



UNITED STATES MARINE CORPS  
2D MARINE LOGISTICS GROUP  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20002  
CAMP LEJEUNE, NC 28542-0002

2DMLGO 1700.2B

CIG

DEC 10 2019

2D MARINE LOGISTICS GROUP ORDER 1700.2B

From: Commanding General  
To: Distribution List

Subj: 2D MARINE LOGISTICS GROUP REQUEST MAST

Ref: (a) MCO 1700.23G  
(b) II MEFO 1700.1E  
(c) U. S. Navy Regulations  
(d) Marine Corps Manual

Encl: (1) NAVMC 11296 (Rev. 05-19)  
(2) Request Mast Submittal Procedure  
(3) Command Specific Elements  
(4) Request Mast Follow-Up Tracker

1. Situation. This Order implements references (a) through (b) and serves as the 2d Marine Logistics Group's (2d MLG) initiating directive for the Commandant's Request Mast Program. It also outlines 2d MLG's Request Mast submittal procedure.

2. Cancellation. 2DMLGO 1700.2A.

3. Mission. To preserve the right of all 2d MLG Marines and Sailors to directly communicate grievances to, or seek assistance from their Commanding Officers or Commanding General, as exercised through the formal process of Request Mast. Request Mast, as established in references (c) and (d), includes both the right of the Marine, or Sailor, to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine or Sailor requesting mast.

4. Execution

a. Commander's Intent and Concept of Operations

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

(1) Commander's Intent. This Order is to be utilized by all members of 2d MLG for the purpose of exercising Request Mast. This Order will be made available and posted by all 2d MLG subordinate commands. Additionally, all personnel will be annually trained on the Commandant's Request Mast Program, as well as the contents of this Order.

(2) Concept of Operations. Request Mast applications will be submitted in writing, utilizing enclosure (1), and processed in accordance with the appropriate procedures outlined in enclosure (2).

b. Tasks

(3) Commanding Officers

(a) Publish a command Request Mast initiating directive; this 2d MLG initiating directive may be used as an example for the same.

(b) Once published, ensure that the unit Request Mast initiating directive is posted on your unit website and all unit troop information boards, and is readily available to all unit personnel.

(c) Ensure that the command initiating directive contains current command specific elements; do not publish names of points of contact (POC); use/identify POC billets only. Refer to enclosure (3) for general content/formatting information.

(d) Ensure that all service members are annually trained on the Request Mast process, including reference (a), this Order, and your command initiating directive.

(e) Include Request Mast policy and process training during all new join briefs.

(f) Ensure Request Mast annual and new join training attendance/completion is electronically documented for all Marines in the Marine Corps Training Information Management System (MCTIMS).

(g) Utilizing enclosure (4), ensure follow-up with Request Mast applicants at 30 day, 90 day, and six month intervals, in order to determine if any negative repercussions, or reprisal, has taken place as a result of

the Request Mast.

(h) Ensure reports of Request Mast denials, including the basis thereof, are forwarded, via the chain-of-command, to the 2d Marine Logistics Group(2d MLG), Command Inspector General(CIG) within one week of said denial; include a copy of the original Request Mast with the report of denial.

(4) 2d MLG CIG

(a) You are designated as my Request Mast Review Authority (RMRA) and are designated to open Request Mast applications marked to be opened by the Commanding General only.

(b) Implement, maintain, and periodically review this Order, in order to ensure its continued accuracy.

(c) Review all Request Mast applications submitted to the Commanding General. Prepare appropriate recommendations. Forward the recommendations and the Request Mast application to the Commanding General for disposition.

(d) Ensure that the Commanding General's Request Mast decisions are implemented.

(e) Maintain and safeguard records of Request Mast applications, submitted to the Commanding General for two years; including follow-up actions for cases, as necessary.

(f) Receive and maintain reports of denial of Request Masts from subordinate commanders.

(g) Conduct inspections of all subordinate unit Request Mast programs during the Commanding General's Readiness Inspection.

(5) 2d MLG Adjutant; Staff Secretary, and Sergeant Major

(a) Provide administrative assistance, as required.

(b) Ensure Request Mast applications addressed to the Commanding General are immediately forwarded to the 2d

MLG CIG.

(6) Officers-in-Charge and Staff Noncommissioned Officers-in-Charge

(a) Ensure that all personnel are familiar with this order and its associated command specific elements.


(b) Facilitate getting Marines in front of the commander in Order to execute their right to Request Mast.

5. Administration and Logistics. Recommendations for changes or modifications to this Order are invited. Recommendations should be forwarded to the Commanding General (Attn: CIG) via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all uniformed personnel of 2d MLG.

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

  
K. J. STEWART

## 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://dpcid.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, , certify the statements in blocks 6 and 7 are true.

Signature: Date:

**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:

Commander:

**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

## Request Mast Submittal Procedure

1. Process all Request Mast NAVMC 11296 (Rev 05-19) forms as hard copies; i.e., do not forward or process the NAVMC 11296 forms electronically.

2. For Marines/Sailors DESIRING "CONFIDENTIALITY:"

a. Complete page 1 only of NAVMC 11296 (Rev 05-19) and separate page 2 from the (NAVMC 11296) form.

b. Place/attach the separated page 2, in a 2 sided folder (preferably with inside pockets/sleeves), on left inside of folder.

c. Place pages 1 and 3 of the NAVMC 11296 form in a manila envelope, seal it, and mark it 'To be Opened by Bn CO, Regt CO, or CG,' as desired.

NOTE: Execution of the steps outlined in paragraphs 2a, 2b, and 2c, above, creates a "Confidential Request Mast Package."

d. Submit to either the OIC of the lowest administrative level, or company commander, as appropriate.

e. Either the OIC of the lowest administrative level, or company commander, completes page 2, as appropriate, and immediately forwards the Confidential Request Mast package to the next commander in the request mast chain.

3. For Marines/Sailors NOT DESIRING "CONFIDENTIALITY:"

a. Complete page 1 only of NAVMC 11296, attach/place in folder, and submit to the OIC of the lowest administrative level, or company commander, as appropriate.

b. The commander completing the page 2, NAVMC 11296, ensures delivery to next commander in the request mast chain, as appropriate, as soon as possible.

c. All commanders complete all appropriate sections of page 2 of NAVMC 11296, and/or page three "Part III: FINAL DISPOSITION."



COMMAND SPECIFIC ELEMENTS

1. Unit/command points of contact to initiate a Request Mast application:
  - a. Enlisted. Unit Sergeant Major, Senior Enlisted Marine, or Administrative Chief.
  - b. Officer. Unit Executive Officer or Adjutant.
2. The 2d MLG Request Mast Chain of Command is:
  - a. Marine or Sailors' Lowest Administrative Level (OIC of lowest administrative level or Company Commander).
  - b. Marine or Sailors' Battalion Commander.
  - c. Marine or Sailors' Regimental Commander.
  - d. Commanding General, 2d Marine Logistics Group.
3. The following are units that fall under 2d MLG for Request Mast purposes:
  - a. All 2d MLG Regiments.
  - b. All 2d MLG Battalions.
  - c. All 2d MLG Companies; or lower administrative level with OICs.
  - d. Any Marine or Navy units that fall under, or are attached to, 2d MLG, or its subordinate elements, for the duration of the attachment.
4. The 2d MLG Command Inspector General is located in Building 333, H Street, Camp Lejeune, NC. Phone number is (910) 451-1711.
5. The Command Inspector General is tasked to review and make appropriate recommendations pertaining to Request Mast to the Commanding General. Accordingly, please route all instances of Request Mast to the Commanding General via the Command Inspector General. The Command Inspector General may neither respond to nor deny a Request Mast on behalf of the Commanding General, 2d MLG.

**COMMANDERS REQUEST MAST TRACKER AND FOLLOW-UP PROCEDURES**

DATE OF AFFIDAVIT	APPLICANT'S RANK & NAME	DATE OF APPEARANCE WITH CO	DATE OF FINAL DISPOSITION	DATE FORWARDED (if required)	30 DAY FOLLOW UP AND REPRISAL CHECK	90 DAY FOLLOW UP AND REPRISAL CHECK	6 MONTH FOLLOW UP AND REPRISAL CHECK