



UNITED STATES MARINE CORPS
2D MAINTENANCE BATTALION
COMBAT LOGISTICS REGIMENT 25
PSC BOX 20127
CAMP LEJEUNE, NC 28542-0127

BnO 1700.2a
CO
17 Oct 16

2D MAINTENANCE BATTALION ORDER 1700.2A

From: Commanding Officer, 2d Maintenance Battalion
To: Distribution List

Subj: 2D MAINTENANCE BATTALION REQUEST MAST ORDER

Ref: (a) NAVMC DIR 1700.23F
(b) MCO 1700.23F
(c) U. S. Navy Regulations, 1990
(d) Marine Corps Manual

Encl: (1) Specific Elements for Request Mast

1. Situation. This order represents the 2d Maintenance Battalion Initiating Directive for the Commandant's Request Mast Program in accordance with references (a) and (b).

2. Canellation. BnO 1700.2

3. Misson. To preserve the right of all 2d Maintenance Battalion Marines and Sailors to directly communicate grievances to, or seek assistance from, their Commanding Officers or Commanding General as exercised through the formal process of Request Mast. Request Mast, as established in references (c) and (d), includes both the right of the Marine or sailor to communicate with the Commander, normally in person, and the requirement that the Commander consider the matter and personally respond to the Marine or sailor exercising request Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order is to be utilized by all members of 2d Maintenance Battalion for the purpose of exercising Request Mast with the Commanding Officer. This order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast application will be submitted in writing utilizing NAVMC Form 11296 via the chain of command to the Commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of 2d Maintenance Battalion exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and enclosure (1), which describes the command's specific elements.

5. Administration and Logistics.

a. 2d Maintenance Battalion Adjutant and Sergeant Major

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(1) Provide administrative assistance, as required.

(2) Facilitate the process of Request Mast applications addressed to the Commanding Officer for consideration.

b. Company Commanders

(1) Ensure that the unit Request Mast Initiating Directive is posted on unit Troop Information Boards and readily available to all unit personnel.

(2) Ensure the information contained with the command specific elements is current.

c. Officers in Charge and Staff Noncommissioned Officers in Charge

(1) Ensure that all personnel are familiar with this directive and associated command specific elements.

(2) Facilitate getting Marines in front of the Commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This order is applicable to all uniformed personnel of 2d Maintenance Battalion.

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



E. J. SMITH

DISTRIBUTION: A

SPECIFIC ELEMENTS FOR REQUEST MAST

1. 2d Maintenance Battalion points of contact to initiate a Request Mast application.

a. Enlisted:

Battalion SgtMaj, located in bldg. FC 286, phone number 910-451-1749.

H&S 1stSgt located in bldg. FC286, phone number 910-451-4570.

OMC 1stSgt located in bldg. FC286, phone number, 910-451-6061.

ELMACO 1stSgt located in bldg. FC51, phone number 910-450-9061.

GSM 1stSgt located in bldg. FC284, phone number 910-451-2950.

EMC 1stSgt located in bldg. FC285, phone number 910-451-6001.

MTM 1stSgt located in bldg. FC286, phone number 910-451-7245.

b. Officer:

Bn XO, located in bldg. FC286, phone number 910-451-2358.

Bn Adjutant, located in bldg. FC286, phone number 910-451-6083.

2. Request Mast chain of command for 2d Maintenance Battalion is:

a. Immediate Commander

H&S Company Commander, located in bldg. FC286, phone number 910-451-6080.

OMC Company Commander, located in bldg. FC286, phone number 910-451-6075.

ELMACO Company Commander, located in bldg. FC51, phone number 910-450-6063.

GSM Company Commander, located in bldg. FC284, phone number 910-451-6023.

EMC Company Commander, located in bldg. FC285, phone number 910-451-6002.

MTM Company Commander, located in bldg. FC286, phone number 910-451-7242.

b. Next Commander

2d Maintenance Battalion Commander, located in bldg. FC286, phone number 910-451-5332.

c. Next Commander

CLR 25 Commander, located in bldg. FC500, phone number 910-450-6581.

d. Immediate Commanding General:

2d MLG Commanding General, located in bldg. 2, phone number 910-451-5192.

3. The 2d Marine Logistics Group Command Inspector General is located in bldg. 333, Camp Lejeune, NC. Phone number 910-451-9761.

4. Request Mast to the Commanding General will state "CG Eyes Only". It will still be routed through the service member's chain of command for his/her situational awareness and to provide the petitioner-applicant the opportunity to explain their complaint to the intermediate commander, but only if they are willing to do so voluntarily. If the attempt fails and the request mast is routed to the Commanding General, a Command Inspector may review and make appropriate recommendations pertaining to Requests Mast to the Commanding General, however, may neither respond to nor deny a Request Mast on behalf of the Commanding General.