UNITED STATES MARINE CORPS
FIRST RECONNAISSANCE BATTALION (REIN)
FIRST MARINE DIVISION
BOX 555584
CAMP PENDLETON, CA 92055-5584

1610
BNCO
15 May 08

COMMANDING OFFICER'S POLICY LETTER 005-08

From: Commanding Officer, 1ST Reconnaissance Battalion
To: Distribution List

Subj: BATTALION REQUEST MAST POLICY

Ref: (a) MCO 1700.23F

1. Purpose. To identify reference (a) as the sole Marine Corps Order governing Request Mast, effective 22 Feb 2008. Additionally, all MEF, Division, and Battalion Orders regarding Request Mast are cancelled as of the effective date of reference (a).

2. Background. Reference (a) outlines the procedures and regulations governing Request Mast.

3. Policy. Marines are encouraged to exercise their right to request mast but are reminded to do so using the appropriate channels. Marines will use the chain of command in all cases unless the immediate commanding officer is the subject of the request mast. The chain of command is defined as such:

a. Company Commander

b. Battalion Commander

c. Commanding General

4. Promulgation. The point of contact for this matter is the Battalion Adjutant at 763-2020.

R. J. SCHMIDT
Acting

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IN REPLY REFER TO
1610
BNCO
16 May 08

BATTALION ORDER 1610.1a

From: Commanding Officer, 1st Reconnaissance Battalion
To: Distribution List

Subj: 1st RECONNAISSANCE BATTALION REQUEST MAST BATTALION ORDER

Ref: (a) MCO 1700.23F
(b) U.S. Navy Regulations
(c) Marine Corps Manual
(d) Uniform Code of Military Justice (UCMJ)
(e) MCO P1900.16F
(f) JAGMAN
(g) Section 1034 of title 10, United States Code
(h) SECNAVINST 5370.7C
(i) MCO 5040.6G
(j) SECNAV M-5210.1

Encl: NAVMC form 11296

1. Purpose. To establish procedures when Requesting Mast for the Marines and Sailors of 1st Reconnaissance Battalion.

2. Background. The right of all Marines to directly seek assistance from, or communicate grievances to their commanding officers is established in Articles 0820c and 1151.1 of reference(b) and paragraph 2805 of reference (c), and is exercised through the formal process of Request Mast. Request Mast 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.

(a) Request Mast provides a Marine the opportunity to communicate not only with his or her immediate commanding officer, but also with any superior commander in the chain of command up to and including the Marine's commanding general. Request Mast also provides commanders with firsthand knowledge of the morale and general welfare of the command. To be effective, Request Mast must have the wholehearted support of those to whom the leadership of Marines is entrusted. Anyone who attempts to deprive a Marine of the right to Request Mast,

through either acts of omission or commission, will be subject to punishment under reference (d). Request Mast does not preclude the informal process of communication which routinely occurs between seniors and subordinates.

3. Policy. Effective immediately, all personnel needing to Request Mast will submit a completed written statement covering the reasons for requesting mast; this can be accomplished utilizing NAVMC form 11296 or standard letterhead which can be acquired through the Battalion Adjutant. Supporting documents should be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the Marine has revealed and communicated his or her problem.

2. Each intermediate commander to whom the Marine reveals his complaints will provide a written statement as to his or her understanding of the Request Mast and his or her responsive action. Each statement will be added to the Request Mast prior to the Marine communicating the Request Mast subject to the next higher commander.

3. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine will include an explanatory statement as to why the subject was not revealed. The Marine shall place the Request Mast in an envelope marked, "to be opened by the Commanding General only."

4. Marines Requesting Mast will make a written statement on the NAVMC form 11296 or attached sheet indicating that he or she has had the opportunity to communicate directly with the commanding officer and has been informed of any actions to be taken by the commander regarding the Request Mast.

5. When a Request Mast addressed to a higher commander is resolved at a lower level, the Marine will make a written statement on the Request Mast or attached sheet indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. The Marine and a witness will jointly sign and date this statement.

6. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The enclosure will be utilized in the function of the battalion Request Mast procedure. The

Battalion Executive Officer, Adjutant and SgtMaj will ensure that the request timeline is adhered to.

(2) Concept of Operations. All battalion personnel affected by this Order will comply with the provisions of this directive.

5. Administration and Logistics

a. This Order is published and issued by 1st Reconnaissance Battalion Directive Control Point located at 1st Reconnaissance Battalion Building 33520.

b. Recommendations concerning the contents of this Order are encouraged. Recommendations should be submitted via the appropriate chain of command.

6. Commands and Signal

a. Signal. This Order is effective date signed.

b. Command. This Battalion Order is applicable to 1st Reconnaissance Battalion and attached units.

R. J. SCHMIDT
Acting

MARINE CORPS REQUEST MAST APPLICATION
NAVMC 11296 (Rev. 6-97)
SN: 0000-00-888-0350 U/I: EA

PRIVACY ACT STATEMENT

Authority:	Title 5, U. S. Code 301; Title 10, USC Section 5013
Priincipal Purpose:	Formal filing of complaints/problems to command personnel.
Routine Uses:	To provide a record to facilitate personnel management actions and decisions; to serve as a date source for complaint/problem information and resolution efforts.
Disclosure:	Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

PART I: TO BE COMPLETED BY THE APPLICANT

1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your compliant/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page . 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, unlawful influence, or unlawful inducement.

_____
(SIGNATURE OF APPLICANT/DATE)