



UNITED STATES MARINE CORPS
1ST BATTALION 12TH MARINES
3D MARINE DIVISION FMF
PO BOX 63024
MCBH KANEHOE BAY HAWAII 96863-3024

1700
CO
DEC 14 2020

BATTALION ORDER 1700.23

From: Commanding Officer, 1st Battalion, 12th Marines
To: Distribution List

Subj: REQUEST MAST PROGRAM

Ref: (a) MCO 1700.23G
(b) DIVO 1700.23
(c) REGO 1700.23

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) Checklist for Request Mast with the Commanding General, 3d Marine Division, Fleet Marine Force (FMF)

1. Situation. Request Mast as established in U.S. Navy Regulations (Articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805) includes both the rights 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.

2. Cancellation. BnO 1700.3C

3. Mission. To preserve the right of every Marine to seek assistance from, or communicate grievances directly to, their commander or commanders up to and including the Commanding General, 3d Marine Division, FMF, within their chain of command as established in reference (a).

4. Execution

a. Commander's Intent. Publish this order and inform all members of 1st Battalion, 12th Marines of its contents for the purpose of exercising Request Mast with their commanders.

b. Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 per reference (a), via the chain of command to the desired commander with whom the Request Mast is addressed. As of publication of this order, the current NAVMC 11296 is (Rev 5-19).

c. Coordinating Instructions. All members of 1st Battalion, 12th Marines exercising Request Mast will do so utilizing the references, which describe the process and procedural aspects of Request Mast, and the enclosures, which describes the command's specific elements.

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5. Administration and Logistics

a. Battalion Executive Officer, Adjutant, and Sergeant Major

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

(2) Ensure this order and the references are posted on all troop information boards and readily available to all personnel.

(3) Facilitate the processing of Request Mast applications addressed to the Commanding Officer, 1st Battalion, 12th Marines; the Commanding Officer, 12th Marine Regiment; and the Commanding General, 3d Marine Division FMF, as appropriate.

b. Battery Commanders And First Sergeants

(1) Serve as the first link in the chain of command with regard to Request Mast. As such, they shall ensure all Request Mast petitions enter into the process in a correct and timely manner.

(2) Facilitate the processing of Request Mast applications addressed to the Commanding Officer, 1st Battalion, 12th Marines; the Commanding Officer, 12th Marine Regiment; and the Commanding General, 3d Marine Division, as appropriate.

(3) Expedite the in-person interview of their Marine/Sailor with the commanding officer in order to execute their Marine's/Sailor's right of Request Mast. There should be no more than one working day delay from when the request is presented to when the Marine has an audience with the commander. This applies at each level of command.

(4) A Marine may choose to submit a Request Mast without disclosing the subject matter with anyone except for the commander listed in block 5 of NAVMC 11296. Procedures for completing Request Masts in this manner are included in enclosure (1).

(5) Provide copies of all completed battery commander-level Request Masts to the Battalion Sergeant Major for retention.

c. Officers in Charge and Staff Noncommissioned Officer in Charge

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

(2) Expedite the in-person interview of their Marine/Sailor with the commanding officer in order to execute their Marine's/Sailor's right of Request Mast. There should be no more than one

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working day delay from when the request is presented to when the Marine has an audience with the commander. This applies at each level of command.

(3) A Marine may choose to submit a Request Mast without disclosing the subject matter with anyone except for the commander listed in block 5 of NAVMC 11296. Procedures for completing Request Masts in this manner are included in enclosure (1).

5. Command and Signal

a. Command. This order is applicable to all uniformed members of 1st Battalion, 12th Marines.

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



R. P. NEIKIRK

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

b. If in the mind of petitioner, the Request Mast needs to be only addressed by a commander in their immediate chain of command, the petitioner does not need to disclose the issue to anyone other than their commander. The petitioner will fill out the NAVMC 11296 and place the NAVMC in a non-see-through envelope and seal it, then hand deliver the envelope to the commander with whom the Marine is addressing.

c. For Request Masts to the Commanding Officer, 12th Marines in which the petitioner does not wish to disclose the subject matter, follow the same procedures in Paragraph 4.b and contact the Battalion Sergeant Major or Commanding Officer, 1st Battalion, 12th Marines to arrange for electronic mail delivery to the 12th Marines Commanding Officer. The Battalion Sergeant Major and/or Commanding Officer will coordinate a video teleconference or other communication means for the Marine to address the issue.

PROCEDURES TO REQUEST MAST WITH THE COMMANDING GENERAL
3D MARINE DIVISION, FMF

1. If in the mind of petitioner, the Request Mast needs to be seen only by the Commanding General (CG), the petitioner will fill out the NAVMC 11296 and safeguard its contents until delivered to the 3d Marine Division Command Inspector General. As geographical location does not allow for hand delivery of a Request Mast to the CG, the petitioner will send the Request Mast via electronic mail to 3dMARDIVIGHOTLINE@usmc.mil.
2. Any electronic mail communication between the member and the Command Inspector General is a protected communication and is covered under the Military Whistleblower Reprisal Act.