



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-8050

IN REPLY REFER TO:

MARCORSYSCOMO 1700.1E

CMDR

09 MAR 2015

MARINE CORPS SYSTEMS COMMAND ORDER 1700.1E

From: Commander

To: Distribution List

Subj: MARINE CORPS SYSTEMS COMMAND REQUEST MAST ORDER

Ref: (a) MCO 1700.23F

(b) NAVMC 1700.23F

Encl: (1) Command Specific Elements for Request Mast

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

2. Cancellation. MARCORSYSCOMO 1700.1D.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their commanding officers as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulations (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) includes both the right of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is to be utilized by all Marines of Marine Corps Systems Command (MARCORSYSCOM), affiliated Program Executive Offices (PEOs) and Marine Corps Tactical Systems Support Activity (MCTSSA) for the purpose of exercising Request Mast with the commanding officer/commander. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations

(a) Request Mast applications will be submitted in writing utilizing NAVMC Form 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All Marines of MARCORSYSCOM, affiliated PEOs and MCTSSA exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. Staff Secretary/Sergeant Major shall:

(1) Provide administrative assistance as delineated in the enclosure.

(2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the Commander for consideration.

b. OICs/SNCOICs/Directors/PMs shall:

(1) Ensure that all personnel are familiar with this directive and the associated command-specific elements.

(2) Facilitate getting Marines in front of the Commander in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all members of MARCORSYSCOM, affiliated PEOs and MCTSSA.

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


J. F. SHRADER

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate a Request Mast application:

a. MARCORSYSCOM

- Enlisted: Sergeant Major/SgtMaj Gray Smith,
2200 Lester Street, Quantico, Virginia, 22134
(703) 432-1804
- Officer: MARCORSYSCOM, CoS/Colonel Arthur Pasagian,
2200 Lester Street, Quantico, Virginia, 22134
(703) 432-1802

b. PEO LS

- Enlisted: Sergeant Major/SgtMaj Gray Smith,
2200 Lester Street, Quantico, Virginia, 22134
(703) 432-1804
- Officer: MARCORSYSCOM, CoS/Colonel Arthur Pasagian,
2200 Lester Street, Quantico, Virginia, 22134
(703) 432-1802

c. MCTSSA

- Enlisted: Sergeant Major/SgtMaj Brandon Hall,
Building 31335, Camp Pendleton, California, 92055
(760) 725-2084
- Officer: Executive Officer/LtCol Kevin Schlegal,
Building 31335, Camp Pendleton, California, 92055
(760) 725-2706

d. PM TRAINING SYSTEMS (PM TRASYS)

- Enlisted: Company 1stSgt, 1stSgt Enrique Mornoruiz,
9500 Armed Forces Reserve Drive, Orlando, FL 32827
(407) 240-5939, ext. 1713
- Officer: Company Commander/Captain Matthew Brooks,
9500 Armed Forces Reserve Drive, Orlando, FL 32827
(407) 240-5939 ext. 1723

e. PM LIGHT ASSAULT VEHICLE (PM LAV)

- Enlisted: Company 1stSgt, 101 Base Avenue, Battle
Creek, MI, 49015, (269) 964-8882

- Officer: Company Commander/Engineer Support Company,
6th Engineer Support Battalion, 101 Base Avenue,
Battle Creek, MI, 49015, (269) 964-8882

2. Request Mast chain of command for this unit/command is:

a. MARCORSYSCOM

(1) Tenant Activity Company Commander, Captain Wolf Powell, 2006 Hawkins Avenue, Building 2006, Quantico, VA 22134, (703) 784-6276

(2) Headquarters and Service Battalion Commanding Officer, Colonel Todd J. Oneto, Building 2006, Quantico, VA 22134, (703) 784-2264

(3) Commander, MARCORSYSCOM, Brigadier General Joseph Shrader, 2200 Lester Street, Quantico, VA, 22134, (703) 432-1802

(4) Units/commands that fall under this command for Request Mast purposes:

Program Executive Office-Land Systems, MCB Quantico, VA
Marine Corps Tactical Systems Support Activity,
Camp Pendleton, CA

Marine Corps Systems Command, Albany, GA

Program Manager Training Systems, Orlando, FL

Program Manager Light Armored Vehicles (PM LAV), Warren, MI

b. PEO LS

(1) Tenant Activity Company Commander, Captain Wolf Powell, 2006 Hawkins Avenue, Building 2006, Quantico, VA 22134, (703) 784-6276

(2) Headquarters and Service Battalion Commanding Officer, Colonel Todd J. Oneto, Building 2006, Quantico, VA 22134, (703) 784-2264

(3) Commander, MARCORSYSCOM, Brigadier General Joseph Shrader, 2200 Lester Street, Quantico, VA, 22134, (703) 432-1802

c. MCTSSA

(1) MCTSSA, Commanding Officer, Colonel Benjamin Stinson, Building 31335, Camp Pendleton, California, 92055, (760) 725-2084

(2) Commander, MARCORSYSCOM, Brigadier General Joseph Shrader, 2200 Lester Street, Quantico, VA, 22134, (703) 432-1802

(3) Units/commands that fall under this command for Request Mast purposes:

Amphibious Vehicle Test Branch
Marine Air Command and Control Squadron

d. MARCORSYSCOM, ALBANY, GA

(1) Commanding Officer, Marine Corps Logistics Base, Albany, GA, Colonel Donald Davis, 814 Radford Blvd, Building 3500, Albany, GA 31701, (229) 639-5202

(2) Commander, MARCORSYSCOM, Brigadier General Joseph Shrader, 2200 Lester Street, Quantico, VA, 22134, (703) 432-1802

e. PM TRASYS

(1) Commanding Officer, CLB-451, Motor Transport Company, Captain Matthew Brooks, 9500 Armed Forces Reserve Drive, Orlando, FL 32827, (407) 240-5939 ext. 1723

(2) Commanding Officer, 4th Marine Logistics Group/Combat Logistics Regiment 45, Colonel Gregory Lemons, Building 440, 1210 Naval Forces Court, Marietta, GA 30069, (678) 655-4365

(3) Commander, MARCORSYSCOM, Brigadier General Joseph Shrader, 2200 Lester Street, Quantico, VA, 22134, (703) 432-1802

f. PM LAV

(1) Commanding Officer, Engineer Support Company, 6th Engineer Support Battalion, 101 Base Avenue, Battle Creek, MI, 49015, (269) 964-8882

(2) Commander, MARCORSYSCOM, Brigadier General Joseph Shrader, 2200 Lester Street, Quantico, VA, 22134, (703) 432-1802

g. Liaison officers will follow the chain of command for the units they are administratively attached to.

3. The Command Inspector General (CIG) for this command is NH-III Jackson Kottmyer, 2200 Lester Street, Quantico, VA 22134, (703) 432-4483.

4. Procedures for Requests Mast with the Commander, MARCORSYSCOM or appropriate commanding officer for the Marines location.

a. The Marine will prepare a complete written statement covering the reasons for requesting mast; this can be accomplished utilizing NAVMC form 11296 or standard letterhead. Supporting documents should be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command to whom the Marine has revealed and communicated his or her problem.

b. Each intermediate commander to whom the Marine reveals the Request Mast subject will provide a written statement as to his or her understanding of the Request Mast and his or her responsive action. Each statement will be added to the Request Mast prior to the Marine communicating the Request Mast subject to the next higher commander.

c. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine must include an explanatory statement as to why the subject was not revealed. The Marine shall place the Request Mast in an envelope marked, "To be opened by the Commander only."

d. Marines Requesting Mast will make a written statement on the NAVMC form 11296 or attached sheet indicating that he or she has had the opportunity to communicate directly with the commanding officer and has been informed of any actions to be taken by the commander regarding the Request Mast.

e. When a Request Mast addressed to a higher commander is resolved at a lower level, the Marine will make a written statement on the Request Mast or attached sheet indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. The Marine and a witness will jointly sign and date this statement.

f. When establishing internal Request Mast procedures, commanding generals may authorize a Request Mast to be reviewed

by the local CIG. In these situations the following considerations apply:

(1) A CIG may neither respond to nor deny a Request Mast on behalf of the commander, but may make appropriate recommendations pertaining to the Request Mast application to the commander. MARCORSYSCOM, CIG is authorized to open sealed request mast addressed "For the eyes of the Commander only".

(2) Any lawful communication made to a CIG will also constitute a protected disclosure under the Military Whistleblower Protection Act. Therefore, in addition to the protection afforded to a Marine for exercising his or her right to Request Mast under U.S. Navy Regulations and this Directive, further protection is afforded to the Marine under 10 U.S.C. Section 1034, Military Whistleblower Protection Act, as implemented by SECNAVINST 5370.7C, Military Whistleblower Protection.

5. Marines requesting mast will route their request through the appropriate chain of command.