



# Commanding Officer's Request Mast Directive



The **purpose** of Request Mast is "To preserve the right of every Marine to seek assistance from, or communicate grievances directly to, their commander or commanders up to and including a Commanding General within the chain of command at the same base or immediate geographical location." - MCO 1700.23G

**Request Mast is the right of all members to seek assistance from or communicate grievances to a commanding officer.** The commander must consider the matter and provide a response to the Marine – that does not mean the requested outcome is granted. Rather, it simply guarantees audience with a decision-maker and that unfiltered information is provided to inform the decision of the commander. Request Mast is not intended to be used for harassment, avoiding duty, or intentionally interfering with a commander's ability to meet the mission.

Request Mast must have the **full support of everyone** in the command. Any member who attempts to delay, influence, or deny a Marine the right to Request Mast, through either act of omission or commission, will be subject to punishment under the Uniform Code of Military Justice (UCMJ).

**Request Mast provides an opportunity to communicate with their immediate commanding officer or any superior commander in the chain of command up to and including the immediate commanding general.** The chain of command for Marine Corps Logistics Base (MCLB) Albany consists of:

- **Company Commander, Headquarters Company, MCLB Albany**
- **Commanding Officer, Marine Corps Logistics Base Albany**
- **Commanding General, Marine Corps Installations - East**

When appropriate, Marines should first attempt to address a grievance through their small unit leaders and/or those connected to the matter. This may include an immediate supervisor, officer-in-charge (OIC), or staff noncommissioned officer (SNCO) for assistance. If they are unable to resolve the issue informally, or their participation impedes/conflicts with the Marine's intent, then formal Request Mast may be the next appropriate means to address the grievance.

A formal Request Mast must be submitted in writing using the Marine Corps Request Mast application, **NAVMC 11296**, and shall include the components captured in **Marine Corps Order 1700.23G**.

To help ensure understanding and compliance with this directive, and those of the service, **education and discussions shall occur at least annually and/or upon arrival of new members of the command.**



Semper Fidelis,

*Matthew J. McKinney*  
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