



UNITED STATES MARINE CORPS  
U.S. MARINE CORPS FORCES CENTRAL COMMAND  
7115 SOUTH BOUNDARY BOULEVARD  
MACDILL AIR FORCE BASE FL 33621-5101

MARCENTO 1700.1

CIG  
02 APR 2025

U.S. MARINE CORPS FORCES CENTRAL COMMAND ORDER 1700.1

From: Commander, U.S. Marine Corps Forces Central Command  
To: Distribution List  
  
Subj: U.S. MARINE CORPS FORCES CENTRAL COMMAND REQUEST MAST  
ORDER  
  
Ref: (a) MCO 1700.23G  
(b) U.S. Navy Regulations (Articles 0820C and 1151.1)  
(c) Marine Corps Manual (Paragraph 2805)  
  
Encl: (1) MARCENT Request Mast Routing Flow Chart  
(2) NAVMC 11296 Rev 5-19

1. Situation. Per the references, this Order is the Initiating Directive for the Commander's Request Mast Program for U.S. Marine Corps Forces Central Command (MARCENT).

2. Cancellation. MARCENT Policy Letter 1-24

3. Mission. To preserve the right of all uniformed members to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (Par 2805) includes the right of the uniformed members to communicate directly with the Commander, normally in person, and requires the Commander to fully consider the matter and personally respond to the requester.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All uniformed members of this command will be familiar with this Order and the procedures contained herein and in the references. This Order shall be posted on official organizational bulletin boards and the command's internet website and share-point portal. All personnel shall be informed of its contents via above mentioned means and annual Request Mast training.

(2) Concept of Operations. Request Mast applications shall be submitted in writing using Navy and Marine Corps Form 11296 Rev 5-19 via the chain of command to the commander with whom the Request Mast is desired. There should be no more than one working day delay at any level of command.

b. Tasks

(1) Headquarters Company (HQCO) shall:

(a) Company Commander, HQCO will serve as the first Commander in the MARCENT Request Mast chain of command.

(b) First Sergeant, HQCO will facilitate the processing of all MARCENT Request Mast applications.

(c) Ensure that this Order, its guiding Marine Corps Order and Navy and Marine Corps Directive, and an ample supply of blank applications are posted on appropriate organizational bulletin boards that are readily available to all personnel.

(d) Ensure that the content and prescribed procedures are reiterated during appropriate new join and annual training venues.

(2) Marine Corps Training Mission United Arab Emirates (MCTM-UAE) shall:

(a) Officer In Charge (OIC), MCTM-UAE will serve as the first Commander in the MCTM-UAE Request Mast chain of command.

(b) Sergeant Major MCTM-UAE

1. Facilitate the processing of all MCTM-UAE Request Mast applications.

2. Maintain a Request Mast Program binder and required Request Mast records for requests directed to the MCTM-UAE OIC. Records for Request Mast directed to the MARCENT Chief of Staff or MARCENT Commander will be maintained by the MARCENT Command Inspector General.

(c) Ensure that this Order, its guiding Marine Corps Order and Navy and Marine Corps Directive, and an ample supply of blank applications are posted on appropriate organizational bulletin boards and web pages that are readily available to all personnel.

(d) Ensure that the content and prescribed procedures are reiterated during appropriate new join and annual training venues.

(3) MARCENT Chief of Staff (as the Principal Assistant) shall:

(a) Serve as the Second Commander in the Request Mast chain of command.

(b) Serve as the Commander's Subject Matter Expert and advisor on issues relating to and processing of Request Mast.

(4) MARCENT Sergeant Major shall serve as the Commander's Subject Matter Expert and advisor on issues relating to and processing of Request Mast.

(5) Command Inspector General (CIG) shall:

(a) Manage, properly safeguard, and maintain all Request Mast records in accordance with record schedule 1000-34.

(b) Designated as the Request Mast Reviewing Authority to review and make appropriate recommendations pertaining to Request Mast petitions addressed to Commander, United States Marine Corps Forces Central Command (COMUSMARCENT). However, the CIG may neither respond to, nor deny a Request Mast on behalf of COMUSMARCENT.

(6) Staff Judge Advocate shall:

(a) Advise the Commander on the disposition of Request Mast applications.

(b) Assist in the conduct of investigations, as necessary.

(7) Leaders at all levels shall:

(a) Ensure Request Mast familiarity and awareness of attendant directives.

(b) Without delay, facilitate Request Mast applicants requesting an audience with the appropriate commander in order to preserve the member's right to Request Mast.

(c) Personnel outside the official chain of command shall not conduct Request Mast.

c. Timelines. Request Mast shall be conducted at the earliest reasonable time. In general, there should be no more than one working day delay at any level of command. Any attempt to impede a Request Mast may be subject to disciplinary action, including the Marine requesting mast. Further details on Request Mast processing timelines are outlined in reference (a).

d. Coordinating Instructions

(1) All members of this command exercising their right to Request Mast shall do so in accordance with the references and this policy letter, which describe the Request Mast process and procedures.

(2) The authority to deny a Request Mast includes the authority to refuse to further process the Request Mast. Whenever HQCO Commander, MCTM-UAE OIC, or Chief of Staff, denies a Request Mast specifically addressed to himself or herself, he or she shall, within

a reasonable time (usually one working day), forward a report of such action and the basis thereof to the Commander, MARCENT, Attn: Command Inspector General, via the chain of command. A subordinate commander may not deny a Request Mast addressed to a higher-level commander.

(3) A Marine does not have to disclose the subject of the Request Mast to anyone in the chain of command except to the commander with whom the Marine is requesting mast.

(4) U.S. MARCENT points of contact to initiate a Request Mast application:

(a) Enlisted

1. First Sergeant, HQCO, Building 1102, MacDill AFB, FL 33621-5101, (813) 827-4361.

2. Sergeant Major, U.S. Marine Corps Forces Central Command, 7115 South Boundary Boulevard, Building 535, MacDill AFB, FL 33621-5101, (813) 827-4006.

3. Sergeant Major, Marine Corps Training Mission United Arab Emirates, Unit 6010 Box 200, DPO AE 09825, +971 50 106 4323

(b) Officers

1. Company Commander, HQCO, Building 1102, MacDill AFB, FL 33621-5101, (813) 827-4363.

2. Officer in Charge, Marine Corps Training Mission United Arab Emirates, Unit 6010 Box 200, DPO AE 09825, +971-56-417-3130

(5) Request Mast chain of command for U.S. Marine Corps Forces Central Command:

(a) MARCENT: HQCO Company Commander, Marine Forces Central Command; Chief of Staff, Marine Forces Central Command; Commander, U.S. Marine Corps Forces Central Command

(b) MCTIM-UAE: Officer-in-Charge, MCTM-UAE, Chief of Staff, Marine Forces Central Command; Commander, U.S. Marine Corps Forces Central Command

(6) Units that fall under this command for Request Mast purposes are:

(a) MARCENT Forward Coordination Element and all subordinate MARCENT Coordination Elements

(b) MCTM-UAE

(7) Routing Procedures. Enclosure (1) describes routing procedures for Request Mast petitions to Commander, U.S. Marine Corps Forces Central Command.

5. Administration and Logistics

a. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties.

b. Records Management. All Request Mast documentation will be managed by the MARCENT Command Inspector General in accordance with record schedule 1000-34.

c. Forms Management. NAVMC 11296 may be located on Naval Forms Online at: <https://forms.documentservices.dla.mil/order/>, from the Command Inspector General, or on the MARCENT Command Inspector General's Share Point page.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command and will be supported by civilian personnel as appropriate.

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



C. A. MCPHILLIPS

Distribution List: A