



Commander's Request Mast Program



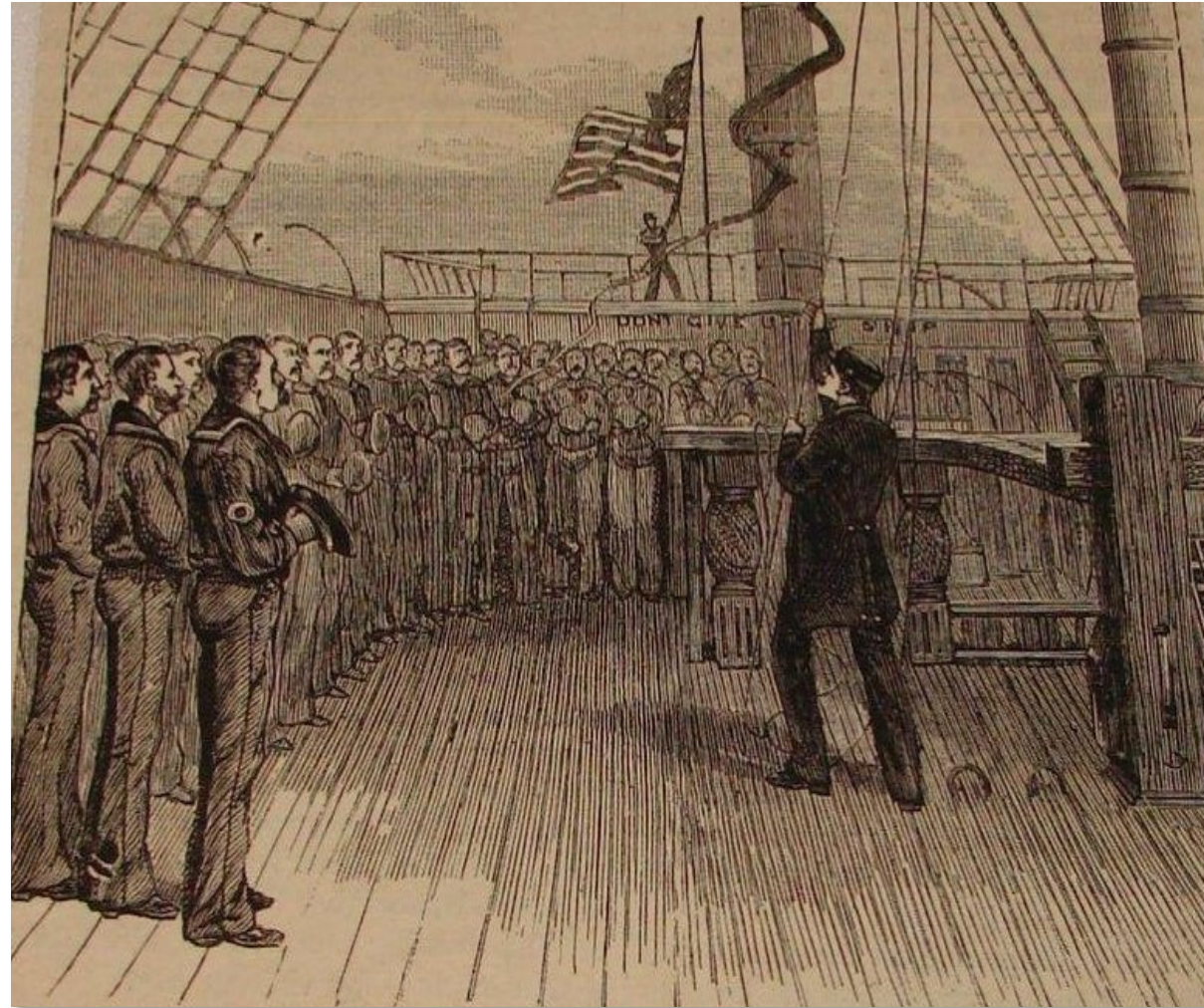


Request Mast Agenda

- ▶ History & purpose of Mast
- ▶ Policy for Requesting Mast
- ▶ Procedures for Requesting Mast
- ▶ Assistance



- ▶ Naval tradition
- ▶ Commander's interaction with ship's crew
- ▶ Dispense punishment
- ▶ Present awards
- ▶ Accept grievances
- ▶ Ship's crew had guaranteed right to speak to their Commander
- ▶ Solutions were not assured





- ▶ Convey grievances directly to the Commander
- ▶ Provide a more personal conversation with Commander*
- ▶ Expedite processing of urgent concerns
- ▶ Should employ the entire Chain of Command to assist
- ▶ Should not dismiss the “Chain of Concern”
- ▶ Should not replace established staff functions
- ▶ Should never supplant informal discourse



* Appearance with Commander should not present a conflict of interest or affect neutrality



According to Marine Corps Order 1700.23G, it is "the right of all Marines to directly seek assistance from, or communicate grievances to, their commanding officers." A Marine has "the opportunity to communicate not only with his or her immediate commanding officer, but also with commanders up to and including a Commanding General (CG) within the chain of command at the same base or immediate geographical location."

- ▶ MCO 1700.23G
- ▶ NAVMC 11296 (form)
- ▶ Are there better avenues of redress?
- ▶ Not appropriate for Mast:
 - Nuisance requests
 - Matters dealing w/ UCMJ or ADSEP
 - ▶ Contemplated, pending, in progress, or final
 - Administrative Actions
 - Performance Evaluation





Who can I request mast to?

- ▶ Systems Company Commander
- ▶ H&S Battalion Commander
- ▶ Commander, MARCORSYSCOM





NAVMC 11296 (5-19)

- ▶ Filled out, signed, & dated

Role of the Applicant

- ▶ Be a truthful provider of facts
- ▶ Forward via the chain of command
- ▶ If applicant does not want to disclose the matters, place in a secured envelope and write, **“TO BE OPENED BY (RANK NAME or CG) ONLY”**

The image shows a stack of three NAVMC 11296 (5-19) Request Mast forms. The top form is partially filled out and shows sections for 'MARINE CORPS REQUEST MAST', 'PART I: REQUEST - COMPLETED BY THE APPLICANT', and 'PART II: REQUEST - COMPLETED BY THE COMMANDER'. The form includes fields for name, rank, unit, and a detailed description of the grievance or problem. It also has checkboxes for 'Disclosed' and 'Not Disclosed'.



Role of the “Chain of Concern”

- ▶ Leaders at all levels should assist the Marine or Sailor with completing the NAVMC
- ▶ Expedite request
- ▶ **Do not stop Mast and try to resolve it**

Role of the Chain of Command

- ▶ Expedite audience with the Commander
 - Typically the commander will hear the Mast within (1) business day
- ▶ If disclosed, try to resolve at the lowest level of command
- ▶ Explain disposition, delays, and denials
 - A face-to-face explanation may not be required for some denials
- ▶ The Commander will notify the CG if it is denied
- ▶ Ensure no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request Mast



PART I: REQUEST: COMPLETED BY THE APPLICANT	
1. NAME: _____	
2. RANK: _____	3. EDIPI: _____
4. ADDRESS: _____	
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 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: _____

Personal, contact, and biographical data

Which Commander is requested?

What is the problem?

What is the desired "solution"?

Legal affidavit must be signed and dated. "Starts the Clock"



PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND				
9. REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, the final disposition and closure will complete block 10.)				
9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Unit	Command/Unit Name
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Remarks: (Detail attempts to process or resolve)				
Signature: <input type="text"/>			Date: <input type="text"/>	

Each Commander's data

Answer

Commander must sign and date

- ▶ Commanders NOT taking final disposition shall complete part II
- ▶ If Marine accepts a subordinate commander from the commander in block 5a, accepted commander can skip Part II and go to Part III



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.)

Final disposition; issue may not be resolved immediately

Final Commander to engage with Applicant. Sign & date, stops the clock

Signature: 



KNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must acknowledge the final disposition of their Request Mast or if they wish to voluntarily withdraw their request.

I have accepted subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my grievance 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:

Witness Signature:

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

Applicant selects one acknowledgement

Applicant and witness sign and date.

If a subordinate commander, to the commander in block 5a, is accepted by the Marine and resolves the issue, that subordinate commander is acknowledged in Part III and the Request for Mast is NOT forwarded any higher. ONLY Commanders can be acknowledged in Part III.



MARINE CORPS SYSTEMS COMMAND

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Assistance

Marines, Sailors, or Officers needing assistance with completing the NAVMC 11296 can contact the chain of command or:

- ▶ First Sergeant
- ▶ Sergeant Major
- ▶ Executive Officer
- ▶ OTHER POCs (e.g. S-1 Chief, EOR, Platoon Sergeant)
- ▶ Command Inspector General
 - 703-432-4483





MARINE CORPS SYSTEMS COMMAND

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Questions

Questions

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