



UNITED STATES MARINE CORPS
3D MARINE LOGISTICS GROUP
UNIT 38401
FPO AP 96380-8401

IN REPLY REFER TO
3DMLGO 1700.1M
CIG

9 MAY 2014

3D MLG ORDER 1700.1M

From: Commanding General, 3d Marine Logistics Group
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Naval Regulations W/CH 1
(b) Marine Corps Manual
(c) NAVMC Dir 1700.23F
(d) MCO 1700.23F

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Situation. This Order represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. 3d MLG Order 1700.1L

3. Mission. This Order serves to make clear the rights of all service members to directly communicate grievances to, or seek assistance from their Commanding Officers through the formal process of request mast. Request mast, established in articles 0820c and 1151.1 of reference (a), and paragraph 2805 of reference (b), includes the right of the service member to communicate with the unit Commanding Officer and the Commanding General (CG), normally in person, and the requirement that the Commanding Officer considers the matter and personally respond to the Marine 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 3d Marine Logistics Group (MLG) for the purpose of exercising request mast with their Commanding Officer. This Order will be published and all personnel will be informed of its contents.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(2) Concept of Operations

(a) Request mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the commander with whom the request mast is desired.

(b) For the purpose of requesting mast:

1. "Service member" includes all uniformed members of the Armed Forces who are assigned to 3d MLG, including those attached or serving temporary additional duty.

2. "Commander" includes the service members immediate commanding officer or officer-in-charge (with Non-Judicial punishment authority) in the chain of command up to and including the CG.

3. "Commanding General" includes a commanding officer exercising general court-martial convening authority. It also includes an officer serving in an acting capacity. The CG, 3d MLG, or in his absence, the Chief of Staff, 3d MLG, is that authority for service members assigned to 3d MLG.

b. Coordinating Instructions

(1) All members of 3d MLG exercising request mast shall do so utilizing the references, which describe the process and procedural aspects of requesting mast.

(2) Reference (d) is the Marine Corps Order governing request mast applications. All Commanding Officers of units subject to this Order will publish a document entitled "Command Specific Elements Pertaining to Request Mast" in accordance with reference (c). An example can be found in reference (c), Appendix C.

5. Administration and Logistics

a. Commanding Officers. Reference (c) will be utilized when exercising request mast.

(1) Ensure that all personnel are familiar with this directive and the associated command-specific elements.

(2) 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 interests of any service

member, results from the service members exercise of the right to request mast.

b. Executive Officers, Adjutants, and Sergeant Majors

(1) Provide administrative assistance as delineated in enclosure (1).

(2) Ensure that this Order is posted on all subordinate commands' information boards and is made readily available to all personnel.

(3) Facilitate the processing of Request Mast Applications addressed to the CG for consideration.

(4) Facilitate service members access to the commanding officer to execute their right of request mast.

c. Command Inspector General

(1) Facilitate the execution of the command's request mast program and provide assistance on an "as needed" basis.

(2) Ensure that all subordinate Commanding Officers are familiar with the command's request mast policy and procedures.

(3) Review request mast programs of subordinate commands as part of the Commanding General's Readiness Inspection Program.

(4) Process request mast applications addressed to the CG, 3d MLG.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command.

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


N. A. SPRINGER
Chief of Staff

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a request mast application (see Note 1):
 - a. Enlisted: billet/rank, name, location, phone number.
 - b. Officer: billet/rank, name, location, phone number.
2. Request Mast chain of command for this unit/command is (see Note 2):
 - a. Immediate Commanding Officer: billet, rank, name, location, phone number.
 - b. Next Higher Commanding Officer: billet, rank, name, location, phone number. Depending on the command structure, repeat as often as required.
 - c. Immediate Commanding General (CG): billet, rank, name, location, phone number.
 - d. List all units/commands that fall under this command for request mast purposes (See Note 3).
3. The Command Inspector General for this unit is: rank, name, locations and phone number.
4. Include a statement pertaining to the routing instruction for Request Mast to the Commanding General (see Note 4).
5. Additional instructions (see Note 5).

Note 1. Identify by billet, the individual with whom a Marine should first contact for assistance in preparation of the Request Mast application. Typically, for enlisted Marine, this is the unit Sergeant Major, senior Enlisted Marine or Administrative Chief, and for Marine Officers, the Executive Officer or Adjutant.

Note 2. Identify, by billet, each commanding officer in the chain of command with whom a Marine may request mast. Generally, the Request Mast chain of command begins with the first Officer exercising Non-Judicial Punishment authority over the Marine, through each succeeding Commanding Officer up to the immediate Commanding General.

Note 3. List all unit/commands that fall under this command for Request Mast Purposes. For example, a headquarters element that maintains administrative oversight of other units.

Note 4. A Command Inspector General or Deputy Inspector General may review, conduct investigative analysis for root cause, Verify there are no legal actions pending that is in the same content of the Request Mast, and make appropriate recommendations to the Commanding General, however; the Inspector General may neither respond to nor deny a Request Mast on behalf of the Commanding General.

Note 5. Add remarks as necessary to clarify the unit/command Request Mast process. For example, Marine Corps units/commands who are tenant on a joint base may fall under the installation commander who is exercising general court-martial convening authority for the purpose of Request Mast. In such cases, the relationship should be delineated in writing and added as an enclosure to this instruction.