



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134-5050

TECOMO 1700.1A  
C46IG  
20 DEC 2011

TRAINING AND EDUCATION COMMAND ORDER 1700.1A

From: Commanding General  
To: Distribution List

Subj: REQUEST MAST INITIATING DIRECTIVE

Ref: (a) U. S. Navy Regulations of 1990  
(b) Marine Corps Manual  
(c) MCO 1700.23F  
(d) NAVMC Directive 1700.23

Encl: (1) Commanders Specific Elements for Request Mast

1. Situation. This Order presents the Initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. TECOMO 1700.1

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 reference (a), Articles 0820c and 1151.1 and reference (b), paragraph 2805, includes both the right of the Marine to communicate, normally in person, with their commander. It also establishes the requirement for the commander to 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

(a) The Commanding Generals (CGs) of Education Command, Training Command, Marine Corps Recruit Depots San Diego, California and Parris Island, South Carolina and Marine Air Ground Task Force Training Command will publish Request Mast

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distribution is unlimited.

Initiating Directives in compliance with references (a) through (d).

(b) In situations where the commander of a Major Subordinate Command is not a General Officer or an officer granted General Courts Martial Convening Authority, the first General Officer in the chain of command to whom a Marine can Request Mast will be the CG of Training and Education Command (TECOM).

(c) The Request Mast points of contact for military personnel on the TECOM headquarters staff are located in enclosure (1).

(d) This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing Navy Marine Corps (NAVMC) form 11296 (Rev) via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members exercising Request Mast, shall do so utilizing references (a) through (d). No additional administrative requirements shall be imposed on the Request Mast process.

5. Administration and Logistics. The Command Inspector General (CIG) is authorized to review Request Mast addressed to the CG, TECOM and make recommendations. The CIG is not authorized to respond to or deny a Request Mast on behalf of the CG, TECOM. Additionally the:

a. CIG shall:

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

(2) During inspections, ensure this Order is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the CG, TECOM for consideration.

b. Commanders/Assistant Chiefs of Staff/Directors shall:

(1) Ensure all personnel are familiar with this Order and the associated command specific elements.

(2) Facilitate getting Marines in front of the commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all military members of TECOM.

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

  
R. C. FOX

DISTRIBUTION: A, B, C

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate Request Mast applications:

a. Enlisted: First Sergeant, Training and Education Company (TECO)/Sergeant Major, Headquarters and Service Battalion (HqSvcBn)/Sergeant Major, TECOM.

b. Officer: Executive Officer, TECO, Executive Officer, HqSvcBn, Chief of Staff, TECOM.

2. Request Mast chain of command for TECOM is:

a. Immediate Commander: Commanding Officer, TECO

b. Next Level Commander: Commanding Officer, HqSvcBn

c. Immediate Commanding General: Commanding General, TECOM

3. Additional Instructions. All Request Mast with the CG, TECOM will be in writing and forwarded expeditiously through the chain of command to the TECOM CIG using chapter 4 of reference (d). Additionally, the TECOM CIG will publish via separate document a list of command points of contact to initiate a Request Mast and the Request Mast chain of command.