



COMMANDING OFFICER'S POLICY LETTER

REQUEST MAST

Marines and Sailors,

You have the right to speak directly with me — as your CO — about any concern or issue through the **Request Mast** process, established in Navy Regulations and the Marine Corps Manual.

HERE'S WHAT YOU NEED TO KNOW...

WHAT IS REQUEST MAST?

It's your formal right to talk with me or any commander in your chain of command, all the way up to the CG. I am obligated to listen and respond personally.

WHO CAN REQUEST IT?

Anyone. But first, try resolving the issue informally — speak with the Marine or Sailor involved, or with your NCO, SNCO, or officer. If that doesn't work, you may submit a Request Mast.

CAN I DENY IT?

Yes — but only if there's a better process for your issue (e.g., legal, admin, or IG). If denied, I'll explain why and point you to the proper channel. I may also require you to use your chain of command first.

WHAT IS REQUEST MAST NOT FOR?

- Appeal NJP punishment or UCMJ findings
- Avoid duty or disrupt the command
- Override existing Article 138/1150 complaints or separation proceedings

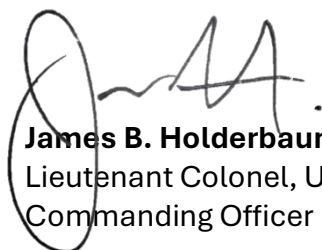
HOW DO YOU SUBMIT IT?

Fill out **NAVMC 11296 (Rev 5-19)** and submit it through your chain of command. Legal can help you get the form – or you can use the **QR code** [below].

MY EXPECTATIONS:

- Use this as a tool — not a weapon — treat the process with respect.
- Don't use it to skip the chain of command — try to resolve your issue at the source.
- No leader will discourage or delay your right — ask for help if you are not sure about the process.

TRUST IS OUR CURRENCY. The strength of our unit depends on trust. Request Mast exists to protect that trust. If you need to speak to me, I will listen.



James B. Holderbaum
Lieutenant Colonel, USMC
Commanding Officer

