*“IT’S YOUR RIGHT; KNOW HOW AND WHEN TO EXERCISE IT APPROPRIATELY”*

To preserve the right of every Marine to seek assistance from, or communicate grievances directly to, their commander or commanders up to and including a Commanding General (CG) within the chain of command at the same base or immediate geographical location, as established in U.S. Navy regulations (Articles 0820c and 1151.1) and reference Marine Corps Manual (paragraph 2805), through the use of the formal request mast process.

WHO MAY FILE A REQUEST MAST?

All Navy and Marine Corps members should first make every effort to address the offending behavior directly with the party responsible, verbally or in writing. You can also discuss the matter with your immediate supervisor and request assistance. If you are unable to resolve the issue informally, you have the right to Request Mast. Request Mast should be conducted in accordance with the Request Mast Procedures MCO 1700.23G.

WHAT TYPE OF COMPLAINTS ARE APPROPRIATE TO FILE REQUEST MAST?

Generally, a military member can speak to the Commanding Officer about any subject; however, the member cannot use request mast for the following reasons:

1. Request Mast should not be used as a means of attacking the proceedings, punishment, or findings and sentence resulting from a disciplinary action brought under the Uniform Code of Military Justice (UCMJ).
2. Request Mast may not be used to harass, avoid duty, or intentionally interfere with the commander's ability to carry out the functions and mission of the command.
3. Request Mast cannot be used if the member is being processed for involuntary separation or if the subject of the complaint is an ongoing Article 138, UCMJ, or Article 1150, Navy Regulations.

Complete the Request Mast Application form (NAVMC 11296) and submit it through the chain of command to the Commanding Officer.  For additional information contact your local legal office.

**Address**  
Commanding General  
Third Marine Aircraft Wing (Attn: Inspector)  
PO Box 452050  
San Diego CA 92145-2050

**Commercial**  
858-307-7401

**Fax**  
858-307-7400

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