

# YOUNG MARINE REQUEST MAST

<b>Authority:</b>	Young Marine Code of Conduct.
<b>Principal purpose:</b>	Formal filing of complaint/problem to command personnel.
<b>Routine Uses:</b>	To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problems Information and resolution efforts.
<b>Disclosure:</b>	Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an Inaccurate/incomplete analysis of complaint/problem.

**PART I: TO BE COMPLETED BY THE APPLICANT**

<b>Guardian Name:</b>	<b>Relationship:</b>	<b>Phone Number:</b>
<b>Young Marine Name:</b>	<b>Rank:</b>	<b>Billet:</b>

<b>Squad:</b>	<b>Date of Birth:</b>
<b>Gender:</b>	<b>Date:</b>

a. I desire to request mast with: (Pleas provide the name of the Commanding Officer with whom you desire to communicate):

b. NATURE OF COMPLAINT/PROBLEM: {Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and sate(s) of the occurrence(s): the names of the individuals involved, witnessed and to whom it may have been previously reported. Include any of their information relevant to your complaint/problem. Attach additional sheets, as needed}.

c. REQUESTED REMEDY/OUTCOME; {Clearly state what assistance or complaint resolution you are seeking from the Commanding Officer named above.}

**AFFIDAVIT**

\_\_\_\_\_, have read this statement which begins in the YMCC 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)

**PART II: TO BE COMPLETED BY OFFICER CONDUCTING REQUEST MAST**

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

\_\_\_\_\_  
Commanding Officers Signature/Date

**PART III: Applicants acknowledgement of request mast**

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

\_\_\_\_\_ = I have had the opportunity to communicate directly with my Commanding Officer named above and understand the Disposition or probable disposition of my Complaint/Problem.

\_\_\_\_\_ = I have had the opportunity to communicate directly with \_\_\_\_\_, (Name of the Commanding Officer subordinate to officer named above). understand the disposition or probable disposition of my Complaint/Problem, and voluntarily withdraw my request mast.

\_\_\_\_\_ = I have not had the opportunity to communicate directly with my Commanding Officer named above.

\_\_\_\_\_ = I have had the opportunity to communicate directly with my Commanding Officer named above but have not been informed of the disposition or probable disposition of my Complaint/Problem.

\_\_\_\_\_ =  
WITNESS' SIGNATURE

\_\_\_\_\_ =  
APPLICANT'S SIGNATURE