



UNITED STATES MARINE CORPS  
1ST SUPPLY BATTALION  
1ST MARINE LOGISTICS GROUP  
BOX 555627  
CAMP PENDLETON, CALIFORNIA 92055-5627

IN REPLY REFER TO:  
BnO 1700.1D  
CO

**13 MAY 2021**

BATTALION ORDER 1700.1D

From: Commanding Officer  
To: All hands

Subj: 1ST SUPPLY BATTALION REQUEST MAST PROGRAM

Ref: (a) U.S. Navy Regulations  
(b) Marine Corps Manual  
(c) NAVMC 1700.23F  
(d) MCO 1700.23F  
(e) MCO P5354.1D w/CH 1

Encl: (1) Marine Corps Request Mast Application (NAVMC 11296)  
(2) Command Specific Elements Pertaining to Request Mast

1. Situation. This Order contains 1st Supply Battalion command specific instructions only and does not replace reference (a).

2. Cancellation. BnO 1700.1C

3. Mission. To preserve the right of all service members assigned or attached to 1st Supply Battalion to directly communicate grievances to, or seek assistance from their Company Commander as exercised through the formal process of Request Mast, which includes the right to communicate with the commander in person and the requirement that the commander consider the matter and personally respond to the Marine in a timely manner.

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 within the unit Commanding Officer or the Commanding General, 1st Marine Logistics Group. This order will be published and all personnel will be informed of its contents. Commanders at all levels will ensure all service members' right to Request Mast is upheld in compliance with the references. The chain of command will be responsive and accountable for ensuring the procedure promulgated in the references is adhered to in order to preserve the integrity of the Request Mast process.

(2) Concept of Operations. Request Mast applications will be submitted via the chain of command in writing utilizing enclosure (1) to the Commander with whom the Request Mast is desired. The focus remains on the expeditious and just handling of the complaint at the lowest appropriate level in the chain of command. Lower level commanders can advise but in no case prevent a Marine from requesting an audience with the Commanding General.

b. Coordinating Instructions. All members of this command exercising Request Mast shall do so by utilizing the references and

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enclosures which describe the process and procedural aspects of Request Mast and this command's specific elements.

c. Tasks

(1) Commanders, Officers in Charge, Staff Officers. Post this Order in your area and ensure all hands are familiar with its contents. Facilitate the process to ensure Marines can execute their right to Request Mast.

(2) Command Request Mast Functional Area Manager

(a) Update the command specific elements in this Order as required.

(b) Provide administrative assistance as required to ensure procedural adherence to the references.

(c) Facilitate the process of Request Mast applications to the Commanding General.

(d) Maintain a database to track the location and status of Request Mast applications to the Commanding General.

5. Administration and Logistics

a. The Request Mast process is the primary means of addressing complaints that fall outside the Prohibited Activities and Conduct order as described but not limited to those in reference (e). Only the Marine can determine if the complaint is resolved. Marines with a formal complaint not resolved to their satisfaction by the chain of command retain the right to Request Mast to the Commanding General.

b. The Command Inspector General (CIG) may neither respond to nor deny a Request Mast on behalf of the Commanding General, but is authorized to screen the request for procedural adherence, make appropriate recommendations regarding the application, and coordinate the appearance of the Marine. In the case of a letter marked "For Commanding General's Eyes Only" the CIG shall communicate directly with the Marine requesting mast if the Commanding General is not readily available and advise the Marine of the approximate date the Commanding General will be available.

c. Any lawful communication made to the CIG will constitute a protected disclosure under the Military Whistleblower Protection Act. In addition to the protection afforded a Marine while exercising the right to request mast under U.S. Navy regulations and this Order, further protection is afforded under 10 implemented by SECNAVINST 5370.7D, Military Whistleblower Protection Act as implemented by SECNAVINST 5370.7D, Military Whistleblower Protection.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members under the cognizance of 1st Supply Battalion.

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

  
S. H. NIEWENHOUS IV