



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134-5129

IN REPLY REFER TO:
1700.1B
C40
SEP 20 2019

MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 1700.1B

From: Commanding General
To: Distribution List

Subj: REQUEST MAST INITIATING DIRECTIVE

Ref: (a) U. S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23G
(d) NAVMC Directive 1700.23F
(e) TECOMO 1700.1B
(f) HQSVCBN 1700.2L

Encl: (1) NAVMC 11296 Rev 5-19
(2) Command Specific Elements for Request Mast
(3) Request Mast Points of Contact

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

2. Cancellation. Education Command Order 1700.1A.

3. Mission. To preserve the right of all service members 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 reference (a), Articles 0820 and 1151.1, and reference (b), paragraph 2805, includes both the right of the service member to communicate with the Commanding Officer (CO) per reference (f), or the Commanding General (CG), normally in person, and the requirement that the CO or CG consider the matter and personally respond to the service member requesting mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order will be utilized by all service members of this command for the purpose of exercising Request Mast with the CG. This Order will be published and all personnel will be informed of its content.

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

MCU/EDCOMO 1700.1B

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


J. M. BARGERON

DISTRIBUTION: A
Copy to: CIG, TECOM
H&S Bn, MCB Quantico

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 _____

**REQUEST MAST POINTS OF CONTACT AND COMMANDERS
FOR
EDUCATION COMMAND HEADQUARTERS MILITARY STAFF PERSONNEL**

THIS LIST OF POINTS OF CONTACT WILL BE PLACED IN WORK SPACES AND BARRACKS AREAS TO ASSIST IN PREPARATION OF REQUEST MASTS

ENLISTED

FIRST SERGEANT TECO: 1stSgt Felix A. Ferrin/(703) 784-6057/Bldg 2006

SERGEANT MAJOR H&S BN: SgtMaj Gabriel E. Macias/(703) 784-2263/Bldg 2006

SERGEANT MAJOR EDCOM: SgtMaj Douglas F. Cutsail III/(703) 784-6943/Bldg 2076

OFFICER

EXECUTIVE OFFICER H&S BN: LtCol Michael Bowers/(703) 784-2264/Bldg 2006

CHIEF OF STAFF EDCOM: Col Gregory L. Lemons/(703) 784-3515/Bldg 2076

COMMANDERS

IMMEDIATE COMMANDING OFFICER, CO TECO: Maj Scott Ballard/(703) 784-2901/
Bldg 2006

NEXT COMMANDING OFFICER, CO, H&S BN: Col Edward J. Danielson/(703) 784-
2264/Bldg 2006

IMMEDIATE COMMANDING GENERAL, CG, EDCOM: BGen Jay M. Bargeron/(703)
784-3515/Bldg 2076

COMMAND INSPECTOR GENERAL, TRAINING AND EDUCATION COMMAND

Mr. Albert T. Conord/(703) 784-3073/Bldg 1019

REQUEST MAST REFERENCES

THIS LIST WILL BE UPDATED EACH TIME ANY OF THE ABOVE INFORMATION CHANGES. THE OFFICE OF THE COMMAND INSPECTOR GENERAL (CIG), TRAINING AND EDUCATION COMMAND IS RESPONSIBLE FOR UPDATING THE LIST. ANYONE WITH INFORMATION ON THE ACCURACY OF THE LIST CAN CONTACT THE CIG OFFICE AT (703) 784-1628 OR EMAIL AT TECOM.IGHOTLINE@USMC.MIL.

ENCLOSURE (3)

DIRECTIVE NO.

1700.1B

DIRECTIVE TITLE (OR PORT TITLE)

Reg. Mast

J F M A M J J A S O N D

DATE PROMULGATED

20 SEP 2019

PROMULGATED BY

C40

DISTRIBUTION

A

CLASSIFICATION

UNCLASS.

DIRECTIVE REVIEW NAVMC 10974 (REV. 8-97) (EF) SN: 0109-LF-069-0400

(5215)

In accordance with current edition of MCO P5600.31, this directive has been reviewed for necessity, current applicability, and to assure consonance with existing law and with national and Department of Defense policy, by:

DIRECTIVE NUMBER	DATE REVIEWED	CANCELLED	CANCELLED BY	REMARKS (New, Revision, Change)	SIGNATURE OF REVIEWING OFFICER
1700.1B	20 SEP 2019			NEW	
1700.1B	20 SEP 20			No Change	
1700.1B	21 NOV 21			Revision	Cyber [Signature]

DIRECTIVE NO.

DATE CANCELLED

J F M A M J J A S O N D