



UNITED STATES MARINE CORPS

2D INTELLIGENCE BATTALION
II MARINE EXPEDITIONARY FORCE
PSC BOX 20139
CAMP LEJEUNE, NC 28542

IN REPLY REFER TO:
BnO 1700.1C
SgtMaj
18 Jan 24

BATTALION ORDER 1700.1C

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U. S. Navy Regulations
(b) MCO 1700.23G
(c) NAVMC 1700.23
(d) MCO 1900.6G Ch 1
(e) JAGMAN
(f) II MEFO 1700.1E
(g) II MIG GruO 1700.1D

Encl: (1) Command Specific elements for Request Mast
(2) Request Mast Application NAVMC 11296 (Rev. 5-19)

1. **Situation.** In accordance with the references, this Order represents the 2d Intelligence Battalion Initiating Directive that contains information and instructions for executing the Commandant's Request Mast Program.
2. **Cancellation.** Battalion Order 1700.1B.
3. **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 (Articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805), includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting mast.
4. **Execution**
 - a. **Commander's Intent and Concept of Operations**
 - (1) **Commander's Intent.** This Order will be utilized by all members of 2d Intelligence Battalion for the purpose of exercising Request Mast with the Commanding Officer. This Order will be published and personnel will be informed of its contents.
 - (2) **Concept of Operations.** Request Mast applications will be submitted in writing utilizing enclosure (2) via the chain of command to the commander with whom the Request Mast is desired.
 - (a) Request Mast is not to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the commander's ability to carry out the functions and mission of the command.
 - (b) A commander may deny a Request Mast application if there is another specific avenue of redress available to the Marine or Sailor. Commanders should carefully evaluate each Request Mast to determine if other peripheral issues should be addressed. Accordingly, commanders may wish to hear the Marine or Sailor's presentation of matters before making a decision to deny. The commanding officer shall explain to the Marine or Sailor why the application was denied, and 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 under this authority, he or she shall, within a reasonable time, forward a report of such action

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and basis thereof to the Commanding General, II Marine Expeditionary Force (II MEF), via Commanding Officer, II MIG. The following are examples to which other avenues of redress apply.

1. The UCMJ provides for the protection of the rights of a Marine or Sailor at every stage of disciplinary action from investigation through final review or appeal. Therefore, a commander may refuse to further process a Request Mast related to disciplinary action whether contemplated, pending, in progress, or final. Request Mast will not be used as a means of collateral attack against the proceedings, punishment, findings, or sentence resulting from disciplinary action brought under the UCMJ.

2. Reference (d), chapters 4 and 6, contains provisions for the protection of rights of Marines and Sailors 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.

3. Chapter III of reference (e) contains guidance for the preparation, submission, and processing of complaints under Article 138, UCMJ, and Article 1150 of reference (a). Commanders may deny a Request Mast if its subject is an ongoing Article 138 or 1150 investigation. The II MEF Staff Judge Advocate should be consulted in such instances.

(c) A Marine or Sailor does not have to disclose the subject of the Request Mast to anyone in the chain of command except the commander with whom the Marine or Sailor is Requesting Mast.

(d) If a Marine or Sailor submits a Request Mast to a commander in his chain of command who is not at the same base or immediate geographic location, the senior commander in the immediate area will expeditiously forward the Request Mast. The Request Mast will then be addressed with the Marine or Sailor in person, by telephone, or in writing, as deemed appropriate.

(e) Request Mast is the preferred method for submitting formal complaints of discrimination, to include Sexual Harassment. Request Mast may also be used to address other complaints such

(f) Although a Marine or Sailor may be granted the privilege of forwarding an application for Request Mast with 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.

1. Any Commanding General in the chain of command between the Marine or Sailor's immediate Commanding General and the Commandant of the Marine Corps may establish such policies and procedures as they desire for processing Request Masts addressed to them, including that such requests may be returned without action.

2. 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, II MEF.

(g) Any interference with a Marine or Sailor's right to Request Mast, or any attempt of reprisal against a Marine or Sailor who has Requested Mast, is prohibited. No Marine or Sailor may suppress, or attempt to suppress another Marine or Sailor from initiating, writing, or forwarding a Request Mast up the chain of command. Any violation, attempted violation, or solicitation of another to violate this Order by interfering with a Marine or Sailor's right to Request Mast, subjects involved members to disciplinary action under Article 92 of the UCMJ. This Order is a lawful general order and is effective immediately without further implementation.

b. Tasks

(1) XO/Adjutant/Sergeant Major

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

(b) Ensure this Order is posted on all troop information boards and is readily available to all personnel.

(c) Facilitate the process of Request Mast applications addressed to the Commanding Officer for consideration.

(2) Officer's-in-Charge (OIC)/Staff Non-Commissioned OIC's

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

(b) Facilitate meeting with commander in order to execute their right of Request Mast.

c. Coordinating Instructions. All members of this 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. Changes to this Order will be approved by the Sergeant Major.

6. Command and Signal

a. Command. This Order is applicable to all 2d Intelligence Battalion.

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



D. S. MCDONOUGH

Distribution: A

LOCATOR SHEET

Subj: _____

Location: _____
(Indicate location(s) of copy(ies) of this Order)

RECORD OF CHANGES

Log completed change action as indicated.

Change number	Date of Change	Date Entered	Signature of Person Incorporated Change

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate a Request Mast application:
 - a. Enlisted: Battalion SgtMaj, Sergeant Major Miller, WC500, 451-6594
 - b. Officer: Battalion XO, Maj Akbarut, WC500, 451-8233
2. Request Mast chain of command for this command is:
 - a. Immediate Commander: Respective Company Commander, 2d Intelligence Battalion
 - b. Next Commander: Commanding Officer, 2d Intelligence Battalion, LtCol McDonough, WC500, 451-8228
 - c. Next Commander: Commanding Officer II MIG, Col Fletcher WC500, 451-9299
 - d. Immediate Commanding General: Commanding General, II MEF, LtGen Calvert, H-1, 451-8951
 - e. Commands who fall under this command for Request Mast Purposes is 2d Intelligence Battalion.

3. The command inspector general (CIG) for this unit is: II MEF Inspector General, Bldg. H-1, 451-7497
4. Any Request Mast to the Commanding General will be routed through each level of command. The person requesting mast will have a chance to address their concerns at each level of command to see if it can be handled at the lowest level possible. Each commander in the chain of command is afforded one working day to review a Request Mast and attempt to offer a remedy to the requesting Marine.