



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

2DMLGO 1700.2C
CIG

AUG 31 2022

2D MARINE LOGISTICS GROUP ORDER 1700.2C

From: Commanding General, 2d Marine Logistics Group
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G
(b) II MEFO 1700.1E

Encl: (1) Statement of Understanding
(2) Request Mast Tracker Template

1. Situation. Request Mast, as established in the references, includes both the right of Marines and Sailors to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the applicant.

2. Cancellation. 2dMLGO 1700.2B

3. Mission. Establish and maintain an effective Request Mast program in order to facilitate appropriate submission, review, and disposition of request masts across 2d Marine Logistics Group (2d MLG).

4. Execution

a. Commander's Intent

(1) Purpose. Clearly and plainly articulate the request mast procedures, and associated program requirements for both the 2d MLG staff and subordinate commands.

(2) Method. Detail 2d MLG-specific request mast procedures and identify training and administrative procedures for all 2d MLG commands.

(3) End-state. 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 is preserved throughout 2d MLG.

b. Concept of Operations. All 2d MLG personnel must be familiar with this Order through new-join and annual refresher training. Request mast applications must be submitted in writing, through the chain of command, and via the most up-to-date version of the NAVMC 11296 form. All request mast applications must be processed in a timely manner.

c. Tasks

(1) Battalion and Regimental Commanders

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(a) Ensure all request mast applications are processed in a timely manner, generally one business day at each level of command with nonjudicial punishment authority.

(b) Publish a unit-level Request Mast program directive and make the directive readily available for all unit personnel. The directive must include:

1. Identification of personnel, by billet, assigned as the request mast review authority (RMRA) or functional area program manager, if so designated. Assignment of the billet must delineate command specific tasks, if tasks deviate from those listed in this Order.

2. Detail how the command will make the directive readily available and communicate its content and any command specific processes.

(c) Use enclosure (1) for all request mast applications, to include denied Requests. Reference the date the applicant was counseled on enclosure (1) in the final disposition section of the application.

(d) Forward all request masts requiring commanding general final disposition to the Command Inspector General's office in a timely manner, generally within one business day of receipt.

(e) Maintain request mast applications and maintain a request mast tracker, see enclosure (2).

(2) Command Inspector General (CIG). Serve as the office of primary responsibility for the Request Mast program.

(a) Serve as the 2d MLG Commanding General's RMRA.

(b) Serve as the Inspector for the Request Mast program for the Commanding General's Inspection Program.

(c) Conduct annual reviews of this Order and update as required.

(3) Request Mast Review Authority. Serve as the action officer for the command's request mast program.

(a) Counsel personnel requesting mast on information contained in enclosure (1).

(b) Generate and maintain a Request Mast tracker on the behalf of the commander, see enclosure (2).

(c) Review all requests masts on behalf of the commander and provide appropriate recommendations for disposition. Prepare the application with the approved disposition in subsection 10, final disposition, of the application for the commander's endorsement.

(d) On behalf of the commander, follow-up with the appropriate agencies until criteria determined by the commander in the final disposition are met. Provide updates to personnel requesting mast on an as-needed basis, and ensure they are aware when the directed disposition is finalized.

(e) When applicable, ascertain any reason why the application was not submitted to a lower level for disposition and appropriately inform the disposition authority.

(f) Ensure the command is compliant with current functional area checklist requirements through periodic program self-assessment.

(g) Maintain command Request Mast applications, applicable statements of understanding, and the command Request Mast tracker in accordance with current record schedule.

(h) Conducted regularly scheduled reviews of the command's Request Mast tracker.

(i) Ensure new-join and annual training occurs and is properly documented in Marine Corps Training Information Management System.

d. Coordinating Instructions

(1) Any 2d MLG principle or special staff member or 2d MLG Command Duty Officer must contact the CIG upon receipt of any Request Mast applications. Delays of notification may not exceed one standard business day.

(2) Personnel have the right to request mast to any commander with nonjudicial punishment authority within their chain of command, up to the Commanding General, 2d MLG. There is no vested right to request mast to any commander outside the 2d MLG.

(3) Final disposition authority may be delegated to personnel serving in an acting capacity, only if an acting letter is endorsed by the commander. Personnel serving in the acting capacity must sign "acting" next to all endorsements and include a comment in the disposition indicating their acting status. The following example is provided: "Major Fidelis, the battalion Executive Officer, was granted acting authority from 1 June 2022 - 8 June 2022."

(4) The authority to deny request mast resides only with the commander to which the applicant requests an audience.

(5) Per reference (a), commanders may deny request mast applications if there is another specific avenue of redress available, such as actions under the Uniform Code of Military Justice or involuntary administrative separations. If a commander deems it appropriate to deny a request mast application, the commander must consult with the CIG prior to denial of the application. The following shall be included in the final disposition: "Per MCO 1700.23G, after thorough consideration, and consultation with the 2d MLG CIG, this request mast is denied as other avenues of redress are available. The appropriate avenue for your specific grievance is (state other reason)."

(6) A commander's acceptance of a request mast application only provides the applicant an audience with the commander. It does not necessitate that the commander grant the applicant's requested resolution.

(7) Assigned RMRA may review and analyze request mast applications marked "for Commanding Officer eyes only". The RMRA may prepare subsection

10, final disposition, but is not authorized to sign on behalf of the commander, unless appointed in acting capacity.

(8) Commands may request that the CIG review their program by contacting the CIG Inspections Chief.

5. Administration and Logistics

a. Request mast information and the current version NAVMC 11296 are available on:

(1) 2d MLG CIG Share-point site: https://usmc.sharepoint-mil.us/sites/2MLG_CIG

(2) 2d MLG CIG marines.mil site: <https://www.2ndmlg.marines.mil/For-The-Marines/Command-Inspector-General/Request-Mast/>

b. Request Masts for the commander's eyes only will be submitted in a sealable envelope large enough to enclose the application without folding it. Page 2 of the application (routing) must be non-permanently attached to the outside of the envelope.

c. The current request mast functional area checklist is located on the Inspector General of the Marine Corps (IGMC) website at the following link: <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/Functional-Area-Checklists-FACs/>

d. Current inspection schedule, trends analysis, CGI snapshots for previous 24 months, best practices, and inspection related templates are located for reference on the 2d MLG CIG Share-point page at the following link: https://usmc.sharepoint-mil.us/sites/2MLG_CIG

e. Request mast records shall be maintained in accordance with 1000-34 records schedule requirements. File retention applies to all request mast submissions, regardless if they were accepted, denied, or withdrawn. Per schedule requirements, retention of files is not predicated upon the sitting commander and will encompass applications submitted to multiple commanders. The retention requirements reside with the commander who determined the final disposition, unless the final disposition is made by a company commander. If the disposition is made by a company commander, the request mast will be forwarded to and retained by the appropriate battalion or regiment.

f. Electronic completion of subsection 10, Final Disposition, is authorized and recommended.

g. Failure to properly forward a request mast to the appropriate commander is punishable through the Uniform Code of Military Justice.

6. Command and Signal. This Order is applicable to 2d MLG total force, and is effective the date signed.



M. E. MCWILLIAMS

Distribution: A

Statement of Understanding

Rank First M. Last/EDIPI: _____

Unit: _____

Today, _____, 20____, I acknowledge that I have received the following advisement under the guidelines of the Privacy Act of 1974 (Public Law 93-579), Health Insurance Portability and Accountability Act (Public Law 104-191), and Military Whistleblower Protection Act (Title 10 U.S.C. § 1034). This statement is provided in compliance with the provisions of the aforementioned public laws and United States Codes.

1. The Request Mast process may require release of personal information, to include personal health information, to individuals not designated as your commander. This information is gathered on behalf of the commander and is used to make a determination regarding the grievance listed in your request mast.

2. The Military Whistleblower Protection Act prohibits any person from taking, withholding, or threatening any personnel action against a member of the Armed Forces as reprisal for making or preparing any protected communication. A protected communication is any lawful communication to a Member of Congress or an Inspector General, as well as any communication made to a person or organization designated under competent regulations to receive such communications, which a member of the Armed Forces reasonably believes reports a violation of law or regulation. Request Masts constitute protected communication and are covered under the Military Whistleblower Protection Act.

3. Military Whistleblower Protection Act Definitions:

a. Protected communication is a communication to a member of Congress, an Inspector General, a DoD audit, inspection or law enforcement organization, or person in the chain of command in which the Armed Forces member has a reasonable belief in evidence of:

(1) A violation of law or regulation, including a law or regulation prohibiting rape, sexual assault, or other sexual misconduct in violation of the UCMJ, sexual harassment, or unlawful discrimination.

(2) Gross mismanagement.

(3) Gross waste of funds.

(4) An abuse of authority.

(5) A substantial and specific danger to public health or safety.

(6) Any threat by another member of the armed forces or employee of the Federal Government that indicates a determination or intent to kill or cause serious bodily injury to members of the Armed Forces or civilians or damage to military, federal, or civilian property.

b. Reprisal. Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel

action, for making, preparing, or being perceived as making or preparing a protected communication. Evidence of reprisal must include:

- (1) A protected communication was made.
- (2) A personnel action was taken, withheld, or threatened.
- (3) The protected communication was a contributing factor in the decision to take, withhold, or threaten the personnel action.

c. Restriction. Preventing or attempting to prevent members of the Armed Forces from making or preparing to make lawful communications to members of Congress or an IG.

d. Personnel Action. Any action taken on a member of the Armed Forces that affects, or has the potential to affect, that military member's current position or career, to include

- (1) Promotions
- (2) Disciplinary or other corrective action
- (3) Transfer or reassignment
- (4) Performance evaluation
- (5) Decision on pay, benefits, awards or training
- (6) Referral for mental health evaluation
- (7) Other significant changes in duties or responsibilities inconsistent with the military member's grade
- (8) Retaliatory investigations for the primary purpose of punishing, harassing, or ostracizing a member of the armed forces for making a protected communication

4. Military Whistleblower Protection Act Reporting. Violations of the Military Whistleblower Protection Act are investigated by the Inspector General of the Marine Corps. Reports of Military Whistleblower Act violations may reported to the Command Inspector General, or Inspector General of the Marine Corps via the following website:
<https://hotline.usmc.mil>

I understand my Request Mast may require access to personal information in order to resolve my stated grievance. I also understand my request is protected under the Military Whistleblower Protection Act and have been advised on its subsequent elements and reporting procedures.

Signature

Date

