



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 1700.23F  
IGI  
MAR 22 2007

MARINE CORPS ORDER 1700.23F

From: Commandant of the Marine Corps  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations  
(b) Marine Corps Manual  
(c) NAVMC Directive 1700.23F

1. Situation. This Order promulgates Request Mast policy.
2. Cancellation. MCO 1700.23E.
3. Mission. To preserve the right of every Marine to directly seek assistance from, or communicate grievances to their commanding officers as established in reference (a), (Articles 0820c and 1151.1) and reference (b), (par 2805) and exercised through the formal process of Request Mast.
4. Execution
  - a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order shall be utilized by all commands exercising Request Mast and promulgates the singular U.S. Marine Corps Request Mast order. All commanders down to the lowest administrative level will institute the Commandant's Request Mast program conforming to this Order. This Order will be published and all personnel must be informed of the contents. A guide in determining the lowest administrative level is delineated in reference (c).

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing reference (c) and NAVMC form 11296 (Rev) via the chain of command to the commander with whom the Marine is requesting an audience.

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b. Coordinating Instructions. All commands exercising Request Mast shall do so utilizing reference (c), which describes the process and procedural aspects of Request Mast.

(1) This order is the Request Mast Order for the Marine Corps; therefore, individual unit Request Mast directives are no longer required.

(2) Individual units are only required to publish a unit-level initiating directive outlining the command specific elements; an example is found in Appendix C of reference (c).

## 5. Administration and Logistics

a. Commanding General, Marine Corps Combat Development Command shall develop or revise, as appropriate, any instructional courses and materials that pertain to the Request Mast program.

b. Commanders shall:

(1) Institute and maintain the Commandant's Request Mast program and publish this Order.

(2) Ensure that all personnel are familiar with Request Mast policy and procedures.

(3) Establish and monitor follow-up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interests of any Marine, results from the Marine's exercise of the right to Request Mast.

(4) Ensure compliance with applicable provisions of this Order.

(5) Exercise those disciplinary or administrative options considered appropriate if a Marine tries to or does interfere with, or reprise against any Marine exercising his or her right to Request Mast.

c. The Inspector General of the Marine Corps (IGMC) shall:

(1) On behalf of the Commandant of the Marine Corps, conduct Request Masts while on inspection visits, as provided by reference (c), or at other times when appropriate. Review the Request Mast programs of commands as part of the inspection process.

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(2) Process Request Mast applications addressed to the Commandant of the Marine Corps or to the Secretary of the Navy via the Commandant of the Marine Corps that have been forwarded by the appropriate Commanding General for consideration.

(3) Publish and maintain NAVMC Directive of Request Mast procedures.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



R. S. KRAMLICH  
Director, Marine Corps Staff

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