

COMMANDER'S REQUEST MAST POLICY STATEMENT



The right of all Marines to directly communicate grievances to, or seek assistance from their commanding officer is established in U.S. Navy regulations (Arts. 8020c and 1151.1) and the Marine Corps Manual (para 805), and is exercised through the formal process of Request Mast.

Request Mast is not intended to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the commander ability to carry out the function and mission of the unit.

Individuals requesting mast do not have to state the nature of their problem, either orally or in writing to anyone in the chain of command, except the officer before whom they wish to appear.

The petition to request mast must be submitted in writing via the chain of command using the Marine Corps Request Mast application, NAVMC 11296, and include the following:

- A written statement covering the reasons for the request mast with any supporting documents attached.
- A list of the commanding officers in the chain of command with whom the Marine or Sailor has requested mast and the actions taken by each. If the Marine or Sailor has not revealed the subject of the request to these commanding officers, he/she will explain the reason for not doing so.
- For enlisted Marines or Sailors, assistance in preparing the application can be obtained from the Headquarters and Service Battalion Sergeant Major or Adjutant.
- For officers, the executive officer should be contacted for assistance.

Anyone requesting mast should not fear reprisal or prejudice. Allegations of reprisal or prejudice will be fully investigated, and if substantiated, subject to legal action.

Semper Fidelis,

A handwritten signature in black ink, appearing to read "Andrew R. Winthrop".

ANDREW R. WINTHROP
Colonel, U.S. Marine Corps