

# 1st Battalion, 3d Marines Request Mast



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**3d Littoral Combat Team** Updated Feb 2023



# Request Mast Agenda

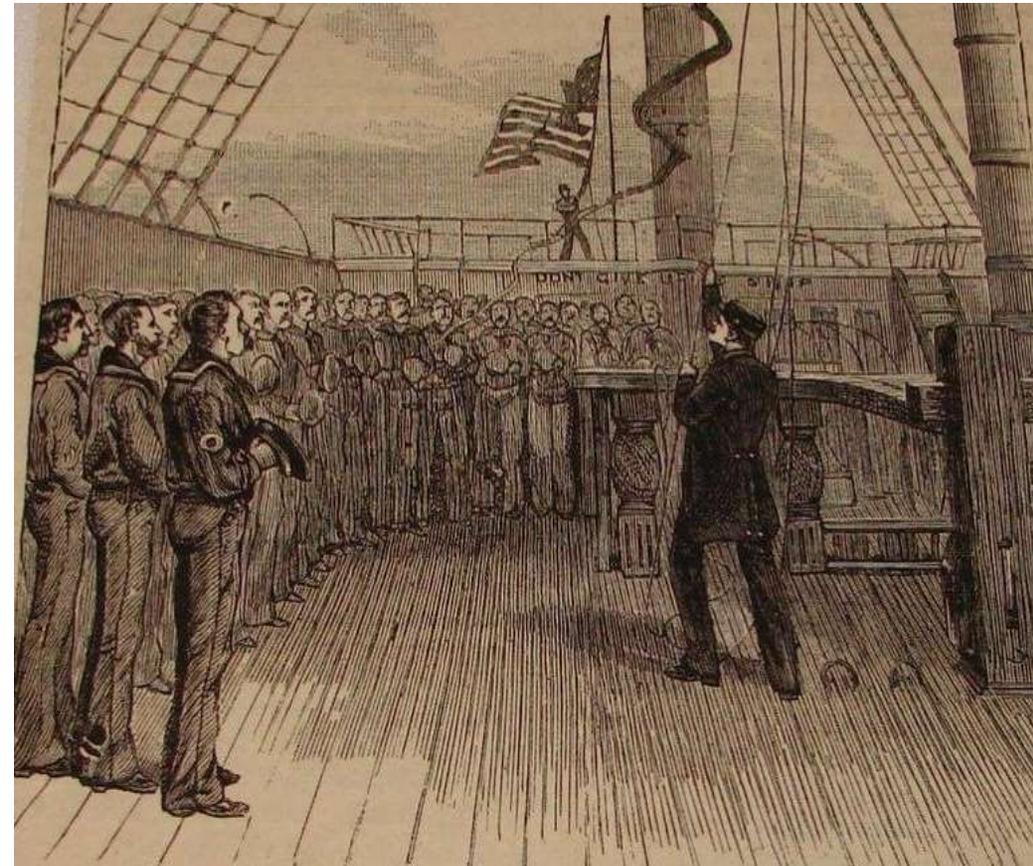


- **History & purpose of Mast**
- **Policy for Requesting Mast**
- **Procedures for Requesting Mast**
- **Assistance**



# The History of Mast

- Naval tradition
- Commander's interaction with ship's crew
- Dispense punishment
- Present awards
- Accept grievances
- Ship's crew had guaranteed right to speak to their Commander
- Solutions were not assured





# Purpose of Mast

- Convey grievances directly to the Commander
- Provides a personal audience with Commander\*
- Expedite processing of urgent concerns
- Should employ the entire Chain of Command to assist
- Should not dismiss the “Chain of Concern”
- Should not replace established staff functions
- Should never supplant informal discourse



\* Appearance with Commander should not present a conflict of interest or affect neutrality



# Request Mast Policy

According to Marine Corps Order 1700.23G, it is "**the right of all Marines to directly seek assistance from, or communicate grievances to, their commanding officers.**" A Marine has "the opportunity to communicate not only with his or her immediate commanding officer, but also with **commanders up to and including a Commanding General (CG) within the chain of command at the same base or immediate geographical location.**"

- **MCO 1700.23G**
- **NAVMC 11296 (form)**
- **Are there better avenues of redress?**
- **Not appropriate for Mast:**
  - **Nuisance requests**
  - **Matters dealing w/ UCMJ or ADSEP**
    - **Contemplated, pending, in progress, or final**
  - **Administrative Actions**
  - **Performance Evaluation**





# The Chain of Command

## WHO CAN I REQUEST MAST TO?



- **Only Officers with NJP Authority**  
*may be I&I, OIC, or Acting*



- **Individual Company Commander**
  - RANK NAME



- **Battalion/Squadron Commander**
  - RANK NAME
- **Regimental/Group Level Commander**
  - RANK NAME



- **MSC Commanding General**
  - RANK NAME



# Request Mast Procedure

- **NAVMC 11296 (5-19)**
  - Filled out, signed, & dated
- **Role of the Applicant**
  - Be a truthful provider of facts
  - Forward via the chain of command
  - If applicant does not want to disclose the matters, place in a secured envelope and write, **“TO BE OPENED BY (RANK NAME or CG) ONLY”**

**USE THIS SPACE TO EXPLAIN UNIT SPECIFIC INSTRUCTIONS; e.g. emailing form to higher, page 2 on the outside of secured envelopes, etc.**



# Request Mast Procedure

- **Role of the “Chain of Concern”**
  - *Leaders at all levels should assist the Marine or Sailor with completing the NAVMC.*
  - *Expedite request*
  - *Do not stop Mast and try to resolve it*
  
- **Role of the Chain of Command**
  - *Expedite audience with the Commander*
    - *Typically the commander will hear the mast within (1) business day*
  - *If disclosed, try to resolve at the lowest level of command*
  - *Explain disposition, delays, and denials*
    - *A face-to-face explanation may not be required for some denials*
  - *The Commander will notify the CG if it is denied*
  - *Ensure **no adverse or prejudicial action** is taken against a Marine as a result of exercising the right to request mast.*



# Request Mast Procedure

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)		
5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND:	
6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed).		
7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in block 5a.)		
8. AFFIDAVIT: I, _____, certify the statements in blocks 6 and 7 are true.		
Signature: _____	Date: _____	

Personal, contact, and biographical data.

What Commander is requested?

What is the problem?

What is the desired "solution"?

Legal affidavit must be signed and dated. "Starts the Clock"



# Request Mast Procedure

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

9. REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must provide an opportunity for the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately responsible for the disposition and closure will complete block 10.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Unit Name
Subject Matter Disclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Forward?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks: (Detail attempts to process or resolve)				
Signature:				Date:

Each Commander's data.

Answer

- Commander should document any attempt to resolve grievance or engagement with applicant as well as amplify answers to above questions.
- The date and time the commander and SNM met should be documented.

Commander must be signed and dated.

- Commanders NOT taking final disposition shall complete part II.
- If Marine accepts a subordinate commander from the commander in block 5a, accepted commander can skip Part II and go to Part III.



# Request Mast Procedure

## 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 5a, explain why the matter was inappropriate for Mast.)

To uphold faith in the system, we get the Marine quickly before their Commander.  
Actually resolving the issue correctly may take time, and must be tracked.

Final disposition; issue may not be resolved immediately

Final Commander to engage with Applicant. Sign & date, stops the clock

Signature:



# Request Mast Procedure

Applicant selects one acknowledgement.

**ACKNOWLEDGEMENT OF FINAL DISPOSITION**

11. Applicants must select one acknowledgement or if they wish to voluntarily withdraw their request.

Final Disposition by the requested subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request 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 Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.

Request Denied: I understand my Request 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 Mast.

Applicant Signature:  Date:

Witness Signature:  Date:

Print Name (Witness)	Rank	Command/Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant and witness sign and date.

If a subordinate commander, to the commander in block 5a, is accepted by the Marine and resolves the issue that subordinate commander is acknowledged in Part III and the Request for Mast is NOT forwarded any higher. ONLY Commanders can be acknowledged in Part III.



# Assistance

**Marines, Sailors, or Officers needing assistance with completing the NAVMC 11296 can contact the chain of command or:**

- **First Sergeant**
- **Sergeant Major**
- **Executive Officer**
- **OTHER POCs** (e.g. S-1 Chief, EOR, Platoon Sergeant)
- **MCS Inspector General**
  - **123-456-7890**



# Questions

