

The following diagram illustrates the uninterrupted document flow for Request Mast (RM) to Commander, U.S. Marine Corps Forces, Central Command

Service Member

Submits NAVMC Form 11296 to Commanding Officer (CO) Headquarters Company, Marine Corps Forces Central Command via First Sergeant, Headquarters Company

YES

Is the Request Mast for COMUSMARCENT Eye's only?

NO

All RMs, including COMUSMARCENT eyes only, will route to the CO, HQCO. The Service Member is not required to disclose information for a COMUSMARCENT Eyes Only RM, but the CO, HQCO will be given an opportunity to speak with the service member and offer to remedy the case.

CO, HQCO will provide a written statement explaining understanding of the RM and his/her responsive action. Each statement will be added to the RM prior to the Marine communicating the RM subject to the next higher commander.

YES

Did the Service Member choose to disclose information to, and was the RM satisfied by the CO, HQCO

NO

CO, HQCO will complete block 9a on NAVMC 11296
Service Member Select the appropriate acknowledgement on NAVMC 11296 Part IV, then sign and date indicating that they had the opportunity to communicate directly with the CO, HQCO, and have been informed of any actions to be taken concerning the RM.

CO, HQCO will complete block 9a on NAVMC 11296 and forward the RM to the COS.

YES

Did the Service Member choose to disclose information to, and was the RM satisfied by the COS?

NO

COS will take appropriate action and complete block 9b on NAVMC 11296.
Service Member Select the appropriate acknowledgement on NAVMC 11296 Part IV, then sign and date indicating that they had the opportunity to communicate directly with the COS, and have been informed of any actions to be taken concerning the RM.

COS will complete block 9b on NAVMC 11296 and forward the RM to the Command Inspector General

Command Inspector General

Research problem/issue/grievance to ensure that RM is the proper venue or identify other appropriate avenues of redress. Forward RM to COMUSMARCENT and provide redress recommendations.

YES

Did COMUSMARCENT agree to hear the Request Mast?

NO

COMUSMARCENT hears RM petition, takes appropriate action, and completes block 9d on NAVMC 11296.

COMUSMARCENT explains in writing why RM was denied on block 9d on NAVMC 11296.

Service Member

Select the appropriate acknowledgement on NAVMC 11296 Part IV, then sign and date indicating that they had the opportunity to communicate directly with COMUSMARCENT, and have been informed of any actions to be taken concerning the RM.

Service Member

Select "Request Denied" on NAVMC 11296 Part IV, Box 11, then sign and date indicating that they understand why the RM was denied.