



UNITED STATES MARINE CORPS
TRAINING COMMAND
2300 LOUIS ROAD
QUANTICO VA 22134

TRNGCMDO 1700.2D
C 47IG

JAN 06 2020

TRAINING COMMAND ORDER 1700.2D

From: Commanding General

To: Distribution List

Subj: REQUEST MAST PROGRAM

Ref: (a) U. S. Navy Regulations of 1990
(b) Marine Corps Manual
(c) MCO 1700.23G

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 Command (TRNGCMD).

2. Cancellation. TRNGCMDO 1700.2C

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 commander, normally in person, and the requirement that the commander 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.

(2) Concept of Operations. Request mast applications will be submitted in writing utilizing the NAVMC form 11296 via the chain of command to the commander 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

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chain of command except to the commander with whom the Marine is requesting mast.

b. Subordinate Element Missions

(1) Command Inspector General

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

(b) Ensure that this directive is readily available to all personnel. Directive can be found at:
<https://www.trngcmd.marines.mil/Special-Staff/Inspector-General/Request-Mast/>

(c) Facilitate the process of request mast applications addressed to the Commanding General.

(2) Commanders/Assistant Chiefs of Staff/Directors

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

(2) Facilitate communication of Marines with the Commanding General in order to execute their right of request mast.

c. Coordinating Instructions. All members of this command exercising request mast shall do so utilizing reference (c), which describes the process and procedural aspects of request mast and enclosure (1), which describes the command's specific elements.

5. Administration and Logistics. The Command Inspector General (CIG) is authorized to review request mast addressed to the Commanding General, to include those that are sealed and marked "to be opened by the CG only", and to 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 Commanding General.

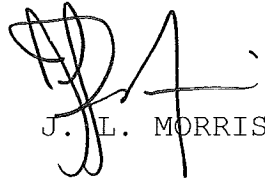
6. Command and Signal

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

(1) As authorized in reference (c), the TRNGCMD Chief of Staff is permitted to conduct Request Mast in the absence of the Commanding General when temporarily appointed to an "Acting" compacity.

(2) The TRNGCMD Chief of Staff will inform the Commanding General of all Request Mast applications. The Commanding General will make the determination to personally respond or delegate authority for response to the Chief of Staff.

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



J. L. MORRIS

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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), BLDG 2006, 703-784-6057; Sergeant Major, Headquarters and Service Battalion (HQSvcBn), BLDG 2006, 703-784-2263; Sergeant Major, TRNGCMD, BLDG 2300, 703-784-0016.

b. Officer: Executive Officer, (TECO), BLDG 2006, 703-784-2901; Executive Officer (HQSvcBn), BLDG 2006, 703-784-2264; Chief of Staff or Staff Secretary, TRNGCMD, BLDG 2300, 703-784-0010.

2. Request Mast chain of command for this command (TRNGCMD headquarters staff service members assigned aboard Quantico) are:

a. Immediate Commanding Officer: Commanding Officer, TECO, BLDG 2006, 703-784-6008

b. Next Level Commanding Officer: Commanding Officer, HQSvcBn, BLDG 2006, 703-784-2264

c. Immediate Commanding General: Commanding General, TRNGCMD, BLDG 2300, 703-784-0019

Note: The POC information can also be found at:
<https://www.trngcmd.marines.mil/Special-Staff/Inspector-General/Request-Mast/>

3. Training Command units that fall under this Request Mast initiating directive:

a. All Marine Aviation Training Support Groups

b. The Basic School

c. Officer Candidates School

d. Marine Corps Communications and Electronic School

e. Marine Corps Intelligence School

f. Schools of Infantry

- g. Field Medical Training Battalions
- h. Weapons Training Battalion, Quantico
- i. Marine Corps Combat Service Support Schools
- j. Marine Corps Engineer School
- k. Amphibious Assault School
- l. 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.

4. Additional Instructions. All Request Masts addressed to the CG, TRNGCMD should be forwarded as expeditiously as possible to the CIG (Building 1019, 703-784-3073 in accordance with chapter 3 to reference (c).