



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

IN REPLY REFER TO:  
1650  
BNCO  
15 May 08

From: Commanding Officer  
To: Marines and Sailors of 1<sup>st</sup> Reconnaissance Battalion

Ref: (a) SECNAVINST 1650.1  
(b) DoD 1348.33 (DoD Awards Manual)  
(c) MNF-W Awards Order (available on MNF-W S-1 SIPRnet)

Encl: (1) Award Nomination Format

1. Battalion Commander's Awards Guidance

a. Award levels are not commensurate with rank.

b. Award Marines and Sailors for specific achievements as they occur. End of tour awards are by exception only.

c. Review the references before submitting awards to the board to ensure they meet the criteria. Deploying or staying busy in and of themselves are not solid award justifications. Good performance first rates a good fitness report or strong proficiency and conduct marks.

(1) Only when performance and proficiency are demonstrably above pay grade or have a measurable impact beyond the unit should an award be considered.

(2) Awards for leadership should only be recommended when the significant achievement of a group or organization can be directly traced to the tenacity and forcefulness of one individual.

d. Justification and Wording

(1) Ensure all summaries of action and citations contain measurable achievements. AVOID HYPERBOLE!

(2) Avoid wording to the effect of a Marine or Sailor "setting the new standard" unless that new standard is measurable and implemented across the battalion or wider Marine Corps. Be able to demonstrate the new standard, e.g., battalion SOP signed by the CO.

(3) Do not include billet description comments. For example, platoon commanders and platoon sergeants routinely plan, coordinate and train. Armory custodians account for weapons, and watch standers stand watch. These are not achievements, so leave them out of the summary of action because they mask the significance of an individual's true accomplishments.

e. Separate combat actions from CONUS actions if nominating an individual for a combat award (e.g., BS, NC w/V, etc.). Otherwise, the Marine or Sailor will be awarded service award (MSM, NC, etc.).

## 2. Process for Submitting Awards

a. Anyone may nominate a Marine for an award through the chain of command. Awards will only be submitted to the awards board by company commanders or first sergeants. The format for award nominations is contained in Encl (1).

b. Company commanders and first sergeants will submit awards electronically to the adjutant.

c. The adjutant will notify board members and disseminate nominations electronically for review prior to the board.

d. Following the board, the originators will be notified of the results.

e. Company commanders/first sergeants will then submit the awards to the adjutant via the Improved Awards Processing Systems (IAPS).

f. The adjutant will track the award through its final adjudication and awarding to the individual.

## 3. Battalion Awards Board

a. The purposes of the battalion awards board are to ensure deserving Marines and Sailors are appropriately recognized, to ensure equity of awards and compliance with awards criteria across the battalion, and to ensure awards are accurate and well justified prior to submission to the battalion commander. The board only makes recommendations to the battalion commander. The battalion commander is the final authority on the further disposition of all award nominations.

b. Awards boards will be scheduled as necessary by the executive officer.

c. The board will consist of the following members:

- (1) Executive officer (board president)
- (2) Sergeant major (board vice president)
- (3) Adjutant
- (4) Company commanders
- (5) First Sergeants
- (6) Battalion Aid Station chief

d. All board members will review awards and award criteria prior to convening the board.

e. Members will cast votes as follows: Upgrade, Approve, Approve with Re-write, Downgrade or No Award.

f. The adjutant will record and track the results of the board.

4. POC for this policy is the executive officer, (760) 763-0178, DSN -361.



R. J. SCHMIDT  
Acting

# 1<sup>st</sup> Reconnaissance Battalion Award Nomination



Originator:            Grade Name            Date: XX XXX XX  
Nominee:             Grade Name  
Award:                XXXXX  
Dates:                XXXXXX - XXXXXX  
Impact Award        YES / NO

Summary of Action:

Proposed Citation:



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IN REPLY REFER TO:  
1000  
BNCO  
23 May 08

RECONNAISSANCE BATTALION POLICY LETTER 013-08

From: Commanding Officer  
To: Marines and Sailors of 1<sup>st</sup> Reconnaissance Battalion  
  
Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL AND TRAVEL CLAIM POLICY  
FOR FIRST RECONNAISSANCE BATTALION  
  
Ref: (a) JFTR  
(b) DTS Manual  
(c) Maradmin 045/04  
(d) Maradmin 068/05

1. Purpose. To establish battalion policy for TAD travel and the timely and accurate submission of travel claims.

2. Scope. This order applies to all 1<sup>st</sup> Reconnaissance Battalion personnel involved in TAD travel.

3. Background. Long-standing delinquencies in Government Travel Credit Card (GTCC) accounts within the battalion have made it necessary to refine existing TAD procedures as well as develop new ones. Each company headquarters will work in concert with the S-1 and S-3 sections to ensure that their Marines and Sailors are knowledgeable about TAD authorizations, the procedures to make appropriate modifications to those authorizations and the appropriate use of their Government Travel Credit Card while on TAD.

4. Authorizations and Timelines

a. Non-School-Related TAD. The Battalion Executive Officer (XO) is the approving authority for all non-school-related TAD travel.

b. School Related TAD. The battalion S-1 is the approving authority for all school related TAD.

c. Timelines for Non-School-Related Travel.

(1) CONUS. Submit request to the XO not later than 10 days prior to travel for approval.

(2) OCONUS. Submit request to XO no later than 45 days prior to travel. This will provide ample time for submitting country clearance request. If traveling with weapons to locations other than Iraq or Afghanistan, requests must be submitted 60 days prior to travel.

5. DTS Policy

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL AND TRAVEL CLAIM POLICY  
FOR 1ST RECONNAISSANCE BATTALION

a. Commercial Air. It is a DoD mandatory policy that travelers use available Commercial Travel Offices (CTO) or the Defense Travel System to arrange official travel.

- (1) Unused/Partially Used Tickets must be returned for refund. Receipts are **MANDATORY** for reimbursement of flights.
- (2) Coach-class will be used for all official travel.
- (3) No one may authorize Premium Class or First Class without prior CMC/ACMC or higher approval.
- (4) Tickets purchased outside of CTO will be limited to the GTR cost.

b. Rental Vehicle. Receipts are **MANDATORY** for reimbursement of rental vehicles.

- (1) Individual must be approved by the Battalion Executive Officer or a DTS approval authority (Adj/S-1 Chief) prior to submitting TAD request.
- (2) POV Authorized only when more advantageous to government. Fuel is NOT reimbursable, mileage is authorized.

c. Lodging. Government quarters should be directed if available and TAD is at a government installation.

- (1) If Government quarters are not available, traveler needs to get a certificate of non-availability (CNA) from the government BEQ.
- (2) No reimbursement will be authorized if the individual is staying with relatives/friends.

d. Meals. Traveler must be occupying Government Quarters at the TAD installation to prescribe the Government Mess Rate (GMR) or the Proportional Mess Rate (PMR).

- (1) No Per Diem will be authorized while aboard a government vessel.
- (2) No Per Diem will be authorized while in a field duty status. Authorized incidental first and last day of field duty only.

6. After TDY Travel Requirements. The following expenses are required to have receipts and must be faxed or emailed into the DTS system as Substantiating Records.

- a. Lodging
- b. Rental Car
- c. All expenses \$75.00 or greater

7. Action

a. S-1. Communicate with S-3 Schools SNCOIC to ensure that TAD orders include the appropriate authorizations based on school requirements. Once TECOM funding is approved and sent to the battalion ensure that the

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL AND TRAVEL CLAIM POLICY  
FOR 1ST RECONNAISSANCE BATTALION

respective Company First Sergeants are notified to inform their Marines to start their TAD request in DTS.

(1) Reviewing Officials. Ensure that any modifications made to his TAD orders are verified and included in his travel claim paperwork. Confirm that the travel occurred. Check for substantiating documents, ensure that all receipts for flights are billed to correct billing account and that those GOVCC reimbursements and Personal reimbursements are correctly separated. Confirm that all reimbursements are within DoD regulations and reimbursed only once. Verify that all exceptions to policy have been documented and annotated in either remarks, justifications, or in the substantiating records.

(2) Approving Officials. Review the document for accuracy and local policy. Following scheduled TAD, confirm that the travel occurred. Check for substantiating documents, ensure that all receipts for flights are billed to correct billing account and that those GOVCC reimbursements and Personal reimbursements are correctly separated. Confirm that all reimbursements are within DoD regulations and reimbursed only once. Verify that all exceptions to policy have been documented and annotated in either remarks, justifications, or in the substantiating records.

b. S-3 (Schools SNCOIC). Fully familiarize yourself with the administrative and logistical requirements associated with the formal schools that our Marines will attend in order to provide the appropriate authorizations to the S-1 for inclusion into TAD orders.

c. Company First Sergeants

(1) Prior to any of your Marines executing TAD orders, ensure that you and the Marine conduct a thorough review of the authorizations contained in this order. No Marine will execute TAD orders without a complete understanding of the expenses authorized under his orders, what is required of him in the event that a modification is necessary, and the appropriate use of his government travel credit card.

(2) Once a Marine completes his TAD orders, conduct an audit of his TAD travel and expenses (to include receipts) no later than (NLT) (5) working days after his return. If the Marine has charges on his government travel card that will not be covered by travel claim reimbursement, ensure that the Marine pays the balance from either his own funds or through additional split pay allotments in the DTS system. Ensure that travel claims are submitted in DTS NLT (5) working days after completion of any TAD trip.

8. Coordinating Instructions

a. Marines will be instructed by their company First Sergeants to ensure that when completing their travel claim documents, split payment will be authorized in the amount of the expenses accrued during their TAD travel.

b. Unless circumstances prevent it, any payments that need to be made beyond split payment allotments will be made online at the Bank of America Government Travel Credit Card website ([www.myeasypayment.com](http://www.myeasypayment.com)). Or by phone (800) 558-0548. This will prevent delays associated with mailing their payments to the credit card center.

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL AND TRAVEL CLAIM POLICY  
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9. Applicability. This is applicable to all companies, platoons and sections within 1<sup>st</sup> Reconnaissance Battalion.



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Acting



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IN REPLY REFER TO  
5000  
BNCO  
16 May 08

**BATTALION POLICY LETTER 012-08**

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

Subj: LEAVE PROCEDURES VIA MARINE ON LINE

Encl: (1) Leave Flow Chart

1. Purpose. To establish procedures for checking in and out on leave for Marines and Sailors of 1st Reconnaissance Battalion.

2. Background. Marine on Line (MOL) has been designed to allow faster and more accurate reporting of leave. This tool is designed to lessen the paper work flow within the Battalion and allow for the Marines to request leave in a quick, easy and traceable process.

3. Policy. Effective immediately, all personnel will submit completed leave requests via using the Marine On Line Website web site at <https://tfas.mol.usmc.mil>. Platoon Commanders or Platoon Sergeants will use this site to approve, modify or disapprove individual requests. The Company Commander will then access the request via the internet site and grant, modify or deny the request. Individuals going on leave will print off their leave papers and keep a set with them, while on leave at all times.

4. Responsibilities

a. Individual Marines and Sailors are to begin utilizing the program for requesting leave effective immediately. Individuals will print off and maintain their leave papers to turn into the battalion S-1 or Battalion OOD upon leave completion.

b. Platoon Commanders and Platoon Sergeants are to approve/modify/disapprove leave requests of their personnel via the MOL program.

Subj: LEAVE PROCEDURES VIA MARINE ON LINE

c. Company Commanders of 1st Reconnaissance Battalion.

After the platoon approval has been annotated commanders will, grant, modify or deny individuals leave requests and may also print and sign leave papers for that individual. Those signed papers are to be given to the individual upon surrender of their meal card and weapons cards to their 1stSgt, S-1 during working hours or the Battalion OOD during Non working hours. (E-6 and above are authorized to check out on leave via phone.) Once the individual returns from leave, the battalion S-1 is responsible for entering the check in and check out times via MOL. The completed leave papers are to be kept on file in the battalion S-1 for a period of 6 months.


d. Headquarters Battalion Personnel Officer. Ensure proper daily reporting of personnel on leave via the MOL program and reflect those personnel in the morning report.

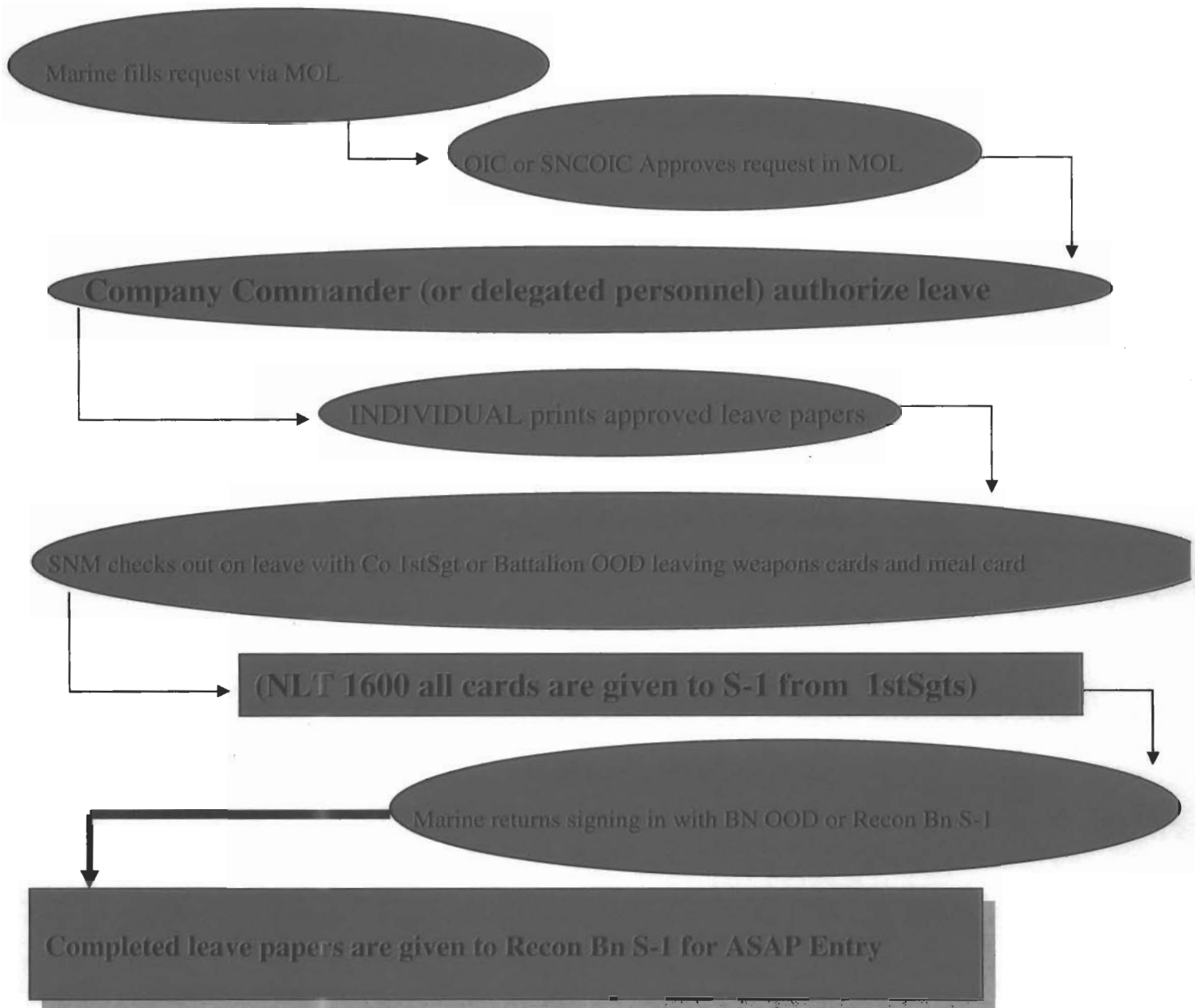
e. Battalion Officer of the Day

(1) Each company is responsible for ensuring that the company 1stSgt, battalion S-1 or Battalion OOD receives the Marines meal card and weapons cards prior to departure. The OOD will be responsible for checking individuals in and out on and off of leave after working hours. He will also have the individual's meal card and weapons cards on hand to be returned upon termination of an individuals leave.

(2) All meal cards and weapons cards collected at the same time as leave papers are issued will be maintained in the designated meal card/weapon card box and turned over to the battalion S-1 at the beginning of each workday. The battalion S-1 will hold the cards until 1600 daily. Then the box will be turned over to the Battalion OOD.

(3) The time and date of the individuals checking in or out from leave will be hand-written on the original leave papers when issued and then collected by the S-1 for filing purposes.

  
R. J. SCHMIDT  
Acting



S-1 enters time Marine checked out on leave and checked back in from leave in MOL.

S-1 files leave papers in 1050 file folder and retains for 6 months per the SECNAVINST.



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IN REPLY REFER TO:  
1610  
BNCO  
22 May 08

BATTALION POLICY LETTER 014-08

From: Commanding Officer  
To: Distribution List

Subj: FITNESS REPORT PROCESSING

Ref: (a) MCO P1610.7E w/ Erratum and Ch 1-2

Encl: (1) Timeline for Fitness Report Submission by Rank

1. Purpose. To provide guidance and procedures for fitness report submission timelines.

2. Background. The reference requires all fitness reports to arrive at Headquarters Marine Corps 30 days after the end of the reporting period and all reporting officials will be graded on how well they meet this timeline. Further, all reports must be sighted at the battalion level prior to submission to Headquarters Marine Corps.

3. Action. To satisfy these requirements, the following timeline is prescribed:

a. The Reporting Senior will submit fitness reports to their respective Reviewing Officer any day prior to the end date of the reporting period.

b. Reviewing Officers have 20 days after the end of the reporting period to process and forward the completed report to HQMC using the Performance Evaluation System. The Battalion administrative office fitness report clerk will ensure the report have been forwarded to HQMC by pulling a by rank unit report from the Manpower website monthly. Inclusively a monthly unit date gap report will be pulled from the same website and sent out to the Company First Sergeants on the 15<sup>th</sup> of each month.

c. If a fitness report is going to be adverse then the RO will ensure that the report reaches the 3<sup>rd</sup> Officer for sighting no later than 15 days after the end of the reporting period.

d. The Battalion Sergeant Major, Battalion Executive Officer, and the Battalion Commander will be notified of all adverse reports.

e. All reports will be command reviewed; Prior to any RS sending their report to an RO the report will be forwarded to its respective company 1stSgt for a period of NLT 3 days. In cases where the company 1stSgt cannot be reached the Battalion SgtMaj can be requested to screen

Subj: FITNESS REPORT PROCESSING

the report. Individuals wanting to use the BN SgtMaj as their command reviewer must contact him prior to sending any reports to him.

f. Prior to any Marine leaving the command for training over 30 days, PCS/PCA, or for a PME school that Marine will have a Fitrep in hand prior to departing.

#### 4. Tracking


a. S-1 will keep an electronic tracker of all 1<sup>st</sup> Reconnaissance Battalion's sergeants and above Fitness Reports. This tracker will be updated monthly to reflect those fitness reports that have been processed by HQMC and those that have yet to post within the Performance Evaluation System.

b. It is the overall responsibility if the individual Marine to ensure that their Fitness Reports are being conducted and submitted by their respective Reporting seniors (RS) and Reviewing officers (RO). Assistance in correcting inaccurate reports and missing reports can be fixed by contacting their company 1stSgt's, or the individuals stated previously.

#### 5. Reconciliation

a. The Adjutant will generate a fitness report matrix and distribute it to the command. This matrix will list all personnel required to have a Fitness Report; and who their Reporting and Reviewing Officers are. Additionally, a monthly report will be sent out to the company 1stSgts reflecting each Marines last fitness report with dates and occasion. A monthly reconciliation will be conducted between the Adjutant and the Company 1stSgts on all delinquent reports to ensure accurate and timely reporting is being conducted.

6. Responsibility. It is ultimately the reviewing officer's (RO) responsibility to ensure that reports are submitted for any occasion requiring a report. A list of the required occasions for submission is listed in the reference. The Adjutant will assume the tracking and reconciliation responsibilities for the Commanding Officer.

  
R. J. SCHMIDT  
Acting

**PERFORMANCE EVALUATION SYSTEM**

**APPENDIX A**

**ANNUAL FITNESS REPORT SCHEDULE (AN AND AR REPORTS)**

GRADE OF	REPORTING PERIOD ENDS LAST DAY OF ACTIVE COMPONENT	REPORTING PERIOD ENDS LAST DAY OF RESERVE COMPONENT	REPORTING PERIODS ENDS LAST DAY OF ACTIVE RESERVE
→ SGT	MAR	SEP	SEP
→ SSGT	DEC	SEP	SEP
→ GYSGT	JUN	SEP	SEP
→ 1STSGT/MSGT	JUN	SEP	SEP
SGTMAJ/MGYSGT	SEP	MAY	JUN
→ WO/CWO	APR	OCT	OCT
2NDLT	JAN/JUL	APR	N/A
→ 1STLT	OCT/APR	OCT	OCT
→ CAPT	MAY	SEP	JUN
→ MAJ	MAY	SEP	JUN
→ LTCOL	MAY	JUN	JUN
→ COL	MAY	JUL	JUL
BGEN	JUN	JUN	N/A

1. All reports for Marines should arrive at HQMC no later than 30 days after the reporting period to ensure proper processing into official records to facilitate selection board and personnel management decisions.

2. Reservists who are considered for promotion by an Active Component selection board will receive AN reports while those who are considered by a Reserve Component selection board (to include Active Reserve Marines) will receive AR reports.

→ 3. Reports on Active Component 2nd and 1st lieutenants are semiannual (SA) vice annual (AN).



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1610  
BNCO  
15 May 08

**COMMANDING OFFICER'S POLICY LETTER 010-08**

From: Commanding Officer, 1<sup>ST</sup> Reconnaissance Battalion  
To: Distribution List

Subj: BATTALION HOMOSEXUAL CONDUCT POLICY

Ref: (a) MCO P1900.16  
(b) Maradmin 259/02  
(c) Maradmin 451/02

1. Purpose. To establish policy on homosexual conduct within 1<sup>st</sup> Reconnaissance Battalion as identified in reference (a) as the sole Marine Corps Order governing Homosexual conduct.

2. Background. References (a), (b) and (c) outline the task, responsibilities and requirements to conduct required homosexual conduct policy briefings for the Marines of 1<sup>st</sup> reconnaissance Battalion.

3. Policy. The Marines of 1<sup>st</sup> Reconnaissance Battalion are mandated to conduct required homosexual conduct training between their 6<sup>th</sup> and 18<sup>th</sup> month of active duty service. Company Commanders will ensure that the following topics are covered at a minimum during those times. Review of applicable laws and regulations covering homosexuality, Review of Core values, procedures for reporting mistreatment, and review any changes to the published policies.

a. Here at 1<sup>st</sup> Reconnaissance Battalion no Marine will be asked whether **he is heterosexual**, homosexual or bisexual. Sexual orientation is a personal and private matter. Homosexual conduct includes a homosexual act, a statement by the member that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. Homosexual conduct is incompatible with military service and is grounds for denying enlistment or appointment and for separation from the service.

4. Reporting Mistreatment. In concert with our core values, all Marines will be treated with dignity and respect. Mistreatment of any Marine is considered unacceptable conduct and will be dealt with quickly and appropriately by the command. All Marines will be reminded that they have several avenues with

which to report alleged mistreatment: through the chain of command, to the chaplain, the command inspector, the inspector general of the Marine Corps, and the Department of Defense Inspector General.

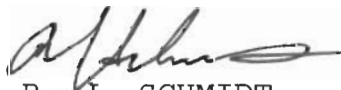
5. Homosexual conduct Investigations. Only company commanders are authorized to initiate a fact-finding inquiry into homosexual conduct. The inquiry is authorized only when credible information exists that there is a basis for discharge.

(a) The fact that a Marine reports being threatened or mistreated because he or she is perceived to be a homosexual does not by itself constitute credible information justifying initiation of an investigation of the reporting service member. Accordingly, no commander will initiate investigation of a service member for homosexual conduct solely because that service member reports being threatened or mistreated because of his or alleged homosexuality. Moreover, such a report will be evaluated the same as any other report of threatening conduct or mistreatment, and the alleged conduct will be investigated and punished at the commander's discretion according to the same criteria used to evaluate similar complaints that do not involve allegations of homosexuality.

(b) In the event that a company commander suspects that a service member has made such a statement for the purpose of seeking separation from Naval Service in order to avoid a service obligation or upcoming deployment, or who believes that the member is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts, and who desires to initiate an investigation into the truth of the statement, the commander must obtain authorization from the Battalion Commander via the chain of command before initiating a substantial investigation. A request for such authorization must be forwarded.

6. In all homosexual conduct inquiry investigations the Base SJA will be contacted prior to beginning any questioning.

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

  
R. J. SCHMIDT  
Acting



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1610  
BNCO  
15 May 08

**COMMANDING OFFICER'S POLICY LETTER 005-08**

From: Commanding Officer, 1<sup>ST</sup> 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: 1<sup>st</sup> 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,

Subj: 1<sup>st</sup> RECONNAISSANCE BATTALION REQUEST MAST BATTALION ORDER

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.

Subj: 1<sup>st</sup> RECONNAISSANCE BATTALION REQUEST MAST BATTALION ORDER

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

Principal 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 data 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 complaint/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)