



UNITED STATES MARINE CORPS

SUPPORT BATTALION  
RECRUIT TRAINING REGIMENT  
MARINE CORPS RECRUIT DEPOT  
PO BOX 15001

PARRIS ISLAND, SOUTH CAROLINA 29905-5001

IN REPLY REFER TO:  
BnO 1700.23B  
CO

AUG 28 2020

BATTALION ORDER 1700.23B

From: Commanding Officer  
To: Distribution List

Subj: SUPPORT BATTALION REQUEST MAST

Ref: (a) RegO 1700.2Y  
(b) DepO 1700.23  
(c) MCO 1700.23G

Encl: (1) Command Specific Elements for Request Mast  
(2) Request Mast Degree of Satisfaction Statement

1. Situation. This Order represents the Initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. BnO 1700.23A

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 (Art 0820c 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 Order is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. 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 utilizing NAVMC Form 11296 via the chain of command to the commander with whom the Request Mast is desired.

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 enclosure (1), which describes the command's specific elements.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

AUG 28 2020

5. Administration and Logistics

a. Executive Officer/Sergeant Major

- (1) Provide administrative assistance as delineated in enclosure (1).
- (2) Ensure this Order is posted on all troop information boards and readily available to all personnel.
- (3) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

b. Company Commanders

- (1) Ensure that all personnel are familiar with this Order and the command specific elements.
- (2) Incorporate Request Mast training into your annual training plan and maintain statistical information on Request Mast training completion.
- (3) Facilitate getting personnel to the Commanding Officer in order to execute their right to Request Mast.

6. Command and Signal

a. Command. Questions pertaining to the contents of this Order will be addressed to the Battalion Sergeant Major or Executive Officer. This Order is applicable to all uniformed members of this command.

b. Signal. This Order is effective the date signed. Point of contact at this command is the Battalion Sergeant Major, who can be reached at (843) 228-3798.



A. B. SELVIDGE

## SPECIFIC ELEMENTS FOR REQUEST MAST

1. UNIT/COMMAND POINTS OF CONTACT TO INITIATE A REQUEST MAST APPLICATION:
  - A. ENLISTED. SERGEANT MAJOR
  - B. OFFICER. EXECUTIVE OFFICER
  
2. THE SUPPORT BATTALION MCRD/PI REQUEST MAST CHAIN OF COMMAND IS:
  - A. BATTALION COMMANDER , SUPPORT BATTALION
  - B. BATTALION SERGEANT MAJOR, SUPPORT BATTALION
  - C. REGIMENTAL COMMANDING OFFICER, RECRUIT TRAINING REGIMENT
  - D. REGIMENTAL SERGEANT MAJOR, RECRUIT TRAINING REGIMENT
  - E. COMMANDING GENERAL, MCRD/PI
  - F. DEPOT SERGEANT MAJOR, MCRD/PI

### ADDITIONAL INFORMATION

NAVMC 11296: REQUEST MAST APPLICATION  
[Http://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/](http://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/)

MCO 1700.23G: Request mast

DEPOT ORDER 1700.23: Marine Corps Recruit Depot/Eastern Recruiting Region

GROUP ORDER 1720.2X: Recruit Training Regiment Request Mast

NAVMC DIR 1700.23F Request Mast Procedures

For additional guidance or information please contact Support Battalion Sergeant Major at (843) 228-3798.

