



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCICOMO 1700.1B  
IG  
JUN 08 2015

MARINE CORPS INSTALLATIONS COMMAND ORDER 1700.1B

From: Commander  
To: Distribution List

Subj: REQUEST MAST

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

Encl: (1) Marine Corps Request Mast Application NAVMC Form 11296

1. Situation. This Order presents the initiating directive for the Commandant's Request Mast Program.
2. Cancellation. MCICOMO 1700.1A.
3. Mission. To preserve the right of all Marines and Sailors 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 Marines and Sailors to communicate with their commander, normally in person, and the requirement that the commander consider the matter and personally respond to those Marines and Sailors requesting mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commander, Marine Corps Installations Command (MCICOM). This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted, in writing, utilizing the enclosure, NAVMC Form 11296, via the chain of command to the commander with whom the Request Mast is desired. Subordinate commanders should strive for no more than one working day delay at each level of command.

b. Coordinating Instructions. All members of this command who Request Mast or who exercise Request Mast authority shall do so utilizing the references, which describe the process and procedural aspects of Request Mast, and the enclosure, which describes the commander's specific elements.

(1) Delay. Subordinate commanders should strive for no more than one working day delay at each level of command for processing NAVMC Form 11296.

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(2) Commanding General. MCICOM Marines have a vested right to request mast to their commanding general when their chains-of-command are unable to resolve their issues.

(a) MCICOM Regional Commands. For regional commands, this will be the respective Commanding General of MCIEAST, MCIWEST, or MCIPAC.

(b) Marine Corps Installations National Capital Region (MCINCR)

1. Commanding General level Request Mast is delegated to the Commander, MCINCR-MCB Quantico per reference (b).

2. The Commander, MCINCR-MCB Quantico will consider all Request Mast for the MCINCR-MCB Quantico, its subordinate commands, and all Marine Corps commands/organizations within the National Capital Region who do not fall under a Commanding General with General Court Martial Convening Authority.

5. Administration and Logistics

a. Command Inspector General (CIG) shall:

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

(2) Ensure 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 Commander, MCICOM for consideration.

b. Commanders/Assistant Chiefs of Staff/Directors shall:

(1) Ensure all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate getting Request Mast petitioners an audience with the appropriate commander without delay, in order to ensure the issue can be addressed in an appropriate and timely manner.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members under the cognizance of MCICOM.

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

  
J. G. AYALA

DISTRIBUTION: C

**MARINE CORPS REQUEST MAST APPLICATION**  
 NAVMC 11296 (Rev. 6-97)  
 U/I: EA

**PRIVACY ACT STATEMENT**

**Authority:** Title 5, U. S. Code 301; Title 10, USC Section 5013

**Principal Purpose:** Formal filing of complaints/problems to command personnel.

**Routine Uses:** To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

**Disclosure:** Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

**PART I: TO BE COMPLETED BY THE APPLICANT**

1. NAME:		2. RANK:	3. SSN:
4. UNIT:		5. RACE/ETHNIC GROUP:	
6. GENDER:		7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, \_\_\_\_\_, have read this statement which begins in Block 8b on this page (page 1) and ends on page \_\_\_\_\_. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

\_\_\_\_\_  
 (SIGNATURE OF APPLICANT/DATE)

**PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST**

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

\_\_\_\_\_  
COMMANDING OFFICER SIGNATURE/DATE

**PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST**

(Applicant should initial/complete the appropriate statement(s))

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_ I have had the opportunity to communicate directly with \_\_\_\_\_ (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

\_\_\_\_\_ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_  
WITNESS' SIGNATURE/DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE