



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

IN REPLY REFER TO:
BnO 1700.23H
IGI
JUL 24 2023

BATTALION ORDER 1700.23H

From: Commanding Officer, Headquarters and Service Battalion, Headquarters
Marine Corps, Henderson Hall

To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G
(b) MCINCR-MCBQ 1700.23C

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This order provides Request Mast guidance and procedures unique to Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall. Guidelines set forth in this order and in the references will be utilized ensure timely process of a Request Mast.

2. Cancellation. BnO 1700.23G

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.

4. Execution

a. Commander's Intent. This order and the references are to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. All personnel will have access to this order when signed and published.

b. 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 in enclosure (1).

c. 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.

5. Administration and Logistics.

a. The Executive Officer/Adjutant/Sergeant Major shall:

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

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

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

(3) Facilitates the process of Request Mast applications addressed to the Commanding General for consideration.

b. Officers in Charge/Staff Noncommissioned Officers in Charge shall:

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

(2) Facilitate getting Marines in front of the Commander in order to execute their right of Request Mast.

6. Command and Signal.

a. Command. This order is applicable to all uniform members of this command. Interference with the Marine's right to Request Mast or any attempt at reprisal is prohibited and is punishable under Article 92 of the Uniform Code of Military Justice.

b. Signal. This order is effective the date signed.


W. D. HOOD

DISTRIBUTION LIST: A

COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

1. Command points of contact to assist with a Request Mast application:

a. Enlisted:

(1) Company First Sergeant, Henderson Hall, Building 29, Room 301D, (703) 614-7154.

(2) Battalion Sergeant Major, Henderson Hall, Building 29, Room 200C, (703) 614-1763.

b. Officers:

(1) Company Executive Officer, Henderson Hall, Building 29, Room 301, (703) 614-7145.

(2) Battalion Executive Officer, Henderson Hall, Building 29, Room 200E, (703) 693-1457.

2. Request Mast Chain of Command for this unit is:

(1) Company Commanders, Henderson Hall, Building 29:

a. Headquarters Company, Building 29A (703) 693-1457.

b. Alpha Company, Room 301C, (703) 693-7404.

c. Bravo/Charlie Companies, Room 301B, (703) 693-5360.

(2) Battalion Commander, Henderson Hall, Building 29, Room 200D, (703) 614-3417.

(3) Commander, Marine Corps Installation National Capital Region - Marine Corps Base Quantico (MCINCR-MCBQ), Lejeune Hall, Building 3250, Room 203, (703) 784-5900.

(4) Commanding General, Marine Corps Installation Command (MCICOM), Pentagon, Room 2D153, (703) 614-3609.

3. The Command Inspector General (CIG) for this unit is the Inspector General, United States Marine Corps, Arlington, Virginia, (703) 604-4659.

ENCLOSURE (1)