commander the specific resolution you are seeking from him/her regarding your issue or complaint.
5. Block 8: Print your name in the box provided then sign and date which will confirm you understand and certify the statement to be true.

**Step 3: Submit your Request Mast.**

Communicate with the senior enlisted for the command that you desire to Request Mast and have the NAVMC 11296 completed. A meeting will be arranged for you to convey your grievance directly to the Commanding Officer/General.

**ENCLOSURE (1)**

## **22d MEU COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST**

1. 22d MEU point of contact to initiate a Request Mast application:
  - a. Enlisted: 22d MEU Sergeant Major, (910) 451-0402
  - b. Officer: 22d MEU Staff Judge Advocate, (910) 451-0601
2. Request Mast chain of command for the 22d MEU is:
  - a. Immediate Commander: MSE Commander/OIC
  - b. Next Commander: 22d MEU Commanding Officer, (910) 451-0400
  - c. Immediate Commanding General: II MEF Commanding General, (910) 451-8951
3. The Command Inspector General (CIG) for the 22d MEU is Mr. Peter H. Phillips, (910) 451-7497.
4. Procedures for Requesting Mast to the Commanding General:
  - a. Uniformed personnel, (Marines and Sailors), wishing to Request Mast to the Commanding General, will complete a Request Mast application, NAVMC form 11296. Utilize this document to articulate your request and desired resolution. You may attach additional written statements and supporting documents if needed to clarify your request. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. Your Request Mast package must include a summary of responsive actions taken by each commander in the chain of command. Your commander will provide this information in a separate statement.
  - b. Each immediate commander, down to the company level, to whom the petitioner reveals the Request Mast subject will provide a time line of events as to their understanding of the Request Mast and what action was taken or offered to satisfy the petitioner. If appropriate, add additional documentation concerning the uniformed member; i.e., legal documents, 6105s or page 11 entries, Administrative Action forms, etc. Include these statements or documents with the Request Mast prior to the uniformed member communicating the Request Mast subject to the next higher commander. For ease you may utilize page 2, part II of a blank NAVMC form 11296 or a separate statement on unit letter head. If you choose to utilize the NAVMC form 11296, there is no requirement for the petitioner or witness to sign the document in part III. Request Mast applications addressed to the Commanding General, II Marine Expeditionary Force and received by the CIG that do not contain lower commander statements will be returned to the unit for their awareness and the opportunity to address the Request Mast.

**ENCLOSURE (2)**

c. If the uniformed member wishes not to reveal the subject of their Request Mast to a subordinate commander in the chain of command, the petitioner will place the Request Mast application with all documentation in a sealed envelope marked "to be opened by the Commanding General only." The uniformed member must include inside the package an explanatory statement as to why the subject has not been revealed and why they believe the subordinate commander cannot address their issue. Each intermediate commander will offer to address the uniformed member's Request Mast. If the offer is accepted the commander will open the sealed Request Mast and address the issues with the petitioner. The commander will make a statement that the uniformed member allowed the commander to open the sealed envelope and what action was taken. If the offer is not accepted, the commander will make a statement referencing the offer to assist and provide any additional information concerning this uniformed member. The commander may utilize either page 2, part II of a blank NAVMC form 11296 to make comments, or provide a separate statement on unit letter head. If the blank NAVMC form 11296 is utilized, the uniformed member is not required to sign the document. Once action at the MEU command level is complete, the envelope with all command documentation will be delivered to the II Marine Expeditionary Force CIG's office.

d. Once action is completed by the Commanding General, the uniformed member will initial the appropriate statement in part III of the NAVMC form 11296 indicating that he or she has had the opportunity to communicate directly with the Commanding General and has been informed of any actions taken, or to be taken by the Commanding General regarding the Request Mast. Subordinate commanders are only responsible for maintaining their portion of the Request Mast documentation. Note: the uniformed member's initials and signature are not an acknowledgement of satisfaction or dissatisfaction with the outcome, but merely that the process of Request Mast was completed.

e. Due to remote unit locations of some II Marine Expeditionary Force commands, Request Mast may be processed telephonically or via video conferencing. This means of communicating a Request Mast petition does not authorize deviation from elements outlined in this directive or reference (a). If a Request Mast petition must be forwarded in this manner, coordination must first occur with the II Marine Expeditionary Force CIG.

f. The II Marine Expeditionary Force Commanding General may authorize a Request Mast to be reviewed by the II Marine Expeditionary Force CIG, to include sealed Request Mast. In these situations, the following considerations apply:

(1) The II Marine Expeditionary Force CIG may neither respond to nor deny a Request Mast on behalf of the Commanding General, but may make appropriate recommendations pertaining to the Request Mast.

(2) Any lawful communication made to the II Marine Expeditionary Force CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to an uniformed member for exercising his or her right to Request Mast under U.S. Navy Regulations and References (a) and (b), further protection is afforded under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.

**ENCLOSURE (2)**

**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://doctd.defense.gov/Privacy/SORN/index/DOD-Component-Article-View/Article/570354/n05041-1/.](http://doctd.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

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