



UNITED STATES MARINE CORPS
THE BASIC SCHOOL
TRAINING COMMAND
24164 BELLEAU AVENUE
QUANTICO, VIRGINIA 22134-5019

TBS 1700.1
CO
12 Aug 26

THE BASIC SCHOOL ORDER 1700.1

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST DIRECTIVES

Ref: (a) U.S. Navy Regulations of 1990
(b) Marine Corps Manual
(c) MCO 1700.23G
(d) TRNGCMDO 1700.2D

Encl: (1) NAVMC 11296_Rev 5-19
(2) Command Team for RM
(3) RM PME

1. Situation. This Order represents the initiating directive for the Commandant's Request Mast Program within The Basic School (TBS).

2. Cancellation. Any TBS Request Mast Order dated prior to this TBS Order (TBSO) 1700.1.

3. Actions. To preserve the right of all service members to directly communicate grievances or seek assistance from their Commanding Officers as exercised through the formal process of Request Mast. Request Mast as established in reference (a) Articles 0820c and 1151.1 and reference (b), paragraph 2805, includes both the right of the service member to communicate with the Commander, normally in person, and the requirement that the Commander consider the matter and personally respond to the member Requesting 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 this command for the purpose of exercising Request Mast with the Commanding Officer. This Order will be published and all personnel will be informed of its content.

(2) Concept of Operations. Request Mast applications are submitted in writing utilizing enclosure (1) via the chain of command to the Commander with whom the member with whom the member is requesting an audience. Unless desired, the member 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 member is Requesting Mast.

b. Subordinate Element Missions

(1) Executive Officer / Sergeant Major

(a) Provide administrative assistance to personnel who Request Mast.

(b) Ensure TBSO 1700.1 is distributed and available to personnel.
(c) In accordance with TBSO 1700.1 and references, facilitate the process of Request Mast applications.

(2) Commanders, Officers in Charge, and Senior Enlisted Advisors

(a) Ensure personnel are familiar with Request Mast, per TBSO 1700.1 and references.

(b) Facilitate the process of a Request Mast application within one working day.

(c) Ensure no adverse or prejudicial retaliation takes place to personnel who Request Mast.

c. Coordinating Instructions.

(1) Request Mast is executed in accordance with TBSO 1700.1 and references.

(2) Any interference with Request Mast or any attempt of reprisal against personnel who Request Mast is prohibited under Article 92 of the Uniform Code of Military Justice.

5. Administration and Logistics. Request Mast applications are kept on file at the level at which they are resolved for two years. Supporting documentation that demonstrates the agreed resolution of Request Mast is retained with the application

6. Command and Signal

(a) Command. This Order is applicable to all personnel under the operational control of The Basic School.

(b) Signal. Point of contact is the Functional Area manager, The Basic School Sergeant Major at (703) 784-5522.


C. E. MILLER II