



UNITED STATES MARINE CORPS  
SECURITY BATTALION  
2043 BARNETT AVENUE  
QUANTICO VIRGINIA 22134-5102

BO 1700.1B  
B 27

**FEB 13 2018**

BATTALION ORDER 1700.1B

From: Commanding Officer  
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.23F  
(b) NAVMC 1700.23  
(c) MCINCR-MCBQO 1700.23

Encl: (1) Command Specific Elements for Request Mast  
(2) NAVMC 11296

1. Situation. Per the references, this order represents the initiating Directive for the Commandant's Request Mast Program.
2. Cancellation. BO 1700.1A
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 battalion for the purpose of exercising Request Mast with the Commanding Officer, Security Battalion, Marine Corps Base Quantico (MCBQ) or Commander, Marine Corps Installations National Capital Region - Marine Corps Base Quantico (MCINCR-MCBQ).
    - (2) Concept of Operations
      - (a) 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) A Marine desiring to request mast with the Commanding Officer, Security Battalion, MCBQ, will complete Part I, sections 1-9 and submit the NAVMC Form 11296 unfolded, in a yellow 9x12 envelope.

Subj: REQUEST MAST PROCEDURES

(c) A Marine desiring to Request Mast to the Commander, MCINCR-MCBQ will utilize guidance in reference (c).

(d) For a requestor that chooses not to reveal their issue to anyone other than the Commanding Officer, Security Battalion, MCBQ or Commander, MCINCR-MCBQ, they will affix one (1) NAVMC form 11296 to the front of the envelope as a cover sheet with only Part I, sections 1-8a, and sections 9 complete. Part I, section 8b, will be left blank on the cover sheet.

b. Coordinating Instructions. All members of Security Battalion exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and enclosure (1), which describes the command's specific elements. There should be no more than one working day delay from when the request is presented to when the Marine sees his/her commander.

5. Administration and Logistics

a. Executive Officer/Adjutant/Senior Enlisted Advisor shall:

(1) Provide administrative assistance as delineated in enclosure (1).

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the Commanding Officer, Security Battalion, MCBQ. All Requests Mast addressed to the Commander, MCINCR-MCBQ will be hand carried, in a sealed envelope with a DD Form 2923 affixed to the outside, to the Command Inspector General, MCINCR-MCBQ.

b. Officers-in-Charge/Staff Noncommissioned Officers-in-Charge shall:

(1) Ensure that all personnel are familiar with this directive and the associated command specific elements. Failure to provide assistance, impede the process or deny a Marine to Request Mast is a violation of Article 92 of the Uniform Code of Military Justice.

(2) Facilitate the timely processing of ensuring the Marine sees Commanding Officer, Security Battalion, MCBQ or Commander, MCINCR-MCBQ in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this battalion.

b. Signal. This Order is effective the date signed. This order will be published and all personnel will be informed of its contents.



M. T. SCHNAKENBERG

SECURITY BATTALION COMMAND SPECIFIC ELEMENTS PERTAINING TO  
REQUEST MAST

1. Security Battalion points of contact to initiate a Request Mast application:

a. Enlisted: Battalion Sergeant Major, 1stSgt Ortiz, Jorge, Bldg# 2043 (2<sup>nd</sup> deck), 784-2307.

b. Officer: Battalion Executive Officer, Maj McTeauge Michael, Bldg# 2043 (2<sup>nd</sup> deck), 784-2385.

2. Request Mast Chain of Command for Security Battalion is:

a. Immediate Commanding Officer: Battalion Commanding Officer, LtCol Schnakenberg Mark, Bldg# 2043 (2<sup>nd</sup> deck), 784-2338.

b. Immediate Commanding Officer: Base Commander, Col Murray, Joseph M 784-5900

3. The command inspector general (CIG) for Security Battalion: Col Stopa, James 784-2277.

4. The Command Inspector may review and make appropriate recommendations pertaining to Requests Mast to the Commanding General, however, may neither respond to nor deny a Request Mast on behalf of the commanding general.

MARINE CORPS REQUEST MAST APPLICATION		
NAVMC 11296 (Rev. 6-97)		
SN: 0000-00-888-0350 U/I: EA		
<b>PRIVACY ACT STATEMENT</b>		
Authority:	Title 5, U. S. Code 301; Title 10, USC Section 5013	
Principal Purpose:	Formal filing of complaints/problems to command personnel.	
Routine Uses:	To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.	
Disclosure:	Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.	
<b>PART I: TO BE COMPLETED BY THE APPLICANT</b>		
1. NAME:	2. RANK:	3. SSN: EDIP1
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	
8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):		
8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).		
OR "FOR Eyes Only"		
8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)		
9. AFFIDAVIT		
I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. 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, unlawful influence, or unlawful inducement.		
_____ (SIGNATURE OF APPLICANT/DATE)		

NAVMC 11296 (Rev 6-97) PAGE 2

**PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST**

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

\_\_\_\_\_  
COMMANDING OFFICER SIGNATURE/DATE

**PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST**

(Applicant should initial/complete the appropriate statement(s))

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_ I have had the opportunity to communicate directly with \_\_\_\_\_ (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

\_\_\_\_\_ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_  
WITNESS' SIGNATURE/DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE