



UNITED STATES MARINE CORPS
26TH MARINE EXPEDITIONARY UNIT
PSC BOX 20084
CAMP LEJEUNE NC 28542-0084

1700
SGTMAJ

MAR 30 2021

26TH MARINE EXPEDITIONARY UNIT ORDER 1700.23E

From: Commanding Officer, 26th Marine Expeditionary Unit
To: Distribution List A

Subj: 26TH MARINE EXPEDITIONARY UNIT REQUEST MAST

Ref: (a) MCO 1700.23G
(b) U.S. Navy Regulations
(c) Marine Corps Manual
(d) JAGINST 5800.7F CH 1
(e) MCO P5354.1D
(f) II MEFO 1700.1E

Encl: (1) Command Specific Elements for Request Mast to 26th Marine Expeditionary Commanding Officer
(2) Marine Corps Request Mast Application (NAVMC 11296, Rev. 05-19)

1. Situation. The right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officer is established in reference (b) (Articles 0820c and 1151.1) and reference (c) (para 2805) and is exercised through the formal process of request mast. Anyone who attempts to deprive a Marine of their right to request mast, through either acts of omission or commission, will be subject to punishment under the Uniform Code of Military Justice (UCMJ). Request mast does not include the informal process of communication, which occurs between seniors and subordinates.

2. Cancellation. MEUO 1700.23D.

3. Mission. To institute the request mast program and publish instructions for the conduct of request mast within the 26th Marine Expeditionary Unit (MEU) and procedures for submitting a request mast petition to the Commanding General (CG) as required by references (a) and (e).

4. Execution

a. Commander's Intent. This Order is in accordance with reference (a) and all personnel must be informed of the contents.

b. Concept of Operations. None.

c. Tasks

(1) This Order is to be utilized by all uniformed members of this command, to include Major Subordinate Elements (MSE), for the purpose of exercising request mast within the 26th MEU. MSE Commanders will establish a command request mast program and publish a request mast directive conforming to reference (a) and this Order. NAVMC 11296 will be identified as the Request Mast Application. Local reproduction of enclosure (2) is authorized. NAVMC 11296 is also available in the Marine Corps Electronic Forms Systems utilizing "FormFlow" software.

(2) Major Subordinate Element Commanders and Officers in Charge

(a) Ensure all personnel are familiar with their unit's request mast policies and procedures.

(b) Attempt to process and resolve a Marine's request mast issue without delay. In general, there should be no more than one working day delay at any level of command and the request mast will be heard at the earliest reasonable time.

(c) Provide Marines with an opportunity to request mast in person unless extraordinary circumstances would preclude such an appearance.

(d) Establish and monitor follow-up procedures to ensure that each request mast issue is resolved in a timely manner and that no action, adverse or prejudicial, to the interests of any Marine, results from the Marine's exercise of the right to request mast.

1. In matters that either cannot or are unable to be resolved by the command, explain to the Marine why action will not be taken to resolve the grievance and/or advise the Marine as to the proper avenue to address the grievance if there is one.

2. In matters that are beyond the Commander's authority to resolve, forward the request mast to the next higher commander for consideration and appropriate action.

3. Ensure that the records, proceedings, and final dispositions of request mast are properly safeguarded to prevent such information from having a prejudicial effect on the Marine. Request mast records shall be maintained separately from service records and will be maintained for a minimum of 2 years from the date final action is taken per SECNAVINST 5212.SC.

(e) Ensure compliance with applicable provisions of this Order.

(f) Exercise those disciplinary or administrative options considered appropriate if a Marine commits or attempts to commit interference or reprisal against any Marine exercising his or her right to request mast.

d. Coordinating Instructions. All echelons within the 26th MEU will receive and process request masts within the administrative and time constraints in this Order in order to ensure grievances are resolved respectfully at the lowest level possible.

(1) Request mast is not intended to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the Commander's ability to carry out the functions and missions of the command.

(2) A Commander may deny a request mast application if there is another specific avenue of redress available to the Marine.

(a) The Commander should carefully evaluate each request mast to determine if other peripheral issues should be addressed; accordingly commanders may wish to hear the Marine's presentation of matters before making a decision to deny.

(b) The Commanding Officer shall explain to the Marine why the application was denied and if appropriate, what procedure must be followed to resolve the issue.

(c) Whenever a Commander denies a request mast under this authority, it also includes the authority to refuse to further process the request mast. If the request mast is denied, the Commander shall forward a report of denial and the basis therefore with affirmation that the Marine understands why the request was denied to the II Marine Expeditionary Force (MEF) CG within five working days. In cases in which the officer denying a request mast is a General Officer (GO), no such report need be made. The following are some examples to which other avenues of address apply:

1. The UCMJ provides for the protection of the rights of a Marine at every stage of disciplinary action from investigation through final review or appeal. Therefore, a Commander may deny a request mast that has, as its subject, such disciplinary action whether contemplated, pending, in progress, or final. Request mast is not intended to be used as a means of collateral attack against the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the UCMJ.

2. Reference (d), contains provisions for the protection of rights of Marines being processed for involuntary administrative separation. Accordingly, Commanders may deny a request mast that has as its subject involuntary administrative discharge proceedings whether contemplated, pending, in progress, or final.

3. Chapter III of reference (e) contains guidance for the preparation, submission, and proceeding of complaints under Article 138, UCMJ and Article 1150 of reference (b). The local Staff Judge Advocate should be consulted in such instances.

4. Request mast is one method for submitting Equal Opportunity formal complaints of discrimination, to include sexual harassment. Request mast may also be used to address other complaints such as hazing.

(3) A Marine does not have to disclose the subject of the request mast to anyone in the chain of command except to the Commander with whom the Marine is requesting mast.

(4) When a Marine submits a request mast to a Commander in the chain of command, who is not at the same base or immediate geographical location, the request mast will be expeditiously forwarded by the senior Commander in the immediate area. The request mast will be addressed with the Marine in person, by telephone, or in writing as deemed appropriate.

(5) When the operational commitments of a Marine's command, whether for training or actual deployment, interfere with the procedures set forth in this Order, the right of the Marine to apply for a request mast to a Commander, above the level of the immediate Commanding Officer, may be suspended by the CG for the duration of the operational commitment. Given communication methods presently available, the need to suspend request mast should rarely be invoked and then only to the extent required to ensure the accomplishment of the command's immediate mission.

(6) Although a Marine has the right to forward an application for request mast to higher commanders, such as the highest CG in the Marine's

chain of command, there is no vested right for the Marine to request mast with commanders higher than his or her immediate CG.

(a) The Inspector General of the Marine Corps (IGMC) or designated representative shall provide Marines the opportunity to request mast to the office of the IGMC while conducting unit inspections. Prior to the IMCG inspections, unit commanders shall publish a command bulletin which notifies Marines of the opportunity to request mast with the IGMC or the designated representative explained in reference (a).

(b) Request mast applications to the Commandant of the Marine Corps will be handled by the IGMC. The IGMC, or designated representative, shall conduct request mast while on inspection visits or at other times as agents of the Commandant of the Marine Corps. In every case, the IGMC or designated representative will make efforts to determine whether or not Marines being heard have attempted to exercise the right of request mast within the command. If not, the reason for not doing so should be explored.

(7) Nothing in this Order is intended to expand or abridge the rights of Marines otherwise guaranteed by the First Amendment to the U.S. Constitution, Federal law or applicable Department of Defense, Navy, or other Marine Corps regulations. The exercise of such rights is not governed by the procedures contained in this Order.

(8) The CG may coordinate with another to provide for the availability of another GO to conduct request mast whenever the circumstances require an exception to provisions of this Order. Additionally, the authority to conduct request mast may be delegated to a deputy or assistant commander who is a GO, when appropriate.

(9) Any interference with a Marine's right to request mast or any attempt to retaliate against a Marine who has requested mast is strictly prohibited. Any attempted violation, or soliciting another to violate this Order by interfering with or restricting a Marine's right to request mast subjects involved members to disciplinary action under Article 92, UCMJ.

5. Administration and Logistics. Submit all recommendations concerning modification of this Order to the 26th MEU Sergeant Major.

6. Command and Signal. This Order is punitive in nature and effective immediately.


D. W. SAMPSON

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a Request Mast application:

a. Enlisted Personnel: 26th MEU Sergeant Major, Sergeant Major Clement C. Pearson Jr., Building H23 Room 212, (910) 451-0038.

b. Officer: 26th MEU Executive Officer, Lieutenant Colonel Christopher C. Neal, Building H23 Room 210, (910) 451-0037.

2. Request Mast chain of command for this unit/command is:

a. Immediate Commander: Colonel Dennis W. Sampson, Building H23, Room 213, (910) 451-7308.

b. Immediate Commanding General: II MEF Commanding General, Lieutenant General, Brian D. Beaudreault, H-1 II MEF HQ, (910) 451-8016.

c. List of all units/commands who fall under this command for Request Mast Purposes.

Command Element, 26th Marine Expeditionary Unit

Air Combat Element (Composited)

Ground Combat Element (Composited)

Logistics Combat Element (Composited)

3. The Command Inspector General (CIG) for this unit is: Mr. Peter Philips, II MEF (H1), at 910-451-7494/II.MEF.INSPECTOR.GEN@USMC.MIL.

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. 9397 (SSN), as amended. **SORN 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 SORN available at <http://dpcld.defense.gov/Privacy/SORNs/index/DOD-Component-Article-View/Article/670354/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: _____

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: _____

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: _____

9d. IMMEDIATE COMMANDING GENERAL:

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: _____ Date: _____

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.)

(This area is intentionally left blank for the applicant to provide details of the final disposition.)

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