



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO VA 22134-5033

TECOMO 1700.1B  
C46IG

**FEB 15 2019**

TRAINING AND EDUCATION COMMAND ORDER 1700.1B

From: Commanding General, Training and Education Command  
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

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order presents the Initiating Directive for the Commandant's Request Mast Program within Training and Education Command (TECOM).

2. Cancellation. TECOM Order 1700.1A.

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 their commander, normally in person. 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) In situations where the commander of a major subordinate command (MSC) is not a General Officer or an officer granted General Courts Martial Convening Authority, the first Commanding General (CG) in the chain of command to whom a Marine can Request Mast will be CG, TECOM.

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distribution is unlimited.

(b) Request Mast points of contact, for personnel on the TECOM Headquarters Staff, are located in enclosure (1).

(2) Concept of Operations

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

(b) All Request Mast applications will be submitted to the first officer exercising non-judicial punishment (NJP) authority over the Marine, through each succeeding commander in the chain of command.

(c) Request Mast applications originating outside the local area should be emailed to the Command Inspector General (CIG) mailbox [tecom.ighotline@usmc.mil](mailto:tecom.ighotline@usmc.mil).

b. Subordinate Element Missions

(1) Commanding Generals 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. Publish Request Mast Initiating Directives in compliance with references (a) through (d).

(2) Command Inspector General

(a) Provide administrative assistance, as delineated in Enclosure (1).

(b) Per reference (d), ensure this Order is posted on all Troop Information Boards and readily available to all personnel.

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

(3) Commanders/Assistant Chiefs of Staff/Directors

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

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

c. Coordinating instructions. All members of the command desiring to exercise Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics. The CIG is authorized to review Request Masts 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. This Order will be published and all personnel will be informed of its contents.

6. Command and Signal

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

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

  
W. F. MULLEN III

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

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

a. Enlisted:

(1) First Sergeant, Training and Education Company  
(TECO)- Bldg 2006, (703) 784-6057

(2) Sergeant Major, Headquarters and Service Battalion  
(HQSvcBn)- Bldg 2006, (703) 784-2263

(3) Sergeant Major, TECOM - Bldg 1019, (703) 784-2311

b. Officer:

(1) Executive Officer, TECO - Bldg 2006, (703) 784-2901

(2) Executive Officer, HQSvcBn - Bldg 2006, (703) 784-  
2264

(3) Chief of Staff, TECOM - Bldg 1019, (703) 784-3730

2. Request Mast chain of command for TECOM is:

a. Immediate Commanding Officer: Commanding Officer, TECO  
- Bldg 2006, (703) 784-2901

b. Next Level Commanding Officer: Commanding Officer,  
HQSvcBn - Bldg 2006, (703) 784-2264

c. Immediate Commanding General: Commanding General, TECOM  
-Bldg 1019, (703) 784-3730

3. The CIG for this unit is: Mr. A. T. Conord - Bldg 1019,  
(703) 784-3073

4. Routing Instructions:

a. All Request Masts 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).

b. A uniformed member of the command desiring to Request Mast with the first CG in their chain of command, will complete Part I, sections 1 through 9 of the NAVMC form 11296. The member will indicate in section 8a "Commanding General, TECOM."

Each commander in the members chain of command will complete a separate Part II, Section 10 of the NAVMC form 11296. All documents will be included with the member's original request and submitted unfolded, in an envelope.

c. If the member does not want to reveal the subject of the Request Mast to a subordinate commander, complete the following additional administrative processing requirements.

(1) The member will mark the outside of the envelope with the statement, "REQUEST MAST: To be opened by the Commanding General, TECOM only."

(2) The member will seal the envelope and then sign his or her name over the seal before covering it with clear tape.