



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE/NORTH
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO:

1700

CIG

JUN 14 2007

From: Commander, Marine Forces Reserve
Commander, Marine Forces North
To: Distribution List
Subj: FORCE INITIATING DIRECTIVE (REQUEST MAST)
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 Commandant's Request Mast Program within Marine Forces Reserve and Marine Forces North.

2. Cancellation. ForO 1700.2C.

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 members of this Command for the purpose of exercising Request Mast with the 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.

Subj: FORCE INITIATING DIRECTIVE (REQUEST MAST)

b. Coordinating Instructions. All members of this Command 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. Marine Forces Reserve Headquarters Battalion 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, through the Command Inspector General, for consideration.

b. Commanding Generals/Commanding Officers/OIC's/SNCOIC's shall:

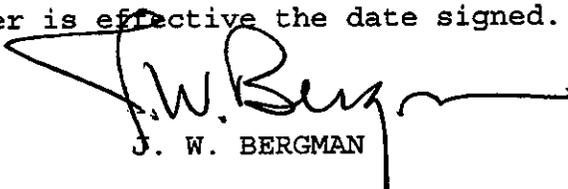
(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(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 uniformed members of this Command.

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


J. W. BERGMAN

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate a Request Mast application for Marine Forces Reserve and Marine Forces North, New Orleans, LA is as follows:

a. Enlisted: Headquarters Battalion Sergeant Major, Marine Forces Reserve Headquarters Battalion, 4400 Dauphine St, New Orleans, LA 70146, (504) 678-6112.

b. Officer: Commanding Officer, Marine Forces Reserve Headquarters Battalion, 4400 Dauphine St, New Orleans, LA 70146, (504) 678-6114.

2. Request Mast chain of command to the Commander, Marine Forces Reserve and Marine Forces North is as follows:

Force Units

a. Force Level Units (3rd Civil Affairs Group, 4th Civil Affairs Group, 3rd Air Naval Gunfire Liaison Company, 4th Air Naval Gunfire Liaison Company, Intelligence Support Battalion)
Immediate Commander: Vice Chief of Staff, Marine Forces Reserve, 4400 Dauphine St, New Orleans, LA 70146 (504) 678-1580.

Major Subordinate Commands

a. 4th Marine Division Commanding General, 4400 Dauphine St, New Orleans, LA 70146, (504) 678-6735.

b. 4th Marine Logistics Group Commanding General, 4400 Dauphine St, New Orleans, LA 70146, (504) 678-4987.

c. 4th Marine Aircraft Wing Commanding General, 4400 Dauphine St, New Orleans, LA 70146, (504) 678-1212.

d. Marine Corps Mobilization Command Commanding General, 15303 Andrews Rd, Kansas City, MO 64147, (816) 843-3003.

Marine Forces Reserve Headquarters Battalion

a. Includes Marines of both the Marine Forces Reserve and Marine Forces North serving in New Orleans, LA - Marine Forces Reserve Headquarters Battalion Commanding Officer, Marine Forces Reserve Headquarters Battalion, 4400 Dauphine St, New Orleans, LA 70146, (504) 678-6114.

3. The Command Inspector General (CIG) will review Request Mast applications and make appropriate recommendations to the Commander. However, the CIG may neither respond to nor deny a Request Mast on behalf of the Commander.