



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

ScolO 1701.3C  
CO  
FEB 02 2022

SCHOOL ORDER 1701.3C

From: Commanding Officer  
To: Distribution List

Subj: REQUEST MAST PROGRAM

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

Encl: (1) Command Specific Elements 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. ScolO 1701.3B.
3. Mission. To preserve the right of all MCES Marines 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 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 Commanding Officer, normally in person, and the requirement that the Commanding Officer considers the matter and personally responds 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 Commanding Officer 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 Commanding Officer 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). Commanding Officers 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 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 work day, the reason for the delay shall be explained to the Marine requesting mast and acknowledged in writing by both the Commanding Officer and the Marine on the NAVMC form 11296.

5. Administration and Logistics

a. Executive Officer/Sergeant Major/Adjutant shall:

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

b. Company Commanders/Officers in Charge/Staff Non-commissioned Officers in Charge 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 Commanding Officer in order to execute their right to request mast.

6. Command and Signal

- a. Signal. This program is effective the date signed.
- b. Command. This program is applicable to all members of MCES.

  
G. A. MCCULLAR

DISTRIBUTION: A

## COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. MCES points of contact to initiate a request mast application:
  - a. Enlisted: Sergeant Major B. D. Frazier, building BB-28 at (910) 440-7136.
  - b. Officer: Executive Officer, Lieutenant Colonel F. H. Freeman, building BB-28 at (910) 440-7329.
2. Request mast chain of command for MCES.
  - a. Company Commanders:
    - (1) Headquarters and Service Company: Captain D. W. Denison at (910) 440-7581.
    - (2) Combat Engineer Instruction Company: Major M. C. Moore at (910) 440-7579.
    - (3) Utilities Instruction Company: Major B. L. Carter at (910) 440-7073.
  - b. Commanding Officer: Commanding Officer, MCES, Colonel G. A. McCullar.
  - c. Immediate Commanding General: Commanding General, Training Command, Major General J. D. Alford.
3. The Command Inspector General, Training Command can be reached at (703) 784-3073.
4. Any request mast to the Commanding General 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 Commanding General.

## MARINE CORPS REQUEST FOR 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. <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)

5.a. NAME OF COMMANDER (Rank, Full Name)

5.b. COMMAND:

6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and name of any individuals involved, possible witnesses, and to whom this matter may have been previously reported).

7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander Officer named in Block 5a.)

8. AFFIDAVIT:

I, , have read this statement which contains Blocks 6 and 7. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion or unlawful influence.

Signature: Date: 

ENCLOSURE ( 2 )

**PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND**

9. COMMANDERS' MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commander must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. COMMANDER, COMPANY LEVEL:

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. COMMANDER, BATTALION, SQUADRON LEVEL:

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. COMMANDER, REGIMENT LEVEL:

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 5.a, 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 for 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 for Mast was granted and I communicated directly with the Commander specifically named in Block 5a. I fully understand the disposition or probable disposition of my grievance.

Request Denied: I understand my request for 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 for Mast.

Applicant Signature:

Date:

Witness Signature:

Date: