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UNITED STATES MARINE CORPS
3D MARINE DIVISION
III MARINE EXPEDITIONARY FORCE
UNIT 35801
FPO AP 96382-5801

DivO 1700.23B
CIG
31 Jan 2020

DIVISION ORDER 1700.23B

From: Commanding General
To: Distribution List

Subj: 3D MARINE DIVISION REQUEST MAST PROGRAM

Ref: (a) MCO 1700.23G
(b) ForceO 1700.1O

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

1. Situation. This Order provides updated Request Mast guidance for those members (Marines and Sailors) assigned to 3D Marine Division (MARDIV).
2. Cancellation. Division Order 1700.23A of 10 October 2018.
3. Mission. To preserve the right of all members to directly communicate grievances to, or seek assistance from their Commanding Officers (COs) as exercised through the formal process of Request Mast. Request Mast is established in U.S. Navy Regulations (Articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805) and includes both the right of the member to communicate with the commander, normally in person, and the requirement that the Commander consider the matter and personally respond to the member requesting mast.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. This order is to be used by all members of 3d MARDIV, to include subordinate elements (MSEs), for the purpose of exercising Request Mast within 3d MARDIV. All members shall be informed of its contents.
 - (2) Concept of Operations. Request Mast applications will be submitted using a Navy and Marine Corps (NAVMC) Form 11296, via the chain of command, to the CO with whom the Request Mast is desired.
 - b. Subordinate Element Missions

(1) MSEs(a) Institute and maintain the Commandant's Request Mast program in accordance with reference (a).

(b) Publish an Order and command specific elements pertaining to Request Mast in accordance with references (a) and (b).

(c) Ensure all members are familiar with the Request mast process.

(2) Command Inspector General (CIG)

(a) Provide administrative assistance to Commanders and members in the submission and processing of Requests Masts within 3d MARDIV as delineated in enclosure (1).

(b) Facilitate the expeditious processing of Request Mast petitions addressed to the Commanding General (CG), 3d MARDIV.

5. Administration and Logistics

a. All 3d MARDIV Commanders listed in enclosure (1) will notify the 3d MARDIV CIG of any Request Mast petitions that will be forwarded to the 3d MARDIV CG. Furthermore, all Commanders will notify the CG through the CIG when they have denied a Request Mast.

b. The CIG is not authorized to respond to or deny a Request Mast on behalf of the CG. The CIG is authorized to screen all Request Masts for procedural adherence, make appropriate recommendations, and ensure the member's appearance. In the case of a Request Mast marked "For the CG's Eyes Only," the CIG (Deputy CIG or Chief of Staff in the CIG's absence) will act as the Request Mast Reviewing Authority (RMRA). In that capacity, the CIG is authorized to open and review the contents of the Request Mast for procedural adherence and to make appropriate recommendations to the CG.

c. Units assigned to 3d MARDIV as part of the Unit Deployment Program (UDP) will submit Request Masts through the 3d MARDIV chain of command.

6. Command and Signal

a. Command. This Order is applicable to 3d Marine Division and all subordinate elements.

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


W. M. JURNEY

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO

1. 3d Marine Division Staff points of contact for a Request Mast application (see Note 1):

a. Enlisted: 3d Marine Division Deputy Inspector General: Camp Courtney Bldg 4211; phone: DSN 315-622-7014.

b. Officer: 3d Marine Division Command Inspector General: Camp Courtney Bldg 4211; phone: DSN 315-622-9572.

2. 3d Marine Division Headquarters Battalion points of contact for a Request Mast application (see Note 1):

a. Enlisted: 3d Marine Division Headquarters Battalion Sergeant Major: Camp Courtney Bldg 4329; phone: DSN 315-622-9599.

b. Officer: 3d Marine Division Headquarters Battalion Executive Officer: Camp Courtney Bldg 4329; phone: DSN 315-622-9272.

3. Request Mast chain of command for 3d Marine Division Headquarters Battalion and 3d Marine Division Staff (see note 2):

a. Immediate Commander: Commanding Officer, 3d Marine Division Headquarters Battalion: Camp Courtney Bldg 4329; phone: DSN 315-622-9476.

b. Commanding General: Commanding General, 3d Marine Division: Camp Courtney, Bldg 4211; phone: DSN 315-622-9511.

c. List of units/commands who fall under this command for Request Mast Purposes (see Note 2).

(1) Headquarters Battalion, 3d Marine Division

(2) 3d Marine Regiment, 3d Marine Division

(3) 4th Marine Regiment, 3d Marine Division

(4) 12th Marine Regiment, 3d Marine Division

(5) 3d Reconnaissance Battalion, 3d Marine Division

3. The Command Inspector General is located on Camp Courtney in Bldg 4211; phone: DSN 315-622-7014.

COMMAND SPECIFIC ELEMENTS PERTAINING TO

4. If, in the mind of the petitioner, the issue needs to be seen only by the Commanding General, the petitioner will place the request in a sealed, non-see-thru envelope marked, "To be opened by the Commanding General only." The envelope will be hand delivered to 3d Marine Division Command Inspector General. These are the acceptable routing instructions for Request Mast to the CG. (see Note 3).

Note 1. Identify by billet, then the individual with whom a member should contact first for assistance in preparation of the Request Mast application. Typically, for enlisted Marines, this is the unit sergeant major, senior enlisted Marines, or administrative chief and for Marine officers, the executive officer or adjutant.

Note 2. Identify by billet of each Commander in the chain of command with whom a member may Request Mast. Generally, the Request Mast chain of command begins with the first officer exercising NJP authority over the member, through each succeeding Commander up to the immediate CG.

Note 3. In cases where the unit's geographic location does not allow hand delivery of a Request Mast application, the member will send the Request Mast via encrypted electronic mail to 3dMARDIVIGHOTLINE@usmc.mil. Any electronic mail communication between the member and the CIG is a protected communication and is covered under the Military Whistleblower Reprisal Act.