

UNITED STATES MARINE CORPS
1ST MEDICAL BATTALION
1ST MARINE LOGISTICS GROUP, FMF
BOX 555657
CAMP PENDLETON, CA 92055-5657

IN REPLY REFER TO

BnO 1700.10T

Ser CO/ 01017

15 NOV 2023

BATTALION ORDER 1700.10T CHANGE TRANSMITTAL 1

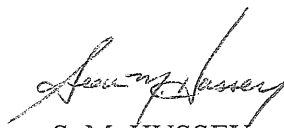
From: Commanding Officer, 1st Medical Battalion

To: All Hands

Subj: REQUEST MAST PROGRAM

1. Purpose. This change is issued to clarify language in the Subject line. The updated language is concise, but does not affect established policy, practices, and procedures. Minor formatting changes were made throughout this Order.

2. Records Management. Records created as a result of this change transmittal, regardless of media and format, shall be managed per SECNAV M-5210.1.


S. M. HUSSEY



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From: Commanding Officer, 1st Medical Battalion
To: All Hands

Subj: REQUEST MAST PROGRAM

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual
(c) Uniform Code of Military Justice (UCMJ)
(d) MCO 1700.23G
(e) NAVMC 1700.23G
(f) GruO 1700.1X

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

1. Situation. This Order promulgates the Initiating Directive's policy and procedures for the Commandant's Request Mast Program.
2. Cancellation. Bno 1700.10S
3. Mission. To preserve the right of every Marine and Sailor to directly communicate grievances to, or seek assistance from, their Commanding Officer as exercised through the formal process of Request Mast. Request mast as established in reference (a) (Articles 0820c and 1151.1) and reference (b) (paragraph 2805), includes both the right of the Marine and Sailor to communicate with the Commander, normally in person, and the requirement that the Commander consider the matter and personally respond to the Marine or Sailor requesting Mast.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. This Orders promulgates policy and procedure for the Commander's Request Mast Program with the Commanding Officer/Commanding General. All members of this command shall be informed of the contest of this Order upon publication.
 - (2) Concept of Operations. Request mast applications must be submitted in writing using guidance contained in enclosure (1) via the Command Master Chief to the Commander with whom the Marine or Sailor is requesting audience.

b. Coordinating Instructions. This Order describes the process and procedural aspect of the Request Mast Program and is the single request mast directive for 1st Medical Battalion. All members exercising request mast will utilize references (a) through (e), and enclosure (2). No additional requirements may be imposed on the Request Mast Process.

5. Administration and Logistics

a. Command Master Chief. Facilitate the process of request mast applications address to the Commanding Officer/Commanding General for consideration.

b. Adjutant shall:

(1) Provide administrative assistance as delineated in the enclosures.

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

c. Officers in Charge/Senior Non-Commissioned Officers in Charge shall:

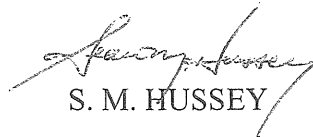
(1) Ensure that all personnel are familiar with this Order and the associated Command Specific Elements.

(2) Facilitate processing Marines and Sailors through administrative procedures ensuring their right to request mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of 1st Medical Battalion.

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


S. M. HUSSEY

MARINE CORPS REQUEST MAST

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series; SECNAVINST 5370.5 series; and E.O. 9397 (SSN), as amended. [SORN N05041-1](#)

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. [A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/)

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

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, <input type="text"/>	certify the statements in blocks 6 and 7 are true.
Signature: <input type="text"/>	Date: <input type="text"/>

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.)

Signature:

Date:

PART IV: APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request

- ☐ **Final Disposition by a selected 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:

Commander:

- ☐ **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 Name