



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
FLEET MARINE FORCE
PSC BOX 20080
CAMP LEJEUNE NC 28542-0080

II MEFO 1700.1F

CIG

OCT 07 2022

II MARINE EXPEDITIONARY FORCE ORDER 1700.1F

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

Subj: COMMAND REQUEST MAST PROGRAM

Ref: (a) U. S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23G
(d) MCO 5210.11F

Encl: (1) II Marine Expeditionary Force Command-Specific Procedures
for Request Mast
(2) NAVMC 11296 Request Mast Form (Rev. 05-19)

1. Situation. This order promulgates request mast policy and procedures for II Marine Expeditionary Force (MEF). Any conflict between reference (c) and this order should be resolved in favor of reference (c).

2. Cancellation. II MEFO 1700.1E.

3. Mission. To preserve the right of every Marine to seek assistance from, or communicate grievances directly to, their Commanding Officer (CO) up to and including a Commanding General (CG) within the chain of command at the same base or immediate geographical location, as established in reference (a) (Articles 0820c and 1151.1) and reference (b) (paragraph 2805). This includes both the right of a uniformed member to communicate directly with his or her CO, normally accomplished in person, and the requirement for the CO to consider the matter and personally respond to the petitioner.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order is to be used by all uniformed members of this command, to include II MEF Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE), for the purpose of implementing reference (c) within II MEF. These programs will be published on official organizational read-boards and SharePoint websites, and commanders shall ensure all personnel are informed of its contents.

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

OCT 07 2022

(2) Concept of Operations

(a) 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 might be granted the privilege of forwarding a request mast application beyond their immediate CG, they are not entitled to do so.

(b) Request mast applications (NAVMC 11296) will be submitted in writing via the chain of command to the commander with whom the Marine is requesting an audience. The NAVMC 11296 may be hand- or digitally-signed, and has expandable text boxes where Marines and commanders can enter data pertaining to the request mast.

(c) Individual petitioners 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 petitioner's request, but must do so without intimidation.

b. Tasks

(1) Commanding Generals/Commanding Officers

(a) Institute and maintain a commander's request mast program consistent with this order and reference (c). All personnel shall review reference (c) in its entirety before taking action on a request mast petition.

(b) Publish clarifying information to all members of your command regarding unique command relationships which affect how request mast applications are routed from the requester to the responding CO or CG.

(c) Notify the applicable CG via the Command Inspector General (CIG) if a request mast is denied. Within 5 working days of the denial, forward a report explaining the basis for the denial, and affirmation that the Marine understands why the request was denied.

1. Only the commander to whom a Marine requested mast may deny a request mast application.

2. When there are other appropriate forms of redress, explain to the Marine why the request mast is denied and advise the Marine as to the proper avenue of redress. The commander shall annotate that the request mast was denied in Part II, Section 9 and state the reason explained to the Marine for the denial in Part III, Section 10 of NAVMC Form 11296, "Marine Corps Request Mast Application."

OCT 07 2022

(d) Offer to process and resolve a Marine's request mast no more than one working day from when the request is presented to when the Marine has an audience with the commander. This applies at each level of the command. Explanations for delay shall be provided in writing on the NAVMC 11296 and acknowledged by the commander and the Marine, in accordance with reference (c).

(e) Forward the request mast to the next higher commander for consideration and appropriate action when matters are beyond a commander's authority to resolve.

(f) Ensure the Marine submitting the request mast is briefed on his or her rights associated with retaliation. Exercise appropriate disciplinary or administrative action if a Marine commits or attempts to interfere with or engage in acts of reprisal against any Marine exercising his or her right to request mast.

(g) Administratively support Marines in the production and submission of the NAVMC 11296.

(h) Maintain accountability of request mast petitions to ensure they are resolved in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action befall Marines that request mast.

(2) Command Inspectors General

(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 petitions addressed to respective CGs within II MEF.

1. CGs may authorize a specified individual (i.e. a CIG) to act as the CG's Request Mast Reviewing Authority (RMRA), to include review of petitions that are sealed and marked "to be opened by the CG only."

2. A RMRA may neither respond to nor deny a request mast on behalf of the CG, but may make appropriate recommendations to the CG that pertain to the request mast application.

3. A RMRA may consult with the Marine requesting mast to administratively support the Marine and ensure the NAVMC 11296 is correctly and sufficiently developed.

c. Coordinating Instructions

(1) Members of this command exercising request mast shall conform to reference (c), which describes the request mast process and

OCT 07 2022

procedural aspects, and to enclosure (1) of this order, which describes the unique procedural elements of this command's request mast program.

(2) A request mast to a superior commander within II MEF will not be denied by a subordinate commander.

(3) Marines and Sailors will be afforded the opportunity to request mast in person unless extraordinary circumstances preclude such an appearance.

(4) Reference (c) describes the process and procedural aspects of the request mast program and is the single request mast directive for the Marine Corps. Command request mast orders are not required to be produced or published. However, specific elements of a given request mast program, such as unique processes based on the geographic separation of subordinate units, shall be promulgated in local command request mast programs.

(5) The criteria for denying a request application is described in detail in Chapter 1, paragraph 4 of reference (c), and includes:

(a) Actions under the UCMJ, such as using Request Mast as a means of collateral attack against the findings or punishment resulting from disciplinary action.

(b) Involuntary administrative separations, whether in progress or final.

(c) Ongoing Article 138 or 1150 investigations; Commanders should consult with their supporting staff judge advocate in such instances.

(6) 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.

(7) The senior local commander within the Marine's chain of command shall forward the request mast application 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.

(8) Marines confined in correctional facilities have the right to request mast. A request mast marked "to be opened by the CO/CG only" shall not be opened by correctional facility personnel. Only the commanding officer, CG, or if applicable, the designated RMRA may open a request mast labeled "to be opened by the CO/CG only."

OCT 07 2022

(9) Leaders - other than commanders in the petitioner's chain of command authorized to try to resolve a request mast - will not placate, delay, or postpone a request mast petition in an attempt to address the issue at their level. Once a petitioner has conveyed a request to his or her immediate chain of command, that leader will immediately assist the petitioner in filling out the NAVMC 11296 and will escort the petitioner to the point of contact designated to receive the request mast. No one in the chain of command has the authority to address a request mast except the CO or officer properly designated as "Acting CO" in the unit CO's absence.

5. Administration and Logistics

a. Records Management

(1) Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

(2) Request mast records shall be properly safeguarded and maintained separately from service records.

(3) The command shall manage request mast records in accordance with record schedule 1000-34. Records schedules may be located at: [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information%20Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as implemented per SECNAVINST 5211.5E

c. Forms Management. The NAVMC 11296 may be located on Naval Forms Online at: <https://forms.documentservices.dla.mil/order/>.

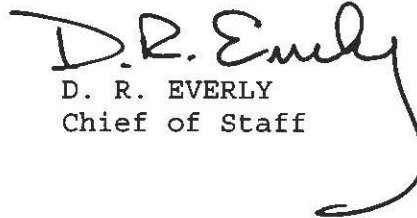
d. Functional Area Checklist. The request mast functional area checklist can be referenced at: <https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/>.

6. Command and Signal

OCT 07 2022

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.


D. R. EVERLY
Chief of Staff

II MARINE EXPEDITIONARY FORCE COMMAND-SPECIFIC PROCEDURES FOR REQUEST MAST

1. Command Element (CE), II Marine Expeditionary Force (II MEF) Request Mast:

a. Uniformed members of the II MEF CE are administratively assigned to the II MEF Support Battalion (II MSB). Therefore, CO, II MSB is the first Commanding Officer in the chain of command to which uniformed members may request mast.

b. All uniformed members at the grade of O-6 or below who perform duties within the II MEF CE and who seek to initiate a request mast application will do so via the CO, II MSB. The CO, II MSB will make every effort to provide uniformed members an opportunity to request mast in person. The CO, II MSB 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 whom he or she desires to have an audience.

c. All request mast petitions within II MEF CE submitted by personnel O-6 and below must be initiated within the chain-of-command with the first officer who possesses Non-Judicial Punishment (NJP) authority. Even if the petitioner is senior to the first officer in the chain of command, those officers are still required to forward the request via the first CO in the chain of command.

d. Uniformed members of the II MEF CE are authorized to request mast to the CO, II MIG, but the request will be routed via the CO, II MSB. Additionally, the CO, II MSB will endorse and forward to the CO, II MIG those cases that cannot be resolved by the CO, II MSB. In this way, the request mast chain-of-command for members of the II MEF CE starts with the CO, II MSB and routes to the CG, II MEF via the CO, II MIG.

e. II MEF CIG will review and make appropriate recommendations pertaining to request mast petitions addressed to both the CG, II MEF and the CG, 2d MEB, and is responsible for administrative, scheduling, and record keeping matters. The II MEF CIG is designated as the RMRA. However, the CIG may neither respond to, nor deny a request mast on behalf of CG, II MEF or CG, 2d MEB.

f. Routing Procedures. Routing procedures for Request Mast petitions to the CG, II MEF are described in figure 1 of this enclosure.

2. Request Mast Chain of Command:

a. II MIG, II MSB, 2d Radio Bn, 2d Intel Bn, 8th Comm Bn, 2d ANGLICO, and 22nd/24th/26th MEU CE are the commands subordinate to II MEF that are not general court-martial convening authorities. 2d MARDIV, 2d MLG, 2d MAW and 2d MEB are subordinate commands to II MEF and their respective CGs are general court-martial convening authorities. Accordingly, 2d MARDIV, 2d MLG, 2d MAW and 2d MEB and their subordinate commands are excluded from the command-specific elements contained herein. The CGs of 2d MARDIV, 2d MLG, 2d MAW and 2d MEB shall publish unique command-specific elements of their request mast programs.

(1) 2d MARDIV, 2d MLG, 2d MAW and 2d MEB. Uniformed members will route petitions to their respective CGs as directed by their major subordinate command-specific elements.

(a) II MEF MSCs (including CG, 2d MEB) and MSEs shall publish the specific elements of their own request mast program. This does not preclude all

OCT 07 2022

uniformed members from requesting an audience with CG, II MEF so long as the immediate MSC CGs endorse it and allow for the applicant's forwarding.

(b) Request mast applications originating from an MSC without the immediate MSC CG's adjudication recommendation for CG, II MEF 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.

(c) CG, 2d MEB will publish specific procedures of the 2d MEB command request mast program, which may mirror the II MEF CE program and require all members to initiate request mast petitions with the CO, II MSB and route via CO, II MIG.

(2) II MSB and CE II MEF. Uniformed members will route petitions to CG, II MEF via the CO, II MSB and CO, II MIG.

(a) Request mast applications that require forwarding to CG, II MEF must have CO, II MSB and CO, II MIG review and be submitted via the II MEF CIG, who also fills the position of CIG for 2d MEB.

(b) In cases of request mast "to be opened by the CG only," each intermediate commander shall offer to understand and attempt to resolve the issue or grievance. However, if unable to do so, no documentation is required on the NAVMC 11296 and intermediate commanders shall continue routing the request mast.

(3) II MIG HQ, 2d Radio Bn, 2d Intel Bn, 8th Comm Bn, and 2d ANGLICO. Uniformed members will route petitions to CG, II MEF via their respective COs and via subordinate commanders as directed by their respective command-specific elements of their command request mast program.

(4) 22nd/24th/26th MEUs. Route petitions as delineated by CO, 22nd/24th/26th MEU'S command request mast program specific elements and in accordance with this order. Compositing 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 CO recommendation/endorsement 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, compositing or non-compositing. 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.

(5) Special Purpose Marine Air Ground Task Force (SPMAGTF): Route petitions as delineated by CG or CO of an SPMAGTF. SPMAGTFs must adhere to chain-of-command requirements as outlined in this order. For request mast petitions that require forwarding to higher authority if the SPMAGTF is not commanded by a CG, those petitions must have a CO recommendation(s) and/or 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 SPMAGTF is an element under 2d MEB. If the SPMAGTF is commanded by a CG, that CG is the higher authority as there is no inherent right of an applicant to request mast beyond the first CG in the chain of command. If the SPMAGTF CG determines there is a requirement to forward the request mast application to the next General Officer in the chain of command, coordination with the II MEF CIG is required. Deployed SPMAGTFs may be required to conduct a request mast electronically/

OCT 07 2022

telephonically. Detailed coordination to accomplish this will also be coordinated through the II MEF CIG.

3. Request Mast Additional Instructions:

a. Request mast may not be used to harass, avoid duty, or intentionally interfere with the CO's ability to carry out the mission of the command.

b. Request Mast cannot be used if the nature of the request mast is an already ongoing request for redress under Article 138 of the UCMJ, or Article 1150, Navy Regulations.

c. 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.

d. 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 petitioner may also seal the request mast to be seen only by a higher commander. Although not knowing the content, the immediate commander is required to offer his or her assistance prior to delivering it to the next higher commander.

e. For Marines or Sailors seeking resolution from the CG, II MEF, the following procedures apply:

(1) Notify your chain of command that you are submitting a request mast to ensure they are informed of your intentions. You do not have to discuss the nature of the request mast. This will prevent any misconception, and allow them to assist with the process of meeting the required timelines.

(2) If at any time during the process you desire to withdraw your request mast, you will communicate your intentions to the chain of command. However, if your complete request mast application has delivered to your commander for action, the commander must complete the process to ensure your requested action, or withdrawal thereof, has been documented.

f. When considering request mast, commanders should focus on the subject of the request mast and not necessarily on the remedy or outcome requested by the Marine or Sailor. The petitioner's desired remedy often will have no affect on the issue raised in the request mast, and the onus is on the commander to refine the petitioner's request to correctly identify and resolve the problem. The essence of request mast is to address the subject and attempt to solve the issue, not to attempt to reach an arbitrary level of satisfaction with the petitioner.

g. Once the issue has been resolved, then the case will be closed. If the issue is not resolved at the immediate commander's level, petitioners may either fill out a new request mast application (NAVMC 11296) providing additional information, or draw a single line across the commander's name in block 5a, and type or pen in the commander's name with whom the petitioner is requesting an audience.

OCT 07 2022

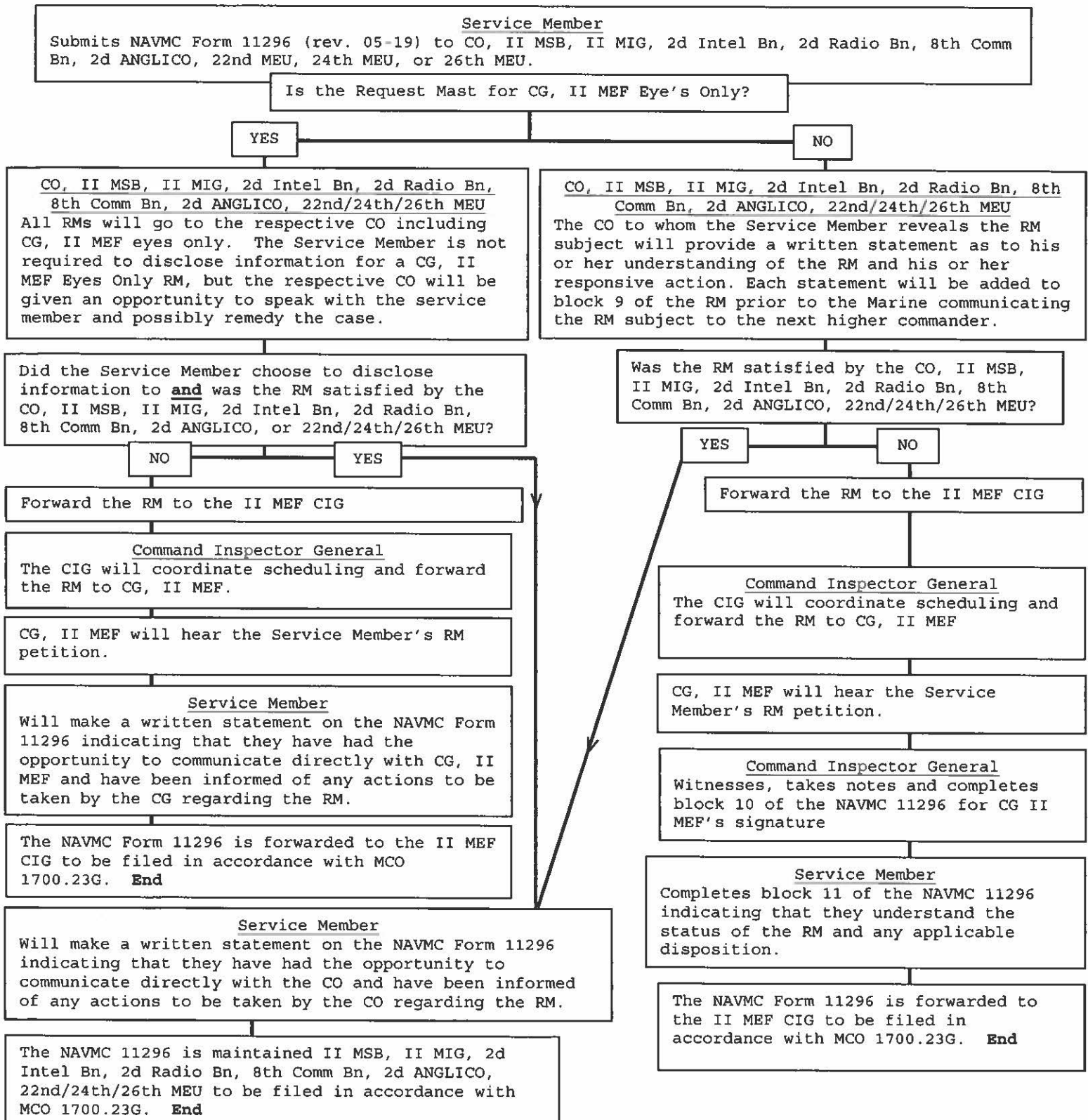
II MARINE EXPEDITIONARY FORCE COMMAND REQUEST MAST ROUTING

Figure 1

OCT 07 2022

MCO 1700.23G

MARINE CORPS REQUEST MAST		
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>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 HQ5041-1</p> <p>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.</p> <p>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 <u>http://doig.defense.gov/Privacy/SORNs/index000-Component-Article-View/Article570354/HQ5041-1/</u>.</p> <p>Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.</p>		
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.		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> Signature: </div> <div style="width: 35%;"> Date: </div> </div>		

OCT 07 2022

MCO 1700.23G

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND				
<p>9. REQUEST MADE: (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.)</p>				
9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 90%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 90%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature:			Date: <input style="width: 100%;" type="text"/>	
9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 90%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 90%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature:			Date: <input style="width: 100%;" type="text"/>	
9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 90%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 90%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature:			Date: <input style="width: 100%;" type="text"/>	
9d. IMMEDIATE COMMANDING GENERAL:				
Forwarded (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No Denied? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: (Detail attempts to process or resolve)				
Signature:			Date: <input style="width: 100%;" type="text"/>	

OCT 07 2022

MCO 1700.23G

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

NAVMC 11296 (Rev. 05-19)(EF)

Reset Form

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 PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

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Page 3 of 3
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