UNITED STATES MARINE CORPS



1ST LOW ALTITUDE AIR DEFENSE BATTALION
MARINE AIR CONTROL GROUP 18
1ST MARINE AIRCRAFT WING, FMF
BOX 63065
MCBH KANEOHE BAY HI 96863-3065

1700 CO 25 Sep 24

BATTALION BULLETIN 1700

From: Commanding Officer, 1st Low Altitude Air Defense Battalion

To: All Hands

Subj: 1ST LOW ALTITUDE AIR DEFENSE BATTALION REQUEST MAST INITIATING

DIRECTIVE

Ref: (a) U.S. Navy Regulations

(b) Marine Corps Manual W/CH 1-3

(c) MCO 1700.23G

(d) NAVMC DIR 1700.23F

Encl: (1) NAVMC 11296 Rev 5-19

(2) Request Mast Routing Chain and specified instructions

- 1. <u>Situation</u>. Request Mast as established in reference (a) (Arts. 0820c/1151.1) and reference (b) (para 2805) includes the right of the service member to communicate grievances with or seek assistance from any Commander in their chain of command, up to the first Commanding General (CG). Commanders are required to consider the matter and personally respond to the service member Requesting Mast. Per reference (c), this bulletin represents the initiating directive for the Commandant's Request Mast Program.
- 2. <u>Mission</u>. To preserve the right of all service members of 1st Low Altitude Air Defense Battalion (1st LAAD Bn) to communicate grievances or seek assistance from their Commanding Officers, up to the first CG in the chain of command as exercised through the formal Request Mast process.

3. Execution

- a. <u>Commander's intent</u>. Utilize this bulletin for the purpose of exercising Request Mast with assigned Commanders, up to the CG of 1st Marine Aircraft Wing (1st MAW). This bulletin will be published, and all personnel will be informed and trained on how to properly Request Mast.
- b. <u>Concept of Operations</u>. Request Mast will be submitted via the chain of command utilizing NAVMC 11296 Rev 5-19 to the Commander with whom the Request Mast is desired.

- Subj: 1ST LOW ALTITUDE AIR DEFENSE BATTALION REQUEST MAST INITIATING DIRECTIVE
- c. <u>Coordinating Instructions</u>. All members of 1st LAAD Bn exercising Request Mast shall do so in accordance with (IAW) the references and enclosures, which describe the process and procedural aspects of Request Mast.
- (1) Executive Officer/Command Senior Enlisted Leader/Adjutant/Battery Commanders/Battery Unit Senior Enlisted Leaders shall:
- (a) Provide administrative assistance as delineated in the enclosures.
- (b) Ensure this bulletin is posted on all information boards and available to all 1st LAAD Bn personnel.
- (c) Facilitate and maintain process integrity of all Request Mast addressed to the Commanding Officer and/or CG for consideration.
 - (2) Officers in Charge/Staff Noncommissioned Officers Shall:
- (a) Ensure all service members assigned to their formation are familiar with this bulletin and the specified instructions.
- (b) Ensure service members are afforded their right to appear before the Commander to whom the Request Mast was made, up to the CG, 1st MAW.
- 4. Administration and Logistics. This bulletin will be made readily available to all service members assigned to 1st LAAD Bn.

5. Command and Signal.

a. <u>Command</u>. This bulletin is applicable to all Marines assigned to 1st LAAD Bn.

b. <u>Signal</u>.

- (1) This bulletin is effective the date signed.
- (2) The point of contact for this matter is Sergeant Major Robert S. Turek and can be reached at 808-257-1950 or robert.turek@usmc.mil.

H. A. PHILLIPS

MARINE CORPS REQUEST MAST

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series; SECNAVINST 5370.5 series; and E.O. 9397 (SSN), as amended. SORN N05041-1

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to

requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://docid.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/5/0354/n05041-1/. Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions. PART I: REQUEST: COMPLETED BY THE APPLICANT						
4. UNIT:	<u> </u>					
5. I REQUEST MAST WITH: (The Commander with whom	n you desire to communicate)					
5a. NAME OF COMMANDER (Rank, Full Name)	a. NAME OF COMMANDER (Rank, Full Name) 5b. COMMAND.					
7. REQUESTED RESOLUTION: (Clearly describe the resolution)	solution you seek from the Comn	nander named in blo	ock 5a.)			
I.	, certify the sta	atements in blocks 6	and 7 are true,			
Signature			Date			

Aut III	PART II: COMMA	NDERS' ENGA	GEMENT: COMP	LETED BY	COMMAN	DER WITHIN TI	HE CHAIN	OF COMMAND
Applicant a per	MAST: (White disclorsonal audience. Co I closure will complet	mmanders must	/ance/problem is s acknowledge their	trictly volun	tary, every ent below.	Commander in Only the Comm	the chain c ander ultim	of command must offer the nately selected to provide final
	MMANDER IN COMMAND		Print Name		Rank	Billet		Command/Unit Name
CHAIN OF	COMMAND							
Subject Matter			Forward?	Yes	☐ No	De	enied (if na	med in 5a.)? Yes No
Remarks: (Del	ail attempts to proce	ss or resolve)						
						-		
Signature							Date:	
	COMMANDER IN	<u> </u>	Print Name		Rank	Bitlet		Command/Unit Name
CHAIN O	F COMMAND:							
Subject Matter Remarks: (De	Disclosed? Yes	No ss or resolve)	Forward?	Yes	□ No	De	enied (if na	med in 5a.)? Yes No
Signature.							Date:	
	OMMANDER IN F COMMAND:		Print Name		Rank	Billet		Command/Unit Name
Subject Matter Remarks: (Det	Disclosed? Yes		Forward?	Yes	No	D-	enied (if na	med in 5a.)? Yes No
Tromanto, (Do	con accompto to proce							
:								
Signature							Date	
9d. IMMEDIA	TE COMMANDING	GENERAL :	· · · · · · · · · · · · · · · · · · ·					
Ennuarded (if i	applicable) Yes	□ No					Do	nied? Yes No
	tail attempts to proce						De	illed? res No
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Signature							Date	
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PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT							
inquiry or inves	POSITION: (Detail any actions or attempts to re tigation was conducted, provide relevant findin ppropriate for Mast.)	esolve the grievance/problem gs If the request was denied	Include any by the Comm	referrals for fur nander specified	ther personnel actions. If an d in block 5a, explain why the		
Signature:				Date			
·							
11. Applicants	PART IV: APPLICANT must sign the acknowledgement of final dispose	S ACKNOWLEDGEMENT O sition or if they wish to volunt					
					1800 Sa 35		
my Re	Disposition by a selected subordinate Comequest Mast to a Commander who was subordistand the disposition of my grievance.	mander: Without any intimic nate to the Commander I on	lation, coercior ginally request	n, or fear of reta ed in block 5a a	aliation, I voluntarily disclosed and I accept and fully		
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.							
Requ	est Withdrawn: Without any intimidation, coer	rcion, or fear of retaliation, I v	oluntarily with	draw my Reque	est Mast.		
Applicant Signature:							
Witness Signat	ure	Date					
	Print Name (Witness)	Rank		Comman	d/Unit Name		
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NAVMC 11296 (Rev. 05-19)(EF)

PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties



Request Mast

Every member of 1st LAAD Bn has the right to communicate grievances or seek assistance from their Commanding Officers, up to the

Commanding General, 1st Marine Aircraft Wing.



- POCs to initiate Request Mast:
 - Enlisted: Battery Unit Senior Enlisted Leaders / Battalion Command Senior Enlisted Leader
 - Battalion/H&S Battery: Bldg 1033, 2d Deck, MCBH
 - Firing Battery A: Bldg 1044, 3d Deck, MCBH
 - Officer: Battery Commanders / Battalion XO
 - Battalion/H&S Battery: Bldg 1033, 2d Deck, MCBH
 - Firing Battery A: Bldg 1044, 3d Deck, MCBH
- 1st LAAD Bn Request Mast chain of command:
 - Battery Commanders
 - H&S Battery: Bldg 1033, 2d Deck, MCBH
 - Firing Battery A: Bldg 1044, 3d Deck, MCBH
 - Commanding Officer, 1st LAAD Bn
 - Bldg 1033, 2d Deck, MCBH
 - Commanding Officer, MACG-18
 - Bldg 562, MCAS Futema, Okinawa, JPN
 - Commanding General, 1st MAW via Wing Inspector General
 - Bldg 1, Camp Foster, Okinawa, JPN
- Routing Instructions for Request Mast to the Commanding General
 - The service member will prepare a written statement covering the reason for Request Mast via a NAVMC 11296; to include a responsive action taken by each commander in the chain of command to whom the grievance/required assistance was revealed/communicated.
 - Each commander to whom the Request Mast subject was revealed, will provide a written statement to their understanding of the Request Mast and responsive action taken. Each statement will be added prior to routing the Request Mast to the next higher commander.
 - If the member chooses not to reveal the subject of the Request Mast to the intermediate commanders, the member must include an explanatory statement as to why. The member shall place the Request Mast forms in an envelope marked "For Commanding Generals Eyes Only". Page two of the NAVMC 11296 must be secured to the outside of the envelope to give each commander in the chain of command an opportunity to address the issue and properly state that a resolution has been met/not met as agreed upon by the service member. Only the service member or the commander annotated on the Request Mast (block 5) can open and work a resolution.
 - Each commander has 24 hours to complete requisite actions to ensure the timeliness in which the Request Mast is received by the desired commander in the chain of command.