



UNITED STATES MARINE CORPS
1ST MARINE LOGISTICS GROUP
BOX 555606
CAMP PENDLETON, CA 92055-5647

GruO 1700.1Y
CIG

4 NOV 2018

GROUP ORDER 1700.1Y

From: Commanding General
To: Distribution List

Subj: REQUEST MAST INITIATING DIRECTIVE

Ref: (a) MCO 1700.23F
(b) NAVMC Directive 1700.23F

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This order is the 1st Marine Logistics Group's (1st MLG) initiating directive for the Commandant's Request Mast program.
2. Cancellation. GruO 1700.1X.
3. Mission. To preserve the right of all service members assigned or attached to 1st MLG to directly communicate grievances to, or seek assistance from, their Commanding Officer through the formal process of Request Mast. As established in U.S. Navy Regulations and the Marine Corps Manual, Request Mast 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 service member requesting mast. Command specific instructions are provided in enclosure (1).
4. Execution
 - a. Commander's Intent. This order, along with references (a) and (b), are to be utilized by all members of 1st MLG for the purpose of exercising Request Mast. The focus remains on the expedient and just handling of the issue at the lowest appropriate level in the chain of command. Lower level Commanders can advise, but in no case prevent a service member from requesting an audience with the Commanding General (CG), 1st MLG.
 - b. Concept of Operations. Request Mast applications will be submitted via the chain of command in writing utilizing NAVMC 11296 to the Commander with whom the Request Mast is desired.

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c. Tasks

(1) Commanders

(a) Publish a unit level initiating directive outlining command specific elements pertaining to Request Mast in accordance with reference (b).

(b) Ensure Request Mast procedures and information is posted in highly trafficked work areas and included in "Welcome Aboard" briefings or annual refresher training.

(c) Facilitate the Request Mast process to ensure service members can exercise their right to Request Mast.

(d) Establish and monitor follow-up procedures to ensure each Request Mast issue is resolved in a timely manner and no action, adverse or prejudicial to the interest of any service member results from the service member's exercise of the right to Request Mast.

(2) Command Inspector General (CIG)

(a) Provide assistance and advice as required to ensure procedural adherence to the references.

(b) Facilitate and track Request Mast applications to the CG, 1st MLG.

d. Coordinating Instructions. Any interference with a service member's right to Request Mast or any attempt of reprisal against the service member requesting mast is prohibited under Article 92 of the Uniform Code of Military Justice.

5. Administration and Logistics

a. All Request Mast applications will be kept on file at the level at which they are resolved. Supporting documentation demonstrating agreed upon resolution of the Request Mast will be retained with the application.

b. All Commanders who deny a Request Mast shall forward a report via the chain of command with the basis for the denial to the CG, 1st MLG (Attn: CIG).

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6. Command and Signal

a. Command. This order is applicable to all service members under the operational control of 1st MLG.

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



J. L. JAROSZ
Chief of Staff

Distribution: A

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COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

1. Command points of contact to initiate a Request Mast application:

- a. Enlisted: Unit First Sergeants and Sergeants Major will assist enlisted personnel with preparation of the Request Mast application.
- b. Officer: Unit Executive Officers will assist officers with preparation of the Request Mast application.
- c. All Hands: The 1st MLG Command Inspector General provides assistance to individuals and commands with processing Request Mast applications. Location: Building 140127, Room 835, (760) 763-7734.

2. The Request Mast process does not neglect the chain of command. Applicants will meet with each commander subordinate to that listed in Block 8a of NAVMC 11296. The 1st MLG chain of command is outlined below:

- a. Company Commander (with non-judicial punishment authority)
- b. Battalion Commander, as applicable
- c. Regimental Commander, as applicable
- d. Commanding General, 1st Marine Logistics Group

3. Application Preparation Instructions

(a) NAVMC 11296 Part I is completed by the service member requesting Mast. Individuals may annotate "See Attached" in block 8b of NAVMC 11296 and add an addendum page to provide additional details of their grievance.

(b) Each commander will add an additional NAVMC 11296 page 2 to the Request Mast application and outline their understanding of the grievance and the action taken to resolve it. If the service member elects not to reveal the subject of the Request Mast, commanders will place a short statement in Part II indicating this decision.

(c) The applicant and a witness will complete Part III of NAVMC 11296 following action by the commander.

4. Request Mast to the CG, 1st MLG. Service members may submit an open or sealed Request Mast to the CG via the chain of command. The CIG receives all Request Mast applications for the CG and opens/prepares the applications for consideration. The CIG is not authorized to respond to or deny a Request Mast on behalf of the CG.

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a. Open Request Mast. The CG, 1st MLG, will consider Request Mast applications after attempted resolution at each level of the chain of command.

b. Sealed Request Mast

(1) A sealed Request Mast addressed to the CG, 1st MLG, may be appropriate in some circumstances; however, it should not distract service members from the focus of the process which is resolution of their grievance. Service members should be aware that a sealed Request Mast precludes subordinate commanders from addressing their grievance.

(2) For a sealed Request Mast, applications will be placed in a sealed envelope labeled "To Be Opened By The Commanding General Only." The service member will include an explanatory statement within the sealed envelope detailing why the grievance was not revealed to intermediate commanders for action and resolution. Service members are not required to reveal the subject of their grievance, but will meet with each commander in the chain of command prior to meeting with the CG.

5. Any lawful communication made to the CIG will constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded a service member for exercising their right to Request Mast under references (a) and (b), further protection is afforded the service member under U.S.C. Section 1034, Military Whistleblower Protection Act.