



UNITED STATES MARINE CORPS
2D BATTALION, 3D MARINES
3D MARINE DIVISION (-) (REIN)
BOX 63012
MCBH KANEOHE BAY, HI 96863-3012

BnO 1700.23B
CO
17 Jan 19

BATTALION ORDER 1700.23B

From: Commanding Officer
To: Distribution List

Subj: INITIATING DIRECTIVE FOR REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23F
(c) DivO 1700.23A
(d) RegO 1700.23A

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Situation. This order represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. BnO 1700.23A

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 (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 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 is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer/General. 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 NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Tasks

(1) XO/Adjutant/SgtMaj:

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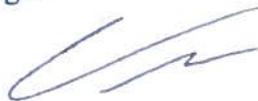
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- (a) Provide administrative assistance as delineated in the enclosure.
 - (b) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.
 - (c) Facilitate the process of Request Mast applications addressed to the commanding general for consideration.
- (2) Company Commanders:
- (a) Ensure that all personnel are familiar with this directive and the associated command specific elements.
 - (b) Facilitate getting Marines in front of the commander in order to execute their right of Request Mast.
- c. Coordinating Instructions. All members of this unit/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. Omitted.

6. Command and Signal

- a. Command. This Order is applicable to all uniformed members of this command.
- b. Signal. This Order is effective the date signed.



C. P. MCGUIRE

Distribution: A
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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a Request Mast application:

a. Enlisted: Sergeant Major, 2d Battalion, 3d Marine Regiment; Building 1087, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-1763.

b. Officer: Executive Officer, 2d Battalion, 3d Marine Regiment; Building 1087, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-1747.

2. Request Mast chain of command for this unit/command is:

a. Immediate Commander: Commanding Officer, 2d Battalion 3d Marine Regiment; Building 1087, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-2306.

b. Regimental Commander:

(1) Commanding Officer, 3d Marine Regiment; Building 1088, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-8448.

(2) Commanding Officer, 4th Marine Regiment; Building 3509, Camp Schwab, Okinawa, Japan, (315) 625-2580.

c. Commanding General: 3d Marine Division; Camp Courtney, Marine Corps Base Butler, Okinawa, Japan; DSN (315) 622-9503.

3. Subordinate Units

a. Headquarters and Service Company: Commanding Officer, Headquarters and Service Company, Building 4028, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-1652.

b. Company E: Commanding Officer, Company E; Building 4015, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii. (808) 257-3804.

c. Company F: Commanding Officer, Company F; Building 4023, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-2569.

d. Company G: Commanding Officer, Company G; Building 4024, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii. (808) 257-2416.

e. Weapons Company: Commanding Officer, Weapons Company; Building 4014, Marine Corps Base Hawaii, Kaneohe Bay, Hawaii, (808) 257-3581.

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The command inspector general (CIG) for this unit is: Command Inspector General, 3d Marine Division; Camp Courtney, Marine Corps Base Butler, Okinawa, Japan, DSN (315) 622-9572.

Request Mast to the Immediate Commanding General will be routed in accordance with the procedures detailed in Chapter 4, NAVMC Directive 1700.23F. A Command Inspector may review and make appropriate recommendations pertaining to Requests Mast to the Commanding General; however, a Command Inspector may neither respond to nor deny a Request Mast on behalf of the Commanding General.

Additional instructions: None.