



UNITED STATES MARINE CORPS
COMBAT LOGISTICS BATTALION 22
COMBAT LOGISTICS REGIMENT 2
PSC BOX 20133
CAMP LEJEUNE NC 28542-0132

IN REPLY REFER TO:
BnO 1700.1D
CO
MAR 24 2022

BATTALION ORDER 1700.1D

From: Commanding Officer, Combat Logistics Battalion 22
To: All Hands

Subj: COMBAT LOGISTICS BATTALION 22 REQUEST MAST PROCESS

Ref: (a) MCO 1700.23G
(b) NAVMC DIR 1700.23
(c) RegtO 1700.1C

Encl: (1) Marine Corps Request Mast Application (NAVMC 11296)
(2) Combat Logistics Battalion 22 Request Mast Procedures
(3) Request Mast Chain of Command
(4) Request Mast Log Form

1. Situation. This order represents the initiating Directive for the Commandant's Request Mast Program. Reference (a) is the sole Marine Corps Order governing Request Mast applications; this battalion order is provided to clearly outline the Combat Logistics Battalion 22 (CLB-22) Request Mast process.

2. Cancellation. BnO 1700.1C

3. Mission. To preserve the right of every Marine/Sailor to directly seek assistance from, or communicate grievances to their commanding officer as established and exercised through the formal process of Request Mast. Request Mast, as detailed in the references, includes both the right of the Marine/Sailor to communicate with the commanding officer/general, normally in person, and the requirement that the commander consider the matter and personally respond to the requester.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide all CLB-22 members the specific process to exercise Request Mast. This order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing using enclosure (1) via the chain of command to the commanding officer/general with whom the Request Mast is desired.

b. Coordinating Instructions. All CLB-22 personnel exercising Request Mast shall do so in accordance with the references, which describe the process and procedural aspects of Request Mast, and enclosure (2), which details the battalion's specific process.

5. Administration and Logistics

a. XO/Adjutant/SgtMaj:

(1) Provide administrative assistance as detailed in the enclosures.

(2) Ensure that the Marine Corps and battalion orders are posted on all battalion read boards and readily available to all personnel.

(3) Facilitate Request Mast applications addressed to the Commanding General for consideration.

(4) Establish and monitor follow-up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interests of any Marine/Sailor, results from the exercise of the right to Request Mast. Use enclosure (4) to monitor each Request Mast.

b. OIC/SNCOIC:

(1) Ensure that all personnel are familiar with the references and the battalion's Request Mast process detailed in enclosure (2).

(2) Facilitate getting Marines/Sailors in front of the requested Commanding Officer/General in order to execute their right of Request Mast within the required timeline.

6. Command and Signal

a. Command. This order is applicable to all CLB-22 personnel.

b. Signal. This order is effective the date it is signed.



L. A. SAUBER

Copy to: Battalion Read Board

MARINE CORPS REQUEST MAST**PRIVACY ACT STATEMENT**

Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series, SECNAVINST 5370.5 series; and E.O. 9387 (SSN), as amended **BORN** **N05041-1**

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. **A complete list and explanation of the applicable routine uses is published in the authorizing BORN available at <http://dpcid.defense.gov/Privacy/SORNA/index/DOD-Component-Article-View/Article/570354/n05041-1/>.**

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

PART I: REQUEST COMPLETED BY THE APPLICANT

1. NAME: (Last, First, MI)

2. RANK:

3. EDIPI

4. UNIT:

5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)

5a. NAME OF COMMANDER (Rank, Full Name)

5b. COMMAND:

6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed).

7. REQUESTED RESOLUTION. (Clearly describe the resolution you seek from the Commander named in block 5a.)

8. AFFIDAVIT:

I, , certify the statements in blocks 6 and 7 are true.Signature: Date:

PART II: COMMANDERS' ENGAGEMENT - COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9. REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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PART III FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT

10. FINAL DISPOSITION (Detail any actions or attempts to resolve the grievance/problem. Include any referrals for further personnel actions. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5a, explain why the matter was inappropriate for Mast.)

[Empty space for final disposition details]

Signature: Date:

PART IV APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request.

Final Disposition by a selected subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request Mast to a Commander who was subordinate to the Commander I originally requested in block 5a and I accept and fully understand the disposition of my grievance.

Name: Command:

Final Disposition by the requested Commander: My Request Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.

Request Denied: I understand my Request Mast was denied by the Commander I specifically named in block 5a.

Request Withdrawn: Without any intimidation, coercion, or fear of retaliation, I voluntarily withdraw my Request Mast.

Applicant Signature: Date:

Witness Signature: Date:

Print Name (Witness)	Rank	Command/Unit Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

COMBAT LOGISTICS BATTALION 22 REQUEST MAST PROCEDURES

1. Marines may Request Mast to the Commanding Officer (CO), Combat Logistics Battalion 22 (CLB-22); the CO, Combat Logistics Regiment 2 (CLR-2), Commanding General (CG) 2d Marine Logistics Group (2d MLG), or the
2. Request Mast applications will be submitted in writing using the NAVMC 11296 (Rev. 05-19), Marine Corps Request Mast Application [Enclosure (1)].
3. Enlisted Marines/Sailors may obtain a blank NAVMC 11296 (Rev. 05-19) and assistance in preparation of the form from the Battalion Sergeant Major or the S-1, Personnel Chief.
4. Officers may obtain a blank NAVMC 11296 (Rev. 05-19) and assistance in preparation of the form from the Executive Officer (XO) or the Adjutant.
5. Part I of the application is to be completed by the Marine/Sailor who desires to Request Mast. Section 6, NAVMC 11296 (Rev. 05-19) must describe the reasons for the Request Mast and provide a list of individuals involved and any witnesses if applicable. Supporting documents may be attached to the form. If previous Request Mast applications have been submitted, section 6 must also include statements about any action taken by each commanding officer in the chain of command with whom the Marine/Sailor has communicated his or her Request Mast subject.
6. Once Part I of the application is completed, the NAVMC 11296 (Rev. 05-19) will be forwarded via the SgtMaj for enlisted Marines or via the XO for Officers to the CO/CG with whom the Marine desires to communicate with via the chain of command in enclosure (3).
7. While disclosure of the grievance is strictly voluntary, the intermediate commander(s) in the Marine's chain of command may offer to resolve the issue. If an attempt to resolve the issue is attempted, the intermediate commander(s) shall complete Part II by providing a written statement on his/her understanding of the Request Mast subject, if revealed, and responsive action. Part II must be completed prior to the Marine/Sailor communicating the Request Mast subject higher in the chain of command.
8. If the Marine/Sailor has not revealed the Request Mast subject to the CLB-22 CO or CLR-2 CO, the Marine/Sailor must include an explanatory statement with the Request Mast form. The Marine/Sailor may place the Request Mast in a sealed envelope marked to be opened only by the Commander to whom it is addressed.
9. The commander specified in Part I, block 5a will complete Part III, block 10 to register their final disposition. The commander will record any actions or attempts to resolve the grievance, referrals for further action, inquiries/investigations conducted and any relevant findings. If the request was denied, the commander will explain why the matter was inappropriate for Mast.
10. Part IV, block 11 Marines/Sailor will chose one of the acknowledgements of Final Disposition, Request Denied, or Request Withdrawn sections, place a check in the box appropriate box, then sign and date the entry.
11. If required, the CLB-22 CO, will forward to the CLR-2 CO those Request Masts deemed to be legitimate grievances or requests for assistance that are beyond his/her authority to resolve.

REQUEST MAST CHAIN OF COMMAND

1. Battalion points of contact to initiate a Request Mast application:
 - a. Enlisted: Sergeant Major
Building FC520F, Camp Lejeune
Phone: (910) 451-5228
 - b. Officers: Executive Officer
Building FC520F, Camp Lejeune
Phone: (910) 451-5211
2. Request Mast chain of command for this regiment is:
 - a. Commanding Officer, Combat Logistics Battalion 22
Building FC520F, Camp Lejeune
Phone: (910) 451-5122
 - b. Commanding Officer, Combat Logistics Regiment 2
Building FC 400, Camp Lejeune
Phone: (910) 450-8683
 - c. Commanding General, 2d Marine Logistics Group
Chief of Staff
Building H2, Camp Lejeune
Phone: (910) 451-0863
3. The Command Inspector General for this unit is located in building 317 aboard Marine Corps Base Camp Lejeune. The Command Inspector General may be contacted via (910) 451-9761 or via email at 2D_MLG_Inspector_G-7@usmc.mil.
4. Members desiring to request mast to the commanding general should submit their request mast application via their chain of command. Members of the chain of command below the commanding general may attempt to remedy the complaint or problem, but they will not delay or deny the request mast, and will expeditiously forward the request to the commanding general. The 2d Marine Logistics Group Inspector General may review request masts and make appropriate recommendations to the commanding general, however, they may neither respond to nor deny a request mast on behalf of the commanding general.
5. Members of this regiment exercising request mast are encouraged to provide a courtesy notification to their battalion or company commander or their senior enlisted advisor prior to exercising this right.

