



**Commanding Officer's Request Mast Policy**  
**Headquarters and Service Battalion**  
**Headquarters Marine Corps, Henderson Hall**



U.S. Navy Regulations (Arts. 8020c and 1151.1) and the Marine Corps Manual (para 805) establish the right for all Marines and Sailors to directly communicate grievances to, or seek assistance from, their Commanding Officer through the formal process of Request Mast.

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 should 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, the Headquarters and Service Battalion Sergeant Major or Adjutant may provide assistance in preparing the application.
- For officers, the Executive Officer may provide assistance.

Individuals requesting mast do not have to state the nature of their complaint, either orally or in writing, to anyone except the officer before whom they wish to appear. No one requesting mast should fear reprisal or prejudice. Allegations of reprisal or prejudice will be fully investigated, and if substantiated, subject to disciplinary action.

M. A. MELENDEZ III  
Colonel, U.S. Marine Corps  
Commanding Officer