



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

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://dpcid.defense.gov/Privacy/SORNsindex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpcid.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:
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. UNIT:

5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)

5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND:
<input type="text"/>	<input type="text"/>

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:

ENCLOSURE (1)

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 offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

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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:

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 Name

COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

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

a. Enlisted:

- (1) Billet: Battalion Sergeant Major
- (2) Rank: Sergeant Major
- (3) Name: Steven M. Burkett
- (4) Location: Building 22172
- (5) Phone Number: (760) 725-4646

b. Officer:

- (1) Billet: Executive Officer
- (2) Rank: Major
- (3) Name: Daniel J. Falvey
- (4) Location: Building 22172
- (5) Phone Number: (760) 725-8397

2. Request Mast chain of command for this command is:

a. Immediate Commander

- (1) Billet: Battalion Commander
- (2) Rank: Colonel
- (3) Name: Siebrand H. Niewenhous IV
- (4) Location: Building 22172
- (5) Phone Number: (760) 725-8038

b. Immediate Commander

- (1) Billet: Commanding General, 1st Marine Logistics Group
- (2) Rank: Brigadier General
- (3) Name: Phillip N. Fietze
- (4) Location: Building 140121
- (5) Phone Number: (760) 725-6518

c. List all units who fall under this command for Request Mast Purposes:

- (1) Headquarters and Service Company, 1stLt Alex J. Hebert.
- (2) Supply Company, Maj Travis A. NeeSmith

(3) Ammunition Company, Maj Kelly E. Dayton.

(4) Medical Logistics Company, LCDR Christopher Washington.

d. The Command Inspector General for this unit is:

(1) Billet: Inspector General, LtCol James R. Stover

(2) Billet: Inspector General Chief, MSgt Douglas A. Sholl

(3) Location: Building 140127

(5) Phone Number: (760) 725-5472

3. A Command Inspector may view and make appropriate recommendations pertaining to Request Mast to the Commanding General, however, may neither respond to nor deny a Request Mast on behalf of the Commanding Officer or Commanding General.