



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

IN REPLY REFER TO:
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. Situation. 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. Mission. 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. Commander's intent. 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. Concept of Operations. 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.

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c. Coordinating Instructions. 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. Command. This bulletin is applicable to all Marines assigned to 1st LAAD Bn.

b. Signal.

(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

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9 REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9d. IMMEDIATE COMMANDING GENERAL

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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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.)

[Empty text area for final disposition details]

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
<input type="text"/>	<input type="text"/>	<input type="text"/>



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.