



UNITED STATES MARINE CORPS
1ST MARINE LOGISTICS GROUP, FMF
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POLICY LETTER 11-21

30 JUN 2021

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S REQUEST MAST PROGRAM

Ref: (a) MCO 1700.23G, Request Mast Procedures
(b) Naval Dental Center Camp Pendleton Instruction 1700.23
(c) I MEF MEU Letter of Instruction, dtd 27 1726Z Aug 2020 (S)
(d) Commanding General Appointment Letters, dtd 29 Apr 2021

1. Situation

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

b. Reference (a) describes the process and procedural aspects of the request mast program and is the single request mast directive for the Marine Corps. Reference (b) outlines Navy specific procedures for submission of a special request chit.

2. Cancellation. GruO 1700.1Z

3. Mission. No change from reference (a).

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 and special request chits to their Commanders according to applicable orders and regulations.

b. Concept of Operations. No change from reference (a).

c. Tasks

(1) Command Inspector General

(a) Per the references, act as the 1st MLG Commanding General's (CG) request mast reviewing authority.

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(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 then the Combat Logistics Regiment-17 Commanding Officer.

(3) Combat Logistics Regiment-1

(a) Institute and maintain a request mast program for Combat Logistics Battalion (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 Commands 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.

(4) Combat Logistics Regiment-17

(a) Institute and maintain a request mast program for Headquarters Company (1Y1), Regimental Headquarters and subordinate companies (MCC 1Y2), CLB-11, CLB-13, and CLB-15.

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

(c) Per reference (c) and upon composite, all Marine Expeditionary Unit (MEU) CLB request mast applications will process through their deployed/operation 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

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

(b) Per reference (b), "blue side" Navy service members who desire to speak with their Commander shall submit Navy personnel 1336/3 via their chain of command.

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(7) 1st Dental Battalion

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

(b) Per reference (b), "blue side" Navy service members who desire to speak with their Commander shall submit Navy personnel 1336/3 via their 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 Command Inspector General's office after processing the application through their chain of command. Then, the Command Inspector General will 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 CO.

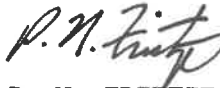
(3) Per reference (a), Commanders may deny a request mast if there is another specific avenue of redress available to the service member.

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

5. Command and Signal

a. Command. This policy 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 policy is effective the date signed.


P. N. FRITZE

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