IN REPLY REFER TO: 1700

 CO

 DD Mmm YY

BATTALION BULLETIN 1700

From: Commanding Officer

To: Distribution List

Subj: REQUEST MAST WITH THE INSPECTOR GENERAL OF THE MARINE CORPS

XXXXXXX(IGMC) OR DESIGNATED REPRESENTATIVE

Ref: (a) MCO 1700.23G

Encl: (1) NAVMC 11296 Rev 5-19

1. Purpose. To announce that every Marine who is a member of the inspected unit will be afforded the opportunity to appear before the Inspector General of the Marine Corps (IGMC) or the designated representative to request mast.

2. Background. While Marines do not have the vested right to request Mast to any commander higher than their immediate Commanding General, they may request mast of the Commandant of the Marine Corps (CMC), via the IGMC, when their command is being inspected by the IGMC. During such inspections, the IGMC or designated representative will act as an agent of the Commandant.

3. Actions

 a. All Marines who desire to request Mast to the CMC may do so in writing, in accordance with reference (a), utilizing enclosure (1).

 b. Marines who, in good faith, wish to appear before the IGMC or designated representative at requests mast may do so without fear of retaliation or prejudice to their interests. Additionally, Marines desiring to keep the subject of the request mast private must seal the request mast in an envelope and mark it “to be opened by the IGMC only.”

 c. The IGMC or designated representative will be available to hear such requests from 1300-1530 in the XXXX office (room XXXX), located in building XXXX. All requests for mast must be submitted to the Battalion Sergeant Major, Sergeant Major XXXX by 1630, Date.

 I. M. COMMANDER

DISTRIBUTION: XXXX