



REQUEST MAST POLICY STATEMENT

HEADQUARTERS AND SERVICE BATTALION FLEET MARINE FORCE, ATLANTIC MARINE FORCES COMMAND, MARINE FORCES NORTHERN COMMAND

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 (par2805). It is exercised through the formal process of Request Mast.

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/Sailor has requested mast and the action taken by each. If the Marine/Sailor has not revealed the subject of the request mast to these Commanding Officers, he/she will explain the reason for not doing so.
- Assistance in preparation of the application can be obtained from the Headquarters and Service Battalion Sergeant Major or the Headquarters and Service Battalion Adjutant.

It is important for every Marine and leader to understand the Request Mast process. Every Marine must also be afforded the right to do so without any fear of reprisal.

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