



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:

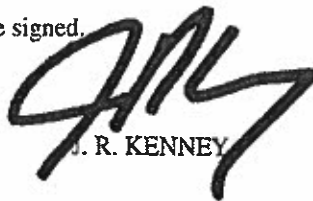
(1) Ensure that personnel are familiar with this directive and the associated command specific elements.

(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

**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/SORNsIndex/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).

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

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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.)

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 \_\_\_\_\_

## 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.



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