



UNITED STATES MARINE CORPS
8TH ENGINEER SUPPORT BATTALION
2D MARINE LOGISTICS GROUP
II MARINE EXPEDITIONARY FORCE
PSC BOX 20131
CAMP LEJEUNE, NC 28542-0131

APR 02 2018

BnO 1700.2E
CO

Battalion Order 1700.2E

From: Commanding Officer
To: Distribution list

Subj: 8TH ENGINEER SUPPORT BATTALION REQUEST MAST INITIATING DIRECTIVE

Ref: (a) U. S. Navy Regulations
(b) Marine Corps Manual
(c) NAVMC DIR 1700.23F
(d) MCO 1700.23F
(e) 2DMLGO 1700.2A

Encl: (1) Command Specific Elements for Request Mast
(2) Request Mast Application (NAVMC 11296)

1. Situation. Request Mast is the officially recognized means for Marines and Sailors to communicate grievances to, or seek assistance from, the chain of command. It includes both the right of Marines and Sailors to communicate with the commander and the requirement that the commander consider the matter and personally provide a response to the Marine or Sailor requesting mast. Request Mast provides the individual with the opportunity to communicate directly with their immediate commanding officer and any superior officer in their chain of command up to and including the Commanding General. Additionally, request mast provides the commander with firsthand knowledge of the general welfare and morale of the unit. In order for this to be effective, the request mast policies and procedures must have the complete support of those to whom the leadership of Marines and Sailors is entrusted, this accomplished through education from leaders at every level.

2. Cancellation. Battalion Order (BnO) 1700.2D.

3. Mission. All Marines and Sailors assigned to this unit will adhere to the policies and procedures of the references and enclosure (1) in order to ensure the proper execution of Request Mast. Reprisal or retaliation by anyone, at any level, against a Marine or Sailor who requests mast will not be tolerated. All Marines and Sailors will be able to request mast without fear of reprisal, any such actions will deteriorate the credibility and viability of the procedures set forth in this order and cannot be emphasized enough.

4. Execution

a. Concept of Operations

(1) This Order shall be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer and promulgates the singular U.S. Marine Corps Order 1700.23F, Request Mast,

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

reference (d). This Order will be published and all personnel will be informed of its contents, per references (c) through (e).

(2) Request Mast applications will be submitted in writing utilizing NAVMC 11296 via chain of command to the commander with whom the Request Mast is delivered.

b. Tasks

(1) Battalion Executive Officer/Adjutant/Sergeant Major shall:

(a) Provide administrative assistance as delineated in the enclosures.

(b) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(c) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

(2) Commanding Officers shall:

(a) Post this Request Mast Initiating Directive in all work spaces, on company read boards and in all Bachelor Enlisted Quarters (BEQ)

(b) Ensure Marines and Sailors are provided training on this matter in order to ensure complete understanding of all policies and procedures.

(c) Ensure that the information contained within the command specific elements are current.

(3) Officers In Charge/ Staff Non-Commissioned Officer's shall:

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

(b) Facilitate the timely arrival of Marines and Sailors in front of the Commander in order to execute their right of Request Mast.

5. Administration and Logistics

a. Administration. Omitted.

b. Logistics. Omitted.

6. Command and Signal

a. Command. Applicable to all uniformed members of this command.

b. Signal. Effective the date signed.



P. G. MANSON

DISTRIBUTION: A

SPECIFIC ELEMENTS FOR REQUEST MAST

1. Command points of contact to initiate Request Mast application:
 - a. Enlisted. Battalion Sergeant Major, Company Senior Enlisted or Battalion Administration Chief.
 - b. Officer. Battalion Executive Officer, Company Commander or Adjutant.
2. The 8th Engineer Support Battalion (ESB) Request Mast Chain of Command is:
 - a. Marine or Sailors immediate Company Commander.
 - b. Commanding Officer, 8th Engineer Support Battalion.
 - c. Commanding General, 2d Marine Logistics Group
3. The following are considered to be companies that fall under 8th ESB for Request Mast purpose.
 - a. Headquarters and Service Company
 - b. Alpha Company
 - c. Bravo Company
 - d. Bridge Company
 - e. Bulk Fuel Company
 - f. Engineer Support Company
 - g. Explosive Ordinance Disposal Company

ENCLOSURE (1)

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)		

PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

COMMANDING OFFICER SIGNATURE/DATE

PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST

(Applicant should initial/complete the appropriate statement(s))

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

_____ I have had the opportunity to communicate directly with _____
(name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

_____ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE

APPLICANT'S SIGNATURE/DATE