



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-0201

MARCORLOGCOMO 1700.1B  
S04

APR 23 2009

MARINE CORPS LOGISTICS COMMAND ORDER 1700.1B

From: Commanding Officer, Marine Corps Logistics Command  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F  
(b) NAVMC Directive 1700.23F  
(c) SECNAV M-5210.1

Encl: (1) Command Specific Elements for Request Mast

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

2. Cancellation. LOGCOMO 1700.1A

3. Mission. To provide the individual service member a formal method to communicate grievances or seek assistance from the Commanding General.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all members of this Command for the purpose of exercising Request Mast to the Commanding General.

(2) Concept of Operations. All Request Mast applications shall be submitted in writing utilizing NAVMC 11296.

b. Subordinate Elements Mission

(1) Commanding Officer shall publish Request Mast orders in accordance with reference (a) and (b).

(2) The Command Inspector General shall:

(a) Review the Request Mast programs of subordinate commands as part of the inspection process.

(b) Maintain the Commanding General's Request Mast files.

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- c. Coordinating Instruction. All members of this Command exercising Request Mast shall do so utilizing the references.
5. Administration and Logistics. Maintain Request Mast records in accordance with reference (c).
6. Command and Signal
  - a. Command. This Order applies to Marine Corps Logistics Command.
  - b. Signal. This Order is effective the date signed.

  
B. R. BRADEN  
Chief of Staff

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate a Request Mast application:

a. Enlisted:

- (1) Sergeant Major, Sergeant Major Balczo  
MARCORLOGCOM, Albany, GA (229) 639-5510
- (2) Administrative Chief, Master Gunnery Sergeant Thompson  
MARCORLOGCOM, Albany, GA (229) 639-7167

b. Officer:

- (1) Chief of Staff, Colonel Braden  
MARCORLOGCOM, Albany, GA (229) 639-5011
- (2) Adjutant, Major Hall  
MARCORLOGCOM, Albany, GA (229) 639-5400

2. Request Mast chain of command for this Command is:

a. Commander: Commanding General, Major General Williams,  
MARCORLOGCOM, Albany, GA (229) 639-5201

b. List all commands who fall under this Command for Request Mast purpose.

- (1) Maintenance Center Albany/MARCORLOGCOM Headquarters Group  
East
- (2) Maintenance Center Barstow/MARCORLOGCOM Headquarters Group  
West
- (3) Blount Island Command
- (4) MARCORLOGCOM Headquarters Company East
- (5) MARCORLOGCOM Headquarters Company West

3. The Command Inspector General (CIG) for this unit is Maj Simmons,  
MARCORLOGCOM, Albany, GA (229) 639-7101

ENCLOSURE (1)

**MARINE CORPS REQUEST MAST APPLICATION**

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

**PRIVACY ACT STATEMENT**

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a date source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

1. NAME:		2. RANK:	3. SSN:
4. UNIT:		5. RACE/ETHNIC GROUP:	
6. GENDER:		7. DATE:	
8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):			
8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).			
8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)			
9. AFFIDAVIT			
I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.			
_____ (SIGNATURE OF APPLICANT/DATE)			

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

\_\_\_\_\_  
COMMANDING OFFICER SIGNATURE/DATE

(Applicant should initial/complete the appropriate statement(s))

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_ I have had the opportunity to communicate directly with \_\_\_\_\_ (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

\_\_\_\_\_ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_  
WITNESS' SIGNATURE/DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE