



UNITED STATES MARINE CORPS
1ST MARINE LOGISTICS GROUP, FMF
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GruO 1700.1
CIG

27 SEP 2022

GROUP ORDER 1700.1

From: Commanding General, 1st Marine Logistics Group, FMF
To: Distribution List

Subj: COMMANDING GENERAL'S REQUEST MAST PROGRAM

Ref: (a) MCO 1700.23G
(b) MCO 5430.1A w/ Admin CH
(c) MCO 5354.1E w/ Admin CH
(d) IMEFO 1700.1R CH 1

Encl: (1) NAVMC 11296 Marine Corps Request Mast Application

1. Situation. This Order promulgates request mast policy and procedures specific to 1st Marine Logistics Group (1st MLG).

2. Cancellation. Policy Letter 11-21 dtd 30 Jun 2021

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 Commander or the Commanding General (CG) and to ensure all commanders at every level respond to a service member requesting mast in a timely manner.

4. Execution

a. Commander's Intent

(1) Purpose. To ensure all service members of 1st MLG are able to exercise their right to speak directly to their Commanders within the guidelines specific to the task organization of 1st MLG.

(2) Method. Using applicable references and procedures, 1st MLG service members use their chain of command to address issues at the lowest level of authority possible.

(3) Endstate. All 1st MLG service members are able to submit request mast applications to their Commanders per enclosure (1).

b. Concept of Operations. Due to the high tempo of operations at 1st MLG, commanders at all levels, including the CG, are frequently away from home base for varying durations of time. Acting commanders with NJP authority will use judgment and discretion when hearing request mast applications, and will not use the designated commander's absence as a reason to delay hearing a request mast. The focus will

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remain on the swift and just handling of the complaint at the lowest appropriate level in the chain of command. In the case where the commander cannot hold the mast within one working day, the service member requesting mast will be notified as to the reason for the delay and will be scheduled to meet with the commander as soon as possible. Only the commander with whom the service member is requesting an audience can deny a request mast. Any interference with a service member's right to request mast or any attempt to reprise against a service member who has requested mast is strictly prohibited. Any attempts to do so are punishable under Article 92 of the Uniform Code of Military Justice (UCMJ). In cases where the CG is away from home base and unable to hear a request mast, the Chief of Staff may hear the request mast on his or her behalf.

c. Tasks

(1) Command Inspector General

(a) Per references (a) through (d), act as the request mast reviewing authority for the CG, 1st MLG.

(b) Act as the 1st MLG subject matter expert for request mast.

(c) Ensure all request mast applications for the CG are processed in accordance with reference (a).

(2) General and Special Staff Sections. Submit all request mast applications via the Headquarters Company, Company Commander, and, if required, the Commanding Officer, Combat Logistics Regiment-17.

(3) Combat Logistics Regiment-1

(a) Institute and maintain a request mast program for Combat Logistics Battalion 1 (CLB-1), CLB-5, CLB-7, 1st Landing Support Battalion, 1st Transportation Battalion, and the Regimental Headquarters Company.

(b) Ensure all request mast applications are processed through the non-judicial punishment (NJP) chain of command. Ensure this process starts at the lowest NJP authority, often a Company Commander.

(c) Ensure Special Purpose Marine Air Ground Task Force (SP-MAGTF) Logistics Command Elements (LCEs) institute and maintain a request mast program. Once Operational control changes, all SP-MAGTF LCE request mast applications will process through their deployed NJP authority chain of command.

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(4) Combat Logistics Regiment-17

(a) Institute and maintain a request mast program for 1st MLG Headquarters, CLR-17 Regimental Headquarters, subordinate companies, CLB-11, CLB-13, and CLB-15.

(b) Ensure all request mast applications are processed through the NJP chain of command. Ensure this process starts at the lowest NJP authority, often a Company Commander.

(c) Upon composite, all Marine Expeditionary Unit (MEU) CLB request mast applications will process through their deployed/operational control NJP authority chain of command. Request mast applications for MEU CLBs will originate with the Battalion Commander. Platoon/Detachment Commanders are not authorized to conduct request mast.

(5) 1st Supply Battalion, 1st Maintenance Battalion, and 7th Engineer Support Battalion. Ensure all request mast applications are processed through the NJP chain of command. Ensure this process starts at the lowest NJP authority, often a Company Commander.

(6) 1st Medical Battalion and 1st Dental Battalion

(a) Institute and maintain a request mast program for all assigned service members.

(b) "Blue side" Navy service members who desire to speak with their Commander shall submit via their Navy chain of command.

d. Coordinating Instructions

(1) "Eyes Only" applications. A request mast marked "to be opened by the Commanding Officer (CO)/CG only" will remain in the sole possession of the service member. For "CG Eyes Only" applications, the service member will personally deliver the application to the 1st MLG Command Inspector General's office after processing the application through their chain of command. The Command Inspector General will then consult with the service member requesting mast, administratively support the service member if needed, ensure the application is correctly and sufficiently developed, and schedule meetings with the CG.

(2) Per reference (a), there is no vested right for a service member to request mast with Commanders higher than his or her immediate General Officer.

(3) Per reference (a), Commanders may deny request mast if there is another specific avenue of redress available to the service member.

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(4) Commanders shall include this policy and unit specific request mast procedures into their annual training plan.

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).

c. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved disposition schedule per SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to all service members under the administrative control of 1st MLG, and all personnel shall be informed of the contents of this policy upon publication.

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



P. N. FRIETZE

Distribution: A

MARINE CORPS REQUEST MAST

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series; SECNAVINST 5370.5 series; and E.O. 9397 (SSN), as amended. [SORN N05041-1](#)

Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.

Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. [A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570354/n05041-1/)

Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

PART I: REQUEST: COMPLETED BY THE APPLICANT

1. NAME: (Last, First, MI)		2. RANK:	3. EDIPI:
4. UNIT:			
5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)			
5a. NAME OF COMMANDER (Rank, Full Name)		5b. COMMAND:	
6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed).			
7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in block 5a.)			
8. AFFIDAVIT:			
I, <input type="text"/> , certify the statements in blocks 6 and 7 are true.			
Signature: <input type="text"/>		Date: <input type="text"/>	

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND

9. REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)

9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Matter Disclosed? Yes No Forward? Yes No Denied (if named in 5a.)? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT

10. FINAL DISPOSITION: (Detail any actions or attempts to resolve the grievance/problem. Include any referrals for further personnel actions. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5a, explain why the matter was inappropriate for Mast.)

Signature: Date:

PART IV: APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request.

Final Disposition by a selected subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request Mast to a Commander who was subordinate to the Commander I originally requested in block 5a and I accept and fully understand the disposition of my grievance.

Name: Command:

Final Disposition by the requested Commander: My Request Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.

Request Denied: I understand my Request Mast was denied by the Commander I specifically named in block 5a.

Request Withdrawn: Without any intimidation, coercion, or fear of retaliation, I voluntarily withdraw my Request Mast.

Applicant Signature: Date:

Witness Signature: Date:

Print Name (Witness)	Rank	Command/Unit Name