



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 the 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,

Stephen A. Ritchie
Colonel, USMC

Commanding Officer, Marine Corps Logistics Base Albany

