



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
CAMP LEJEUNE, NORTH CAROLINA 28542-0080

II MEFO 1700.1E

CIG

OCT 02 2019

II MARINE EXPEDITIONARY FORCE ORDER 1700.1E

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE REQUEST MAST INITIATING DIRECTIVE

Ref: (a) MCO 1700.23G  
(b) U.S. Navy Regulations  
(c) Marine Corps Manual  
(d) Uniform Code of Military Justice (UCMJ)  
(e) MCO P1900.16 CH 2  
(f) JAGINST 5800.7F CH 1  
(g) 10 U.S.C §1034  
(h) SECNAVINST 5370.7D  
(i) MCO 5040.6I  
(j) SECNAV M-5210.1  
(k) MARFORCOMO 1700.2C

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

1. Situation. Per the references, this Order is the II Marine Expeditionary Force (II MEF) Initiating Directive that contains information and instructions for executing the Commanding General's Request Mast Program. This Order will issue instructions regarding the procedures for Requesting Mast within II MEF and will expand the guidelines set forth in the references.

2. Cancellation. II MEFO 1700.1D.

3. Mission. To preserve the right of uniformed members to directly communicate grievances to, or seek assistance from their Commanding Officer (CO) or first General Officer (GO) in their chain of command as exercised through the formal process of Request Mast. Request Mast, as established in reference (b) articles 0820c and 1151.1 and reference (c) paragraph 2805, includes both the right of uniformed members to communicate directly with his or her Commander, normally

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accomplished in person, and the requirement that the Commander considers the matter and personally respond to the applicant.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all uniformed members of this command, to include II MEF Major Subordinate Commands (MSCs) and Major Subordinate Elements (MSEs), for the purpose of exercising Request Mast within II MEF. Upon publication, this Order will be posted on official organizational bulletin boards and the command's intranet website. All personnel will be informed of its contents.

(2) Concept of Operations. Following guidance in the enclosures and utilizing NAVMC 11296 (enclosure (3)), Request Mast applications will be submitted in writing via the chain of command to the commander with whom the Request Mast is desired. Request Mast provides a Marine or Sailor the opportunity to communicate not only with his or her immediate CO, but also with any superior commander in the chain of command up to and including the uniformed member's CG. Although uniformed members may be granted the privilege of forwarding a Request Mast application beyond their immediate CG, there is no inherent right to do so. Individual applicants may opt to Request Mast to the next higher level of command by initiating the Request Mast application through their immediate chain of command. With any Request Mast application, sealed or open, each level of command will offer to address the applicant's request. The CG, II MEF may at his or her discretion endorse and forward to a higher command in cases that cannot be addressed at the II MEF level.

##### b. Tasks

(1) CGs and COs down to Battalion/Squadron level will:

(a) Publish an Initiating Directive and Command Specific Elements page in accordance with this Order and per references (a) and (b).

(b) Ensure this Initiating Directive along with the Command Specific Elements page and references identified within this document are posted on organizational bulletin boards and are readily available to all personnel within your command. As a best practice, it is recommended to have available near the posting location, an example of how to fill out a NAVMC 11296 and blank copies provided for use (as outlined in enclosure (3)).

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(c) The authority to deny a Request Mast includes the authority to refuse to further process the Request Mast. However, any CO that denies a Request Mast will notify the respective CG via the respective Command Inspector General (CIG) as soon as possible via email. Within 5 working days of the denial, the CO who denied the Request Mast will forward a report of the action taken and the basis therefore to the respective CG, ATTN: CIG via the chain of command. A Request Mast to a superior commander within II MEF will not be denied by a subordinate commander.

(d) In the event of a II MEF, inclusive of MSC CGs, Commanding General's Inspection Program (CGIP) inspection, it is **not** required or authorized to publish a unit bulletin announcing the availability of the respective CIG to conduct Request Mast for a CG. II MEF CIGs are not authorized to act as Request Mast agents for their respective CGs within II MEF. Only the representative from the Inspector General of the Marine Corps (IGMC) may act in this capacity. Upon notification of an official visit by the representative of the IGMC, a unit bulletin will be published announcing specific details on how and when to conduct Request Mast with the IGMC representative.

(2) II MEF CIGs will:

(a) Provide administrative assistance to CGs, Commanders and uniformed personnel in the submission and processing of Request Masts within II MEF as delineated in this Order.

(b) Facilitate the administrative processing of Request Mast applications addressed to respective CGs within II MEF.

(3) Leaders at all levels will:

(a) Ensure Request Mast familiarity and awareness of attendant directives.

(b) Facilitate with granting Request Mast applicants an audience with the appropriate Commander(s) without delay in order to ensure the issues can be addressed in an appropriate and timely manner, usually within 24 hours at each command level.

(c) Leaders subordinate to the CO, to whom the Request Mast is made, will not placate, delay or postpone a Request Mast application in an attempt to address the issue at their level. Once an applicant has conveyed a request to his or her immediate chain of command, that leader will immediately assist the applicant in filling out the NAVMC 11296 (enclosure (3)) and escorting applicant to the command's designated point of contact to receive the Request Mast. No one in the chain of command has the authority to address a Request Mast except the CO or an Executive Officer (XO) who is in an Acting

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position. Once the application is appropriately completed, signed and dated by the applicant, it becomes an official document. The CO must then take action, even if it is to document action already taken or documenting the applicant's withdrawal of the Request Mast.

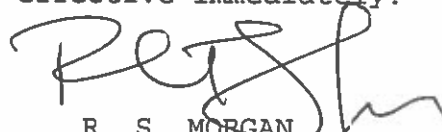
c. Coordinating Instructions. Members of this command exercising Request Mast shall conform to the references, which describe the Request Mast process and procedural aspects, and to this Initiating Directive, which describes this command's unique specific elements via the chain of command to ensure timeliness of action.

5. Administration and Logistics. Submit all recommendations concerning modification of this Order to the II MEF CIG.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command and will be supported by civilian supervisors as appropriate.

b. Signal. This Order is effective immediately.

  
R. S. MORGAN  
Chief of Staff

DISTRIBUTION: A

**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 Regulations, 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, 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 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 this order 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 or chain of command.

1. Block 1-5: Provide your Name, Rank, EPIDI (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 complaint, 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.

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II MARINE EXPEDITIONARY FORCE (MEF) COMMAND ELEMENT (CE)/2D MARINE  
EXPEDITIONARY BRIGADE (2d MEB) CE/II MEF MAJOR SUBORDINATE COMMANDS  
(MSCS) AND ELEMENTS/II MEF INFORMATION GROUP (II MIG) AND ITS  
SUBORDINATE COMMANDS AND MARINE EXPEDITIONARY UNITS AND SPECIAL  
PURPOSE MARINE AIR GROUND TASK FORCE (SPMAGTF) COMMAND-SPECIFIC  
ELEMENTS FOR REQUEST MAST

1. II MEF CE AND 2d MEB CE: All uniformed members at the grade of O-6 or below who perform duties within the II MEF CE/2d MEB CE and who seek to initiate a Request Mast application will do so via the Commanding Officer (CO), II MIG. All uniformed members at the grade of O-7 or higher will Request Mast directly to the respective Commanding General (CG), II MEF/2d MEB. The CO, II MIG will make every effort to provide uniformed members an opportunity to request mast in person. The CO, II MIG will meet with each uniformed member as part of the application process, however the applicant retains the right to not disclose the subject of the request mast except to the Commander/Commanding General with whom he or she desires to have an audience.

a. All request mast petitions within II MEF CE/2d MEB CE submitted by personnel O6 and below must be initiated within the chain-of-command with the first Officer who possesses Non-Judicial Punishment (NJP) authority.

b. Request Mast petitions forwarded to the CG, II MEF/CG, 2d MEB without proper chain-of-command and CO, II MIG endorsement(s) or recommendation(s) shall be returned to the individual for resubmission.

2. MAJOR SUBORDINATE COMMANDS (MSCs): Upon receipt of this Initiating Directive, all II MEF Major Subordinate Commands (MSCs) (inclusive of CG, 2d MEB) and Major Subordinate Elements (MSEs) shall publish their own Request Mast Initiating Directives delineating their unique command-specific elements as outlined in this Order. This does not preclude II MEF uniformed members from requesting an audience with CG, II MEF so long as the immediate MSC CGs and/or CO, II MIG endorses such consideration and allows for the applicant's forwarding. (Note: Request Mast applications originating from an MSC absent the immediate MSC CG's recommendation (inclusive of CG, 2d MEB) for CG, II MEF adjudication shall be returned without action as there is no inherent right of an applicant to Request Mast beyond the immediate General Officer in the chain-of-command). Unit leaders at every level of Command should attempt to resolve Request Mast issues before forwarding Request Mast applications to the next higher level of Command. MSCs will direct subordinate units to promulgate their own initiating directives addressing command-specific elements pertaining to Request Mast.

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3. Temporary Non-Command Slated Commands: You are not required to have a Request Mast Initiating Directive. If you are commanded by a Colonel (06), process Request Mast applications via the lowest level Commander exercising Non-Judicial Punishment (NJP) authority. If application is addressed to a General Officer (GO), then your first GO in the chain-of-command is the 2d Marine Expeditionary Brigade (2dMEB)/Deputy Commanding General, II Marine Expeditionary Force (II MEF). Those applications requiring a GO level processing will be forwarded to the II MEF Command Inspector General (CIG) for administrative processing and forwarding to the Commanding General, 2dMEB/Deputy Commanding General, II MEF. If you are commanded by a GO, process Request Mast applications via the lowest level Commander exercising NJP authority. Those applications requiring a GO level processing will be retained by your Command for processing as there is no inherent right for a Service Member to Request Mast above the first GO in the chain-of-command. All Request Mast applications processed by Non-Command Slated Commands will be turned over to the II MEF CIG for retention in accordance with appropriate regulations upon return to II MEF.

4. II MIG CE AND II MIG SUBORDINATE UNITS: Uniformed members of II MIG will adhere to the CO, II MIG Initiating Directive and II MIG subordinate unit's Initiating Directives when submitting Request Mast applications via their respective Commanding Officers. Each II MIG subordinate unit will publish their own Initiating Directive addressing command-specific elements for Request Mast procedures unique to their command. Request Mast applications that require forwarding to CG, II MEF/CG, 2d MEB must have a Commanding Officer recommendation(s) and be submitted via the II MEF Command Inspector General (CIG), who also fills the position of CIG for 2d MEB, for preparation before being addressed by CG, II MEF/CG, 2d MEB.

a. II MIG CE and II MIG subordinate unit Request Mast Chain of Command:

(1) Commanding Officer, II MSB: As delineated by your Initiating Directive, the CO, II MIG Initiating Directive and in accordance with this Order.

(2) Commanding Officer, 2d Intelligence Battalion: As delineated by your Initiating Directive, the CO, II MIG Initiating Directive and in accordance with this Order.

(3) Commanding Officer, 2d Radio Battalion: As delineated by your Initiating Directive, the CO, II MIG Initiating Directive and in accordance with this Order.

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(4) Commanding Officer, 8th Communication Battalion: As delineated by your Initiating Directive, the CO, II MIG Initiating Directive and in accordance with this Order.

(5) Commanding Officer, 2d Law Enforcement Battalion: As delineated by your initiating Directive, the CO, II MIG Initiating Directive and in accordance with this Order.

(6) Commanding Officer, 2d Air Naval Gunfire Liaison Company: As delineated by your Initiating Directive, the CO, II MIG Initiating Directive and in accordance with this Order.

5. 22/24/26 MEUs: As delineated by CO, 22/24/26 MEU's Initiating Directive and in accordance with this Order. Composited MEUs must adhere to chain-of-command requirements as outlined in this Order. For Request Mast applications requiring forwarding to higher authority, those petitions must have a Commanding Officer recommendation(s)/endorsement(s) and be submitted via the II MEF CIG for preparation and submission to the CG, II MEF and/or CG, 2d MEB if the MEU is an element under 2d MEB. This applies to both deployed and non-deployed MEUs, composited or non-composited. Deployed MEUs may be required to conduct a Request Mast electronically/telephonically. Detailed coordination to accomplish this will be coordinated through the II MEF CIG.

6. Uniformed personnel, (Marines and Sailors), wishing to Request Mast to the CG, II MEF/CG, 2d MEB, 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 application 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.

7. Each intermediate commander, down to the company level, to whom the applicant 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 applicant. If appropriate, add additional documentation concerning the uniformed member; i.e., legal documents, 6105s or page 11 entries, "AA" 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 11296 or a separate statement on unit letter head. If you choose to utilize the NAVMC 11296, there is no requirement for the applicant to sign the document in part III.

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Request Mast applications addressed to the CG, II MEF/CG, 2d MEB 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.

8. If the applicant wishes not to reveal the subject of their Request Mast to a subordinate commander in the chain of command, the applicant will place the Request Mast application with all documentation in a sealed envelope marked, "to be opened by name of CO or CG only." The applicant must include 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 applicant's Request Mast. If the offer is accepted the commander will open the sealed Request Mast and address the issue with the applicant. The commander will make a statement that the applicant 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 the applicant. The commander may utilize either page 2, part II of a blank NAVMC 11296 to make comments, or provide a separate statement on unit letter head. If the blank NAVMC 11296 is utilized, the applicant is not required to sign the document. Once action at the subordinate command level is complete, the envelope with all command documentation will be delivered to the II MEF CIG's office.

9. Once action is completed by the CG, II MEF/CG, 2d MEB, the applicant 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 CG, II MEF/CG, 2d MEB and has been informed of any actions taken, or to be taken by the CG regarding the Request Mast. Subordinate commanders are only responsible for maintaining their portion of the Request Mast documentation. Note: the applicant's initial and signature is not an acknowledgement of satisfaction or dissatisfaction with the outcome, but merely that the process of Request Mast was completed.

10. Due to remote unit locations of some II MEF units, Request Mast may be processed telephonically or via video conferencing. This means of communicating a Request Mast application does not authorize deviation from elements outlined in this directive. If a Request Mast application must be forwarded in this manner, coordination must first occur with the II MEF CIG.

11. When a Request Mast addressed to a higher commander is resolved by a subordinate commander, the applicant will initial statement number one on page 3 part IV of NAVMC 11296 indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast.

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The commander addressing the Request Mast will print their name and command in the same statement block and provide a detailed explanation of actions taken on page 2 part II. The applicant and a witness will jointly sign and date this statement.

12. The CG, II MEF/CG, 2d MEB hereby authorizes Request Mast applications to be reviewed by the II MEF CIG, to include sealed Request Masts. In these situations the following applies:

a. II MEF CIG may neither respond to nor deny a Request Mast on behalf of the CG, II MEF/CG, 2d MEB, but may make appropriate recommendations pertaining to the Request Mast.

b. Any lawful communication made to the II MEF CIG will also constitute a protected communication under U. S. Code Section 1034 Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to a Marine or Sailor for exercising his or her right to Request Mast under U.S. Navy Regulations and this U.S. Code, as implemented by SECNAVINST 5370.7D, Military Whistleblower Protection.

13. The CO, II MIG is located in Building 500 Wallace Creek, Camp Lejeune, (910) 449-8422. The II MEF CIG is located in building H-1, Wing 1-H-N, Room 3, Hospital Point, Camp Lejeune, (910) 451-7494 (DSN 751), the II MEF CIG is charged with the responsibility to administratively facilitate, and schedule request mast hearings for CG, II MEF/CG, 2d MEB. The II MEF CIG may review and make appropriate recommendations pertaining to Request Mast applications addressed to the CG, II MEF/CG, 2d MEB. The II MEF CIG does not hear nor adjudicate Request Mast applications on behalf of the CG, II MEF/CG, 2d MEB. Request Mast applications, as well as this Initiating Directive, can also be found on the following II MEF CIG website: (<http://www.iimef.marines.mil/Unit-Home/Command-Inspector-General/>).

**ENCLOSURE**(2)

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MCO 1700 23G

## 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://dpcld.defense.gov/Privacy/SORNs/index/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpcld.defense.gov/Privacy/SORNs/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: 

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**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.)

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