



## UNITED STATES MARINE CORPS

TRAINING COMMAND  
2300 LOUIS ROAD  
QUANTICO, VIRGINIA 22134-5050

TRNGCMDO 1700.2B  
C47IG

AUG 21 2012

### TRAINING COMMAND ORDER 1700.2B

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 1700.23F  
(e) TECOMO 1700.1A

Encl: (1) Command Specific Elements for Request Mast

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

2. Cancellation. TRNGCMDO 1700.2A.

3. Mission. To preserve the right of all Marines to directly communicate grievances 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 with the Commanding General (CG), normally in person, and the requirement that the CG 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 will be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding General. This Order will be published and all personnel will be informed of its content.

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Distribution is unlimited.

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

(a) To comply with the requirements of references (a) through (e), the following commands will publish a Request Mast Initiating Directive and Command Specific Elements List (points of contact/chain of command). The format will be similar to the ones used in Appendix B and C of reference (d) and this Order:

1. Each Major Subordinate Element (MSE) within Training Command (TRNGCMD).

2. Those Subordinate Training Units (STU) under an MSE that have non-judicial punishment (NJP) authority and perform their own administrative tasks, such as unit diary and service record maintenance. For example:

a. MARDET Lackland AFB, TX

b. MARDET Goodfellow AFB, TX

c. MARDET Fort Meade, MD

d. MARDET Dam Neck, VA

e. MARDET Fort Gordon, GA

(b) The following type STUs will not publish their own Request Mast Initiating Directive, but will utilize their MSE's Directive:

1. STUs geographically located with their MSE that have NJP authority and do not perform their own unit diary and service record maintenance. For example:

a. Infantry Training Battalions and associated companies under the School of Infantry East/West.

b. Instructor Battalion and associated companies under The Basic School.

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c. Logistics Operations School, Marine Corps  
Combat Service Support Schools.

d. Motor Transport Instruction Company, Fort  
Leonard Wood.

e. Training Companies under the Officer  
Candidates School.

2. Marine Corps Representatives and Liaisons.

For example:

a. MARCORREP Kirkland AFB, NM

b. MARCORREP Sheppard AFB, TX

c. MARCORREP Fort. Jackson, SC

d. MARCORREP Hurlburt Field, FL

(c) MSEs will incorporate into their Request Mast Initiating Directive enclosures of the Command Specific Elements for each subordinate unit from the lowest level commander with NJP authority through any intermediate commanders up to the CG, TRNGCMD.

(d) All commands that conduct Request Masts must post a copy of the applicable Request Mast Initiating Directive, Command Specific Elements List, reference (d), and this Order on their troop information board. All personnel will be informed of its content.

(e) The immediate CG in the chain of command is the CG, TRNGCMD. However, per reference (e), in situations where the Commander of TRNGCMD is not a General Officer or an officer granted General Courts Martial Convening Authority, the immediate CG in the chain of command to whom a military member can request mast will be the CG of Training and Education Command.

(f) The Request Mast points of contact for personnel on TRNGCMD's staff are set out in enclosure (1).

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(g) Coordinating Instructions. All TRNGCMD staff service members and personnel of subordinate commands exercising Request Mast shall do so utilizing references (d), (e), this Order, and their command's version of enclosure (1).

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

a. CIG 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 CG, TRNGCMD for consideration.

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

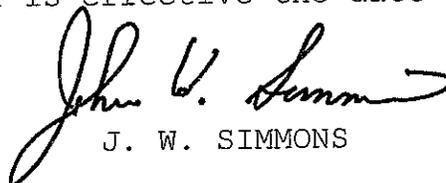
(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate getting Marines in front of the CG 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 command.

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

  
J. W. SIMMONS

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COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

1. Command points of contact to initiate Request Mast applications for TRNGCMD HQ staff members aboard Quantico:
  - a. Enlisted: First Sergeant, Training and Education Company (TECO)/Sergeant Major, Headquarters and Service Battalion (HQSvcBn)/Sergeant Major, TRNGCMD.
  - b. Officer: Executive Officer, (TECO)/Executive Officer (HQSvcBn/Chief of Staff or Staff Secretary, TRNGCMD.
2. Request Mast chain of command for this command (TRNGCMD headquarters staff service members assigned aboard Quantico) is:
  - a. Immediate Commanding Officer: Commanding Officer, TECO
  - b. Next Level Commanding Officer: Commanding Officer, HQSvcBn
  - c. Immediate Commanding General: Commanding General, TRNGCMD
3. Training Command type units who fall under this Request Mast Initiating Directive are:
  - (1) All Marine Aviation Training Support Groups
  - (2) The Basic School
  - (3) Officer Candidates School
  - (4) Marine Corps Communications and Electronic School
  - (5) Marine Corps Intelligence Schools Command
  - (6) Schools of Infantry
  - (7) Field Medical Training Battalions

Enclosure (1)

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- (8) Weapons Training Battalion, Quantico
- (9) Marine Corps Combat Service Support Schools
- (10) Marine Corps Engineer School
- (11) Amphibious Assault School Battalion
- (12) Communications School, Quantico
- (13) Expeditionary Warfare Training Groups
- (14) Marine Corps Detachments/Representatives

Note: The above includes personnel attached to these commands who are assigned to joint or sister service commands and other service personnel attached to the rolls of the TRNGCMD units. The Staff Noncommissioned Officer Academy personnel will be processed per reference (e), and Education Command's Request Mast Initiating Directive.

4. Additional Instructions. All Request Masts with the CG, TRNGCMD should be forwarded as expeditiously as possible to the CIG using the guidance of chapter 4 to reference (d). Reference (d), Appendix C requires this command to identify by name, billet, rank, location and phone number, the points of contact to initiate a Request Mast and the Request Mast chain of command. To comply with this requirement the CIG will publish a list of these individuals via separate document, and update this list when any changes occur.

Enclosure (1)