



UNITED STATES MARINE CORPS
MARINE CORPS ENGINEER SCHOOL
PSC BOX 20069
CAMP LEJEUNE, NORTH CAROLINA 28542-0069

ScoIO 1701.3C CH-1
CO
OCT 12 2023

SCHOOL ORDER 1701.3C CHANGE TRANSMITTAL 1

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST PROGRAM

Ref: (a) MCO 1700.23G
(b) TRNGCMDO 1700.2D

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

1. Situation. This order establishes the initiating directive for the Commandant of the Marine Corps Request Mast program at Marine Corps Engineer School (MCES).
2. Cancellation. ScoIO 1701.3C dtd 2 Feb 2022.
3. Mission. To preserve the right of all MCES Marines to directly communicate grievances to, or seek assistance from, their Commanding Officer (CO), as exercised through the formal process of Request Mast. Request Mast, as established in U.S Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805), includes both the right of the Marine to communicate with the CO, normally in person, and the requirement that the CO 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 program is to be utilized by all members of MCES for the purpose of exercising request mast. This program 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 the NAVMC form 11296 via the chain of command to the CO with whom the Marine is requesting an audience. Unless desired, a Marine does not have to disclose the subject of the request mast to anyone in the chain of command except to the CO with whom the Marine is requesting mast.
 - b. Coordinating Instructions
 - (1) Timelines. Request mast will be conducted at the earliest reasonable time (in general, no more than one working day delay at any level of command). The CO will hear emergency cases as soon as initially submitted. To determine whether a request mast is an emergency case, among other things, consider whether the Marine is subject to an ongoing hardship (e.g. delay in receiving pay), the severity of hardship, if or expected event in the immediate future (e.g. request for leave to attend a

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relative's funeral being denied). In cases where the request mast is not heard immediately, i.e., non-emergency cases presented at the end of the day/work week that can be reasonably dealt with on the following workday, the reason for the delay shall be explained to the Marine requesting mast and acknowledged in writing by both the CO and the Marine on the NAVMC form 11296.

5. Administration and Logistics

a. Sergeant Major shall:

- (1) Ensure that all personnel are familiar with this program and the associated command specific elements.
- (2) Provide administrative assistance as delineated in the enclosures.
- (3) Ensure that this program is posted on all information boards and social media outlets.
- (4) Facilitate the process of request mast applications addressed to the CO for consideration.
- (5) Properly safeguard and maintain records IAW records management directives as outlined in reference (a).

b. Company commanders/First Sergeants shall:

- (1) Ensure that all personnel are familiar with this program and the associated command specific elements.
- (2) Facilitate getting Marines in front of the CO to execute their right to request mast.

c. Records Management

(1) Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per references (j) and (k) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (l) for Marine Corps records management policy and procedures.

(2) Request mast records shall be properly safeguarded and maintained separately from school records. The MCES SgtMaj is the functional area manager for this program.

(3) The command shall manage request mast records in accordance with record schedule 1000-34. Records schedules may be located at:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. **Privacy Act.** Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against

unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (m)) and implemented per reference (n).

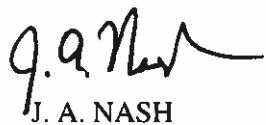
c. Forms Management. NAVMC 11296 may be located on Naval Forms Online at:
<https://forms.documentservices.dla.mil/order/>.

d. Functional Area Checklist. The request mast functional area checklist can be referenced at:
<https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/>.

6. Command and Signal

a. Signal. This program is effective the date signed.

b. Command. This program is applicable to all members of MCES.



J. A. NASH

DISTRIBUTION: A

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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. MCES points of contact to initiate a request mast application:
 - a. Enlisted: [Sergeant Major D. C. Morning](#), Building BB-28 at (910) 440-7136.
 - b. Officer: [Executive Officer Lieutenant Colonel E. P. Wolfe](#), Building BB-28 at (910) 440-7329.
2. Request mast chain of command for MCES:
 - a. Company commanders:
 - (1) Headquarters and Service Company: [Major B. J. Kujawski](#) at (910) 440-7581.
 - (2) Combat Engineer Instruction Company: [Major C. C. Miller](#) at (910) 440-7579.
 - (3) Utilities Instruction Company: [Major A. F. Coffey](#) at (910) 440-7073.
 - b. Commanding Officer: [CO, MCES, Colonel Jennifer A. Nash](#).
 - c. Immediate Commanding General (CG): CG, Training Command, [Brigadier General F. J. Sullivan](#).
3. The Command Inspector General, Training Command, can be reached at (703) 784-3073.
4. Any request mast to the CG will be routed through each level of command. The person requesting mast will have a chance to address their concerns at each level of command. It should take approximately three working days for a request mast to reach the CG.

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:

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.)

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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:

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
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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
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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
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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: _____

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