IN REPLY REFER TO: 1700

 CO

 DD Mmm YY

From: Commanding Officer

To: Commanding General, II Marine Expeditionary Force (Attn: Command

 Inspector General)

Via: Commanding Officer, Information Group (if applicable)

Subj: REQUEST MAST DENIAL

Ref: (a) MCO 1700.23G

Encl: (1) NAVMC Form 11296, “Marine Corps Request Mast Application.”

1. Purpose. Whenever a commander denies a request mast, he or she shall forward a report of the denial to the first General Officer (GO) via the chain of command within five working days. The correspondence shall include the basis surrounding the denial and affirmation that the Marine understands why the request was denied.

2. Report of denial. On XX Month XXXX, the Commanding Officer of YOUR UNIT denied a request mast.

 a. Basis surrounding the denial. The request mast was denied because another specific avenue of redress was available. Specifically, the request mast includes (choose from: “an element of disciplinary action,” a “grievance involving involuntary administrative discharge proceedings,” or “an ongoing Article 138 or 1150 investigation.”)

 b. Affirmation that the Marine understands. The Marine requesting mast has been counseled by the Commanding Officer and understands why the request mast has been denied. Additionally, the Commanding Officer has explained what procedure must be followed to resolve the issue (if applicable).

3. Actions. The commander has annotated that the request mast was denied in Part II, Section 9, and stated the reason explained to the Marine for the denial in Part III, Section 10 of NAVMC Form 11296, “Marine Corps Request Mast Application” (enclosure (1)).

 I. M. COMMANDER