DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

NAVMC DIR 1700.23F
IGI
MAR 22 2007

NAVMC DIRECTIVE 1700.23F

From: Commandant of the Marine Corps
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.23E
(b) U.S. Navy Regulations
(c) Marine Corps Manual
(d) Uniform Code of Military Justice (UCMJ)
(e) MCO P1900.16F
(f) JAGMAN
(g) Section 1034 of title 10, United States Code
(h) SECNAVINST 5370.7C
(i) MCO 5040.6G
(j) SECNAV M-5210.1

Encl: (1) Request Mast Procedures Manual

1. Purpose. This Directive promulgates procedures and information pertaining to Request Mast per references (a) through (j).

2. Background. The right of all Marines to directly seek assistance from, or communicate grievances to their commanding officers is established in Articles 0820c and 1151.1 of reference (b) and paragraph 2805 of reference (c), and is exercised through the formal process of Request Mast. Request Mast 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. Request Mast provides a Marine the opportunity to communicate not only with his or her immediate commanding officer, but also with any superior commander in the chain of command up to and including the Marine's commanding general. Request Mast also provides commanders with firsthand knowledge of the morale and general welfare of the command. To be effective,

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Request Mast must have the wholehearted support of those to whom the leadership of Marines is entrusted. Anyone who attempts to deprive a Marine 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.

3. Action. This Directive contains instructions for executing the Commandant's Request Mast program and procedures for processing Request Mast petitions. Only those procedural exceptions provided for in this Directive are authorized. Any individual, including the Marine requesting mast, who impedes adherence to these procedures, may be subject to disciplinary action.

4. Command. This Directive is applicable to the Marine Corps Total Force.

R. S. KRAMLICH
Director, Marine Corps Staff

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Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

DEFINITIONS

1. Marine. Includes all active and reserve Marines who are assigned to Marine Corps commands, including those attached or serving on temporary additional duty, as well as Marines confined in correctional facilities. Uniformed members of other Services assigned or attached to Marine Corps commands may also exercise the rights of Request Mast. Marines attached to joint or sister-service commands will exercise Request Mast through their Marine Corps administrative chain of command.

2. Commander. The term commander includes the Marine's immediate commanding officer (officer with Non-Judicial Punishment (NJP) authority) and every commanding officer in the chain of command up to and including the Marine's immediate commanding general. It also includes Inspector-Instructors and officers-in-charge (OIC) (provided the OIC is vested with NJP authority).

3. Commanding General. The term commanding general is defined as the commanding officer exercising General Court-Martial Convening Authority (GCMCA). It also includes an officer serving in an acting capacity. The immediate commanding general is normally the officer exercising GCMCA over the Marine. Never the less, a Marine has a vested right to request mast to his or her commanding general; in that spirit, delegation of GCMCA to subordinate 0-6 commanders, such as the Base and Station commanders under Marine Corps Installations East and West, does not necessarily apply to Request Mast. Any deviation from the basic right of the Marine to request mast to a general officer should be carefully and judiciously considered. Where the GCMCA is not a Marine officer, the separation authority for administrative discharges will be the immediate commanding general for Request Mast purposes.

4. Communicate. With regards to Request Mast, the term communicate is defined as an opportunity to appear personally before a commanding officer and the right to correspond with that officer in writing or speak with that officer by telephone, as provided for in this Directive.

Chapter 2

SCOPE

1. This Directive contains instructions for executing the Commandant's Request Mast program and procedures for processing Request Mast petitions. Only those procedural exceptions provided for in this Directive are authorized. Any individual, including the Marine requesting mast, who impedes adherence to these procedures, may be subject to disciplinary action.

2. Request Mast is the principal means for a Marine to formally seek assistance from, or communicate a grievance to his or her commander. Although a Marine's Request Mast issue may not be resolved to his or her satisfaction, the Marine will be afforded the opportunity to address the issue with the commanding officer. The Request Mast process does not include those outside the official military chain of command, such as subordinate officers, civilians or Staff Non-Commissioned Officers/Non-Commissioned Officers (SNCO/NCO). Once a Marine expresses a desire to request mast, all efforts thereafter should be directed toward getting the Marine before the commanding officer to whom the petition is addressed. NCO's, SNCO's and Officers subordinate to the Commanding Officer shall not delay the Request Mast process in order to solve the problem themselves, but rather will focus their effort on making the Marine available to the commander.

3. Request Mast is not intended to be used for the purpose of harassment, avoiding assigned duties (such as field day), or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

4. A commander may deny a Request Mast application if there is another specific avenue of redress available to the Marine, such as:

a. Actions under the UCMJ. The UCMJ provides for the protection of the rights of a Marine at every stage of disciplinary action from investigation through final review or appeal. Therefore, a commander may deny a Request Mast, which includes any element of disciplinary action whether contemplated, pending, in progress, or final. Request Mast is not to be used as a means of collateral attack against the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the UCMJ.

b. Involuntary Administrative Separations. Reference (e), chapters 4 and 6, contains provisions for the protection of rights of Marines being processed for involuntary administrative separation. Accordingly, commanders may deny a Request Mast that has as its subject such involuntary administrative discharge proceedings whether contemplated, pending, in progress, or final.

c. Complaints under Article 138, UCMJ and Article 1150, U.S. Navy Regulations. Chapter III of reference (f) contains guidance for the preparation, submission, and processing of complaints under Article 138, UCMJ, and Article 1150 of reference (b). Commanders may deny a Request Mast if its subject is an ongoing Article 138 or 1150 investigation. The local Staff Judge Advocate should be consulted in such instances.

5. Commanders should carefully evaluate each Request Mast to determine if other peripheral issues should be addressed; accordingly, commanders should make every attempt to hear the Marine's presentation of matters before making a decision to deny. The commanding officer shall explain to the Marine why the Request Mast application is denied and, if appropriate, what procedure must be followed to resolve the issue. The authority to deny a Request Mast includes authority to refuse to further process the Request Mast. Whenever a commander denies a Request Mast specifically addressed to himself or herself, he or she shall, within a reasonable time (usually one week), forward a report of such action and the basis thereof to the immediate commanding general via the chain of command. In cases where the officer denying a Request Mast is the immediate commanding general, no such report need be made.

6. Request Mast is the preferred method for submitting formal Equal Opportunity complaints of discrimination, to include sexual harassment. It should be noted that while the Informal Resolution System (IRS) may also be used to resolve such issues, it is the complainant's decision as to whether the IRS (informal) or Request Mast (formal) will be used, not the commander's. A complainant is not required to use the informal process first. Request Mast may also be used to address other complaints such as hazing.

7. A Marine does not have to disclose the subject of the Request Mast to anyone in the chain of command except to the commander with whom the Marine is requesting mast.

8. The senior local commander within the Marine's chain of command will forward Request Mast applications intended for a commander not located on the same base or geographic location as

the Marine requesting mast. The Request Mast should then be addressed with the Marine in person, by telephone or in writing, as deemed appropriate by the commander addressed in the Request Mast.

9. When the operational commitments of a Marine's command, whether for training or actual deployment, would be unreasonably interfered with by adherence to the procedures set forth in this Directive, the right of the Marine to petition for Request Mast to a commander above the level of the immediate commanding officer may be suspended by the commanding general for the duration of the commitment. Given the plethora of modern communication available today, the need to suspend Request Mast should rarely be invoked and then only to the extent required to ensure the accomplishment of the command's immediate mission. The suspension may and should be lifted in whole or in part for any deployments away from the base or station where the command's garrison headquarters is located. Any such suspension and the reasons therefore shall be made known to all Marines whose rights may be affected.

10. Although a Marine may be granted the privilege of forwarding an application for Request Mast to higher commanders, such as the Commandant of the Marine Corps or the Secretary of the Navy, there is no vested right to Request Mast with such higher commander.

a. Any commanding general in the chain of command between the Marine's immediate commanding general and the Commandant of the Marine Corps may establish such policies and procedures as they desire for processing Requests Mast addressed to them, including that such requests may be returned without action.

b. Applications for Request Mast with the Commandant of the Marine Corps or with the Secretary of the Navy via the Commandant of the Marine Corps will only be considered if specifically recommended by the commanding general endorsing the application. Absent such specific recommendation, that commander shall not forward the application. Any application received at Headquarters, United States Marine Corps that does not include a recommendation for consideration and any not forwarded via the chain of command will be returned without action. Such applications for Request Mast must be in writing and those addressed to the Commandant of the Marine Corps will be answered in writing. Those addressed to the Secretary of the Navy via the Commandant of the Marine Corps will be forwarded with a recommended response.

c. The Inspector General of the Marine Corps (IGMC) will handle Request Mast applications to the Commandant of the Marine Corps in accordance with procedures set forth in Appendix C.

11. Nothing in this Directive is intended to expand or abridge the rights of Marines otherwise guaranteed by the First Amendment to the U.S. Constitution, Federal law or applicable Department of Defense, Navy, or other Marine Corps regulations. The exercise of such rights is not governed by the procedures contained in this Directive.

12. Commanding Generals may coordinate with one another to provide for the availability of another commanding general to conduct Requests Mast whenever the circumstances require an exception to the provisions of this enclosure. Additionally, the authority to conduct Request Mast may be delegated to a deputy or assistant commander who is a general officer, or an Colonel/Navy Captain exercising GCMCA when appropriate.

13. Appendix B contains command-specific elements and local procedures for executing the Commandant's Request Mast program and for processing Request Mast applications. This Directive shall not be supplemented except as required to complete Appendix B. Only those procedural exceptions provided for in this Directive are authorized.

14. Any interference with a Marine's right to Request Mast or any attempt of reprisal against a Marine who has requested mast is prohibited. No Marine may suppress, or attempt to suppress another Marine's ability to conduct Request Mast. Any attempted violation, or solicitation of another to violate this Directive by interfering with a Marine's right to Request Mast, subjects involved members to disciplinary action under Article 92 of the UCMJ. This Directive is a lawful general order and is effective immediately without further implementation.

Chapter 3

PROCEDURAL ISSUES

1. NAVMC form 11296 (Rev) will be identified as the Request Mast Application. Local reproduction of this form is authorized. NAVMC form 11296 (Rev) is also available in the Marine Corps Electronic Forms System (MCEFS) utilizing "Form Flow" software. Electronic files must be treated similarly as paper media as described in Paragraph 1(f) and Paragraph 3 of Chapter 5 in this Directive.

2. All commanders down to the lowest administrative level will institute the Commandant's Request Mast program conforming to this Directive. This Directive will be published and all personnel must be informed of the contents. As a guide in determining the lowest administrative level, the following example is provided: a company whose administrative functions are performed by battalion administration is not required to institute a separate Request Mast program, provided that the next higher headquarters adequately addresses Request Mast procedures for its subordinate units. Companies that perform basic administrative tasks, such as unit diary and service record maintenance, are required to publish this Directive, including applicable command specific elements as delineated in enclosure Appendix B.

3. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 (Rev) via the chain of command to the commander with whom the Request Mast is desired.

4. Each intermediate commander to whom a Request Mast is presented shall attempt to resolve the Marine's Request Mast issue, if revealed, without delay. When considering Request Mast, commanders should focus their attention on the subject of the Request Mast and not necessarily on the requested remedy/outcome, as is too often the case. Often the two do not match, or the requested remedy in itself has no impact on solving the issue of the Request Mast. The onus on the commander is to seek clarification in such cases in which subject and outcome are not aligned, and to direct corrective actions accordingly to resolve the problem. Correspondingly, the essence of Request Mast is to address the subject and attempt to solve the problem, not to attempt to reach an arbitrary level of satisfaction with petitioner. In general, there should be no more than one working day delay at any level of command. Explanations for delay must be provided to the Marine and forwarded via chain of command.

5. Request Mast will be conducted at the earliest reasonable time (in general, no more than one working day delay at any level of command). Commanders will hear emergency cases as soon as initially submitted. To determine whether a Request Mast is an emergency case, among other things, consider (1) whether the Marine is subject to an ongoing hardship (e.g., delay in receiving pay); (2) the severity of hardship, if any; and (3) if the issue will remain unresolved upon a certain date, time, or expected event in the immediate future (e.g., request for leave to attend a relative's funeral being denied).

6. In cases where the Request Mast is not heard immediately, i.e., non-emergency cases presented at the end of the day/work week that can be reasonably dealt with on the following work day, the reason for the delay shall be explained to the Marine requesting mast and acknowledged in writing by both the commanding officer and the Marine on the NAVMC form 11296.

7. Commanders shall make every effort to provide Marines an opportunity to Request Mast in person. If a personal appearance, to include telephonic, is not practical, the commander shall respond in writing to the Request Mast. The commander will also provide an explanation of why a personal appearance was not practical and annotate such on the NAVMC form 11296.

8. Commanders with whom a Marine has requested mast will forward to the next higher commander all Requests Mast deemed to be legitimate grievances or requests for assistance which are beyond the commander's authority to resolve.

9. Marines confined in correctional facilities have the right to request mast. A Request Mast marked, "to be opened by the Commanding Officer/Commanding General only" shall not be opened by correctional facilities personnel.

Chapter 4

Procedures for Requests Mast with immediate commanding general

1. The Marine will prepare a complete written statement covering the reasons for requesting mast; this can be accomplished utilizing NAVMC form 11296 or standard letterhead. Supporting documents should be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the Marine has revealed and communicated his or her problem.

2. Each intermediate commander to whom the Marine reveals the Request Mast subject will provide a written statement as to his or her understanding of the Request Mast and his or her responsive action. Each statement will be added to the Request Mast prior to the Marine communicating the Request Mast subject to the next higher commander.

3. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine must include an explanatory statement as to why the subject was not revealed. The Marine shall place the Request Mast in an envelope marked, "to be opened by the Commanding General only."

4. Marines Requesting Mast will make a written statement on the NAVMC form 11296 or attached sheet indicating that he or she has had the opportunity to communicate directly with the commanding officer and has been informed of any actions to be taken by the commander regarding the Request Mast.

5. When a Request Mast addressed to a higher commander is resolved at a lower level, the Marine will make a written statement on the Request Mast or attached sheet indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. The Marine and a witness will jointly sign and date this statement.

6. When establishing internal Request Mast procedures, commanding generals may authorize a Request Mast to be reviewed by the local command inspector general (CIG). In these situations the following considerations apply:

a. A command inspector general 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 application to the commanding general.

b. Any lawful communication made to a command inspector general will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to a Marine for exercising his or her right to Request Mast under U.S. Navy Regulations and this Directive, further protection is afforded to the Marine under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.

Chapter 5

COORDINATING INSTRUCTIONS

1. Commanders shall:

a. Institute and maintain the Commandant's Request Mast program and publish this Directive.

b. Ensure that all personnel are familiar with Request Mast policy and procedures.

c. Attempt to process and resolve a Marine's Request Mast issue without delay. In general, there should be no more than one working day delay from when the request is presented to when the Marine sees his/her commander. This should apply at each level of command.

d. Provide Marines the opportunity to Request Mast in person unless extraordinary circumstances preclude such an appearance.

e. Establish and monitor follow-up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interests of any Marine, results from the Marine's exercise of the right to Request Mast.

(1) In matters that cannot or should not be resolved, explain to the Marine why action will not be taken to resolve the grievance and advise the Marine as to the proper avenue of redress if there is one.

(2) In matters that are beyond the commander's authority to resolve, forward the Request Mast to the next higher commander for consideration and appropriate action and follow-up on the progress of the Request Mast through resolution.

f. Ensure the records, proceedings, and final disposition of all Request Mast applications are properly safeguarded to prevent such information from having a prejudicial affect on the Marine. Request Mast records shall be maintained separately from service records.

g. Ensure compliance with applicable provisions of this Directive.

h. Exercise those disciplinary or administrative options considered appropriate if a Marine commits or attempts to commit interference or reprisal against any Marine exercising his or her right to Request Mast.

2. The Inspector General of the Marine Corps shall:

a. On behalf of the Commandant of the Marine Corps, conduct Request Masts while on inspection trips, as provided for in reference (f), or at other times. Review the Request Mast programs of commands as part of the inspection process.

b. Process Request Mast applications addressed to the Commandant of the Marine Corps or to the Secretary of the Navy via the Commandant of the Marine Corps that have been forwarded by the appropriate Commanding General for consideration.

3. Records Disposition. Pursuant to reference (j), Request Mast records are to be retained for 2 years from the date final action is taken.

REQUEST MAST WITH THE INSPECTOR GENERAL OF THE MARINE CORPS

1. The Inspector General of the Marine Corps (IGMC) or designated representatives of the IGMC shall conduct Request Mast while on inspection visits or at other times as agents of the Commandant of the Marine Corps.

2. In every case, the IGMC or designated representative will make efforts to determine whether or not Marines being heard have attempted to exercise the right of Request Mast within the command. If not, the reasons should be explored. Conversely, the IGMC or designated representative should ascertain any impediments to the Marine's ability to Request Mast, including personal or command interference or faulty process.

3. The following information/instructions should be used by commands any time Request Mast is conducted by the IGMC:

a. Request Mast will be conducted for all Marines desiring to do so. All personnel who desire to Request Mast with the IGMC representative must be afforded this opportunity, subject to the limitations set forth in this Directive.

b. Efforts to solve problems should be made at the lowest level; however, during field visits by the IGMC, no special attempt should be made to solve a problem to the Marine's satisfaction solely for the purpose of avoiding Request Mast with the IGMC representative. No Marine will be required to explain the subject of their Request Mast prior to seeing the IGMC representative.

c. Some Marines will bring up the same problem in different forums hoping for a favorable decision. The majority of such cases heard by the IGMC representatives are returned to the commander for a solution, with IGMC being informed of the final disposition of the case.

d. Part I of the Request Mast application (NAVMC form 11296) is to be prepared by the Marine requesting mast. The Marine will then personally deliver the application to the IGMC representative. The command will deliver the Marine's Service Record Book, as appropriate, to the IGMC representative at the time of the Marine's Request Mast. A Request Mast that has asits subject disciplinary action under the UCMJ or involuntary administrative separation, whether contemplated, pending, in progress, or final, may not be considered by the IGMC representative.

e. The local command will provide the IGMC representative a private area with a class "A" telephone, a computer and sufficient space to accommodate those Marines waiting their turn to Request Mast.

f. When the time and place for Request Mast with the IGMC representative has been determined, a command bulletin will be published containing the following information:

(1) The subject will be: "REQUEST MAST WITH A REPRESENTATIVE OF/OR THE INSPECTOR GENERAL OF THE MARINE CORPS (IGMC)".

(2) Every Marine will be afforded the opportunity to appear before an IGMC representative to Request Mast.

(3) Date, time and location of the Request Mast.

(4) Procedures to be followed.

(5) Marines who, in good faith, wish to appear before the IGMC representative at Request Mast may do so without fear of reprisal or prejudice to their interests.

g. The IGMC will evaluate respective command's Request Mast program during the IGMC inspection to determine if the command's Marines (1) understand Request Mast policy and procedures; and (2) understand that Request Mast is a readily available, impartial, and effective way to seek assistance with problems without fear of reprisal or prejudice.

4. Following the Request Mast, the Marine concerned should clearly understand the disposition or probable disposition of the Request Mast subject, whether resolved on site by the IGMC, referred to the local commander, or referred to Headquarters Marine Corps.

5. For Requests Mast to the IGMC, the original NAVMC form 11296 will be retained by the office of the IGMC. A copy will be retained by the command and one will be provided to the Marine. The application should be annotated to show what final action was taken. The Marine will indicate on the Request Mast application the degree of satisfaction with the action taken at the Request Mast. Local reproduction of this form is authorized.

6. Records Disposition. Pursuant to reference (j), Request Mast records are to be retained for 2 years from the date final action is taken.

XXO SSIC.XX
Sponsor code
(date signed)

ACTIVITY CODE/NAME SSIC.XX (e.g., BATTALION ORDER SSIC.XX)

From: Commanding Officer or Officer in Charge
To: Distribution List

Subj: SAMPLE UNIT-LEVEL INITIATING DIRECTIVE (REQUEST MAST)

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

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Mission. To preserve the right of all Marines 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.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) 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

(a) 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 describes 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. OIC's/SNCOIC's 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.

6. 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.

(Signer's Name)

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a Request Mast application (see Note 1):

a. Enlisted: Billet/Rank, Name, Location, Phone Number

b. Officer: Billet/Rank, Name, Location, Phone Number

2. Request Mast chain of command for this unit/command is (see Note 2):

a. Immediate Commander: Billet, Rank, Name, Location, Phone Number

b. Next Commander: Billet, Rank, Name, Location, Phone Number

c. Next Commander: Billet, Rank, Name, Location, Phone Number

d. Immediate Commanding General: Billet, Rank, Name, Location, Phone Number

e. List all units/commands who fall under this command for Request Mast Purposes (Note 3).

3. The command inspector general (CIG) for this unit is: Rank, Name, location, and phone number

4. Include statement pertaining to routing instructions for Request Mast to the commanding general (see Note 4).

5. Additional Instructions (see Note 5).

Note 1. Identify by billet, the individual with whom a Marine should contact first for assistance in preparation of the Request Mast application. Typically, for enlisted Marines, this is the unit sergeant major, senior enlisted marine, or administrative chief and for Marine officers, the executive officer or adjutant.

Note 2. Identify by billet, each commander in the chain of command with whom a Marine may Request Mast. Generally, the Request Mast chain of command begins with the first officer exercising NJP authority over the Marine, through each succeeding commander up to the immediate commanding general.

Note 3. Paragraph 2e above lists all units/commands that fall under this command for Request Mast purposes, for example, a headquarters element that maintains administrative oversight of other units. Using this example, Commanding Officer, Headquarters and Service Battalion, Quantico would institute the Commandant's Request Mast program and publish Command-Specific Elements for the headquarters, including all units that fall under it for Request Mast. Commanding General, Marine Corps Systems Command would publish the Commandant's Request Mast order utilizing the Command-Specific Elements established by CO, H&S Battalion, Quantico, who exercises Request Mast authority.

Note 4. A Command Inspector may review and make appropriate recommendations pertaining to Requests Mast to the Commanding General, however, may neither respond to nor deny a Request Mast on behalf of the commanding general.

Note 5. Add remarks as necessary to clarify the unit/command Request Mast Process. For example, Marine Corps units/commands who are tenants on a sister-service base may fall under the installation commanding general who is exercising General Court-Martial Authority and/or for purposes of Request Mast. In such cases, the relationship should be delineated in writing and included as an enclosure to this appendix.