



UNITED STATES MARINE CORPS  
6TH MARINE REGIMENT  
2D MARINE DIVISION  
FLEET MARINE FORCE  
PSC BOX 20097  
CAMP LEJEUNE NC 28542-0097

1700  
CO  
SEP 28 2020

POLICY LETTER 3-20

From: Commanding Officer  
To: All hands

Subj: 6TH MARINE REGIMENT REQUEST MAST POLICY LETTER

Ref: (a) MCO 1700.23G  
(b) MEFO 1700.1E  
(c) DivO 1700.6P

Encl: (1) NAVMC 11296 (Rev. 05-19)  
(2) Command Specific Elements Pertaining to Request Mast  
(3) Request Mast Submittal Procedures  
(4) Request Mast Follow Up Tracker

1. Situation. This policy letter represents the regiment's policy for the Commandant's Request Mast Program.
2. Cancellation. Regimental Order 1700.23A dated 30 April 2018.
3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 820c and 1151.1) and the Marine Corps Manual (par 2805) 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.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This policy letter is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer. This policy letter will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted utilizing NAVMC form 11296 via the chain of command to the commander with whom the Marine is requesting an audience.

b. Coordinating Instructions. All members of this command exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements. Furthermore, all members of the command are responsible for ensuring each Request Mast is processed in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request mast.

5. Administration and Logistics

a. Executive Officer shall:

- (1) Provide administrative assistance as delineated in the enclosure.

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(2) Administratively facilitate and schedule the processing of Request Mast petitions addressed to the Commanding Officer, 6th Marine Regiment or higher.

(3) During the Request Mast process for officers act as an advisor and recorder for the Commanding Officer and provide follow up actions as deemed appropriate or directed by the Commanding Officer.

(4) Ensure each Request Mast is executed in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request mast.

b. Sergeant Major shall:

(1) Provide administrative assistance as delineated in the enclosure.

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

(3) Administratively facilitate and schedule the processing of Request Mast petitions addressed to the Commanding Officer, 6th Marine Regiment or higher.

(4) Ensure each Request Mast is executed in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action is taken against a Marine as a result of exercising the right to request mast.

(5) During the Request Mast process for enlisted Marines and Sailors act as an advisor and recorder for the Commanding Officer and provide follow up actions as deemed appropriate or directed by the Commanding Officer.

(6) Act as a repository for all files, maintain a tracking system of petitioners, and provide follow up actions to the Commanding Officer or petitioner.

c. Subordinate Commanders, Officers in Charge, Senior Enlisted Advisors, and Staff Noncommissioned Officers in Charge shall:

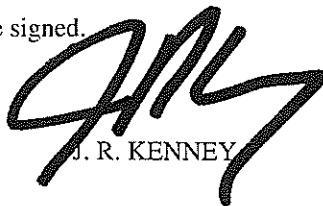
(1) Ensure that personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate the personal appearance of Marines with the Commanding Officer in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This policy letter is applicable to all uniformed members of this command.

b. Signal. This policy letter is effective the date signed.



J. R. KENNEY

Distribution: A

<b>MARINE CORPS REQUEST MAST APPLICATION</b> NAVMC 11296 (Rev. 6-97) SN: 0000-00-888-0350 U/I: EA		
<b>PRIVACY ACT STATEMENT</b>		
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 date 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.	
<b>PART I: TO BE COMPLETED BY THE APPLICANT</b>		
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).		
(Empty space for 8b details)		
8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)		
(Empty space for 8c details)		
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)		

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**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

## COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. 6th Marine Regiment points of contact to initiate a Request Mast application:
  - a. Enlisted: Regimental Sergeant Major, Building HP 423, MCB Camp Lejeune, NC; (910) 451-6169.
  - b. Officers: Regimental Executive Officer, Building HP 423, MCB Camp Lejeune, NC; (910) 451-6168.
2. Request Mast chain of command for 6th Marine Regiment:
  - a. Immediate Commander: Regimental Commanding Officer, Building HP 423, MCB Camp Lejeune, NC; (910) 451-6167.
  - b. Immediate Commanding General: Commanding General, 2d Marine Division, Bldg H-1, MCB Camp Lejeune, NC; (910) 451-8470.
  - c. Commands that are subordinate to this command for Request Mast purposes:
    - (1) Headquarters Company, 6th Marine Regiment
    - (2) 1st Battalion, 6th Marine Regiment
    - (3) 2d Battalion, 6th Marine Regiment
    - (4) 3rd Battalion, 6th Marine Regiment
    - (5) 1st Battalion, 8th Marine Regiment
3. The Command Inspector General (CIG) and Deputy Command Inspector General for 2d Marine Division are located in Building H-1, Wing E-1-South, MCB Camp Lejeune, NC; (910) 451-8074 or 8466.

## REQUEST MAST SUBMITTAL PROCEDURES

### 1. . Procedures for Requesting Mast to the Commanding General/Commanding Officer:

a. Uniformed personnel, (Marines and Sailors), wishing to Request Mast to the Commanding General/Commanding Officer, will complete a Request Mast application, NAVMC form 11296. Utilize this document to articulate your request and desired resolution. You may attach additional written statements and supporting documents if needed to clarify your request. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. Your Request Mast package must include a summary of responsive actions taken by each commander in the chain of command. Your commander will provide this information in a separate statement.

b. Each immediate commander, down to the company level, to whom the petitioner reveals the Request Mast subject will provide a time line of events as to their understanding of the Request Mast and what action was taken or offered to satisfy the petitioner. If appropriate, add additional documentation concerning the uniformed member; i.e., legal documents, 6105s or page 11 entries, Administrative Action forms, etc. Include these statements or documents with the Request Mast prior to the uniformed member communicating the Request Mast subject to the next higher commander. For ease you may utilize page 2, part II of a blank NAVMC form 11296 or a separate statement on unit letter head. If you choose to utilize the NAVMC form 11296, there is no requirement for the petitioner or witness to sign the document in part III. Request Mast applications addressed to the Commanding General, 2d Marine Division and received by the CIG that do not contain lower commander statements will be returned to the unit for their awareness and the opportunity to address the Request Mast.

c. If the uniformed member wishes not to reveal the subject of their Request Mast to a subordinate commander in the chain of command, the petitioner will place the page one and three of NAVMC 11296/Request Mast application with all documentation in a sealed envelope marked "to be opened by the Commanding General/Commanding Officer only (as desired)." The uniformed member must include inside the package an explanatory statement as to why the subject has not been revealed and why they believe the subordinate commander cannot address their issue. Each intermediate commander will offer to address the uniformed member's Request Mast. If the offer is accepted the commander will open the sealed Request Mast and address the issues with the petitioner. The commander will make a statement that the uniformed member allowed the commander to open the sealed envelope and what action was taken. If the offer is not accepted, the commander will make a statement referencing the offer to assist and provide any additional information concerning this uniformed member. The commander may utilize either page 2, part II of a blank NAVMC form 11296 to make comments, or provide a separate statement on unit letter head. If the blank NAVMC form 11296 is utilized, the uniformed member is not required to sign the document. Once action at the Regimental command level is complete, the envelope with all command documentation will be delivered to the 2d Marine Division CIG's office.

d. Once action is completed by the Commanding General/Commanding Officer (as desired), the uniformed member will initial the appropriate statement in part III of the NAVMC form 11296 indicating that he or she has had the opportunity to communicate directly with the Commanding General/Commanding Officer (as desired) and has been informed of any actions taken, or to be taken by the Commanding General/Commanding Officer regarding the Request Mast. Subordinate commanders are only responsible for maintaining their portion of the Request Mast documentation. Note: the

## REQUEST MAST SUBMITTAL PROCEDURES

uniformed member's initials and signature are not an acknowledgement of satisfaction or dissatisfaction with the outcome, but merely that the process of Request Mast was completed.

e. Due to remote unit locations of some 2d Marine Division commands, Request Mast may be processed telephonically or via video conferencing. This means of communicating a Request Mast petition does not authorize deviation from elements outlined in this directive or Reference (e). If a Request Mast petition must be forwarded in this manner, coordination must first occur with the 2d Marine Division CIG.

f. The 2d Marine Division Commanding General may authorize a Request Mast to be reviewed by the 2d Marine Division CIG, to include sealed Request Mast. In these situations, the following considerations apply:

(1) The 2d Marine Division CIG may neither respond to nor deny a Request Mast on behalf of the Commanding General, but may make appropriate recommendations pertaining to the Request Mast.

(2) Any lawful communication made to the 2d Marine Division CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to an uniformed member for exercising his or her right to Request Mast under U.S. Navy Regulations and References (a) and (b), further protection is afforded under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.

