



Request Mast Program



What is Request Mast?

- Provides Marines/Sailors an opportunity to personally talk to their Commanding Officer (CO) to communicate grievances or seek assistance. CO's must consider the matter and personally respond to the member requesting mast.
- Provides Marines/Sailors the opportunity to communicate with his or her immediate Commanding Officer, any superior Commanding Officer in the chain of command up to and including the Marine's *immediate* Commanding General.

Who can request mast?

- Every Marine/Sailor has the right to Request Mast within their chain of command.
- It's encouraged that Marines/Sailors first make every effort to address grievances directly with the party responsible, verbally or in writing. You can also discuss the matter with your immediate supervisor and request assistance.
- Any interference with a Marine's right to Request Mast or any attempt at reprisal is prohibited under Article 92 of the UCMJ. Reprisal is taking, or threatening to take, an unfavorable action or withholding, or threatening to withhold, a favorable action from a military member for making or preparing to make a protected communication.

How do I submit a Request Mast application?

- Complete the Request Mast Application form (NAVMC 11296 Rev 5-19) and submit it through the chain of command to the Commanding Officer. The NAVMC form can be found at: <https://www.3rdmardiv.marines.mil/Units/Staff-Sections/G7-Inspect/>. Hard copies can be provided by your unit's S-1 or the Command Inspector General's (CIG) office.
- Contact your unit's SgtMaj, Admin Chief, Company 1stSgt or CIG office for additional questions related to submitting a Request Mast application.

Can a Request Mast application be denied?

- A Commanding Officer may deny a Request Mast application if there is another specific avenue of redress available to the member. The Commanding Officer should explain to the member why he/she denied the Request Mast application and, if appropriate, explain the procedure the member should follow to resolve the issue.
- The Commanding Officer may also require the member to go through the chain of command prior to approving a Request Mast.

What are some issues that are not appropriate for Request Mast?

Generally, a military member can speak to their Commanding Officer about any subject; however, the member cannot use Request Mast for the following reasons:

- Attacking the proceedings, punishment, or findings and sentence resulting from a disciplinary action brought under the Uniform Code of Military Justice (UCMJ).
- Harass, avoid duty, or intentionally interfere with the Commanding Officer's ability to carry out the functions and mission of the command.
- If the subject of the Request Mast is about an involuntary separation, an ongoing Article 138, UCMJ, or Article 1150, Navy Regulations.

What Orders can I reference for Request Mast?

- Reference DivO 1700.23B and MCO 1700.23G. The Orders are located on the 3d MARDIV IG webpage: <https://www.3rdmardiv.marines.mil/Units/Staff-Sections/G7-Inspect/>