



UNITED STATES MARINE CORPS
1ST BATTALION 12TH MARINES
PO BOX 63024
MCBH KANEHOE BAY HI 96863-3024

BnO 1700.3C
CO
AUG 03 2018

BATTALION ORDER 1700.3C

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

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23F
(c) DIVO 1700.23
(d) REGTO 1700.1B

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) NAVMC 11296 Form - Request Mast Form
(3) Checklist for Request Mast with the Commanding General, 3d Marine Division

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 1700.3B

3. Mission. To preserve the right of all Marines to directly communicate grievances to or seek assistance from their commanding officer as exercised through the formal process of Request Mast.

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 the commanding officer.

b. Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 per reference (b) and via the chain of command to the desired commander with who the Request Mast is addressed.

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.

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, 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.

(4) 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

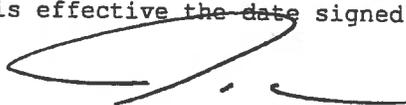
(1) Ensure all personnel are familiar with this order and the associated command specific elements.

(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.

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.


J. S. CURTIS

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Points of contact to initiate a Request Masts application within 1st Battalion, 12th Marines:

a. Enlisted: Applicable Battery First Sergeant, Battery Blockhouse; or Battalion Sergeant Major, Bldg 1027, (808) 257-3204

b. Officer: Applicable Battery Commanding Officer, Battery Blockhouse; or Battalion Executive Officer, Bldg 1027, (808) 257-3229.

2. Request Mast chain of command for 1st Battalion, 12th Marines is:

a. Immediate commander/applicable battery commander:

(1) Headquarters Battery: Building 1027, 257-1585.

(2) Battery A: Building 4025, 257-8480.

(3) Battery B: UDP, Okinawa, Japan.

(4) Battery C: Building 4015, 257-1663.

b. Next Commander (for non-deployed batteries): Commanding Officer, 1st Battalion, 12 Marines, Bldg 1027, (808) 257-3223.

c. Next Commander: Commanding Officer, 12th Marine Regiment, Camp Hansen, Okinawa, Japan, DSN 315-623-6417.

d. Immediate Commanding General: Commanding General, 3d Marine Division, Camp Courtney, Okinawa, Japan, DSN 315-622-0180.

e. All non-deployed batteries in paragraph 2.a above fall under this command for Request Mast purposes.

3. The Command Inspector General (CIG) for this unit is: 3d Marine Division, Camp Courtney, Okinawa, Japan, DSN 315-622-9572.

4. Additional Instructions. Request Masts to the Commanding Officer, 12th Marines, and Commanding General, 3d Marine Division may be facilitated via video-teleconferencing due to location and distance.

MARINE CORPS REQUEST FOR MAST

PRIVACY ACT STATEMENT

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 N05041-1**

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.

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. <http://dpclid.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/>.

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

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)

5.a. NAME OF COMMANDER (Rank, Full Name)	5.b. COMMAND:

6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and name of any individuals involved, possible witnesses, and to whom this matter may have been previously reported).

7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander Officer named in Block 5a.)

8. AFFIDAVIT:

I, , have read this statement which contains Blocks 6 and 7. 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 or unlawful influence.

Signature: Date:

ENCLOSURE (2)

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9. COMMANDERS' MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commander must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. COMMANDER, COMPANY LEVEL:

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:

Date:

9b. COMMANDER, BATTALION, SQUADRON LEVEL:

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:

Date:

9c. COMMANDER, REGIMENT LEVEL:

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:

Date:

9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:

Date:

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 5 a, 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 for 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 for Mast was granted and I communicated directly with the Commander specifically named in Block 5a. I fully understand the disposition or probable disposition of my grievance.

- Request Denied:** I understand my request for 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 for Mast.

Applicant Signature:

Date:

Witness Signature:

Date:

