



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 1700.2E
CIG

JAN 13 2015

FORCE ORDER 1700.2E

From: Commander
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F
(b) NAVMC Directive 1700.23F

Encl: (1) Command-Specific Elements for Request Mast
(2) NAVMC Form 11296, Request Mast Application

1. Situation. This Force Order represents the Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) Initiating Directive supporting the Commandant's Request Mast Program, per reference (a), as the singular U.S. Marine Corps Request Mast directive. Enclosure (1) is the Request Mast elements specific to MARFORRES and MARFORNORTH. Request Mast includes 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.

2. Cancellation. ForO 1700.2D.

3. Mission. Establish a singular Request Mast directive and provide Command-specific procedures to preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from, their commanding officers, as exercised through the formal Request Mast process.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Use reference (a) as the singular U.S. Marine Corps Request Mast directive.

(2) Concept of Operations. In accordance with the references, use enclosure (1) as the singular document that provides specific guidance for the staff, Marines and Sailors of MARFORRES and MARFORNORTH. Submit Request Mast applications in writing, utilizing enclosure (2), via the chain of command to the commander with whom the Request Mast is desired.

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b. Tasks(1) Commanding Officer (CO), Headquarters Battalion (HQBN)

(a) Provide administrative assistance outlined in enclosure (1).

(b) Post and maintain this Order on all troop information boards and/or otherwise make it available and known to all personnel within the Marine Corps Support Facility, New Orleans.

(c) Publish your corresponding HQBN Order in compliance with this Order.

(d) Submit Request Mast applications in writing, utilizing enclosure (2), via the chain of command to the commander with whom the Request Mast is desired.

(2) Section Heads, Primary and Special Staff, MARFORRES and MARFORNORTH

(a) Ensure your personnel are familiar with this directive and the associated command-specific elements.

(b) With the assistance of the Command Inspector General, help your personnel who have submitted a Request Mast to the Commander, as required.

(c) Submit Request Mast applications in writing, utilizing enclosure (2), via the chain of command to the commander with whom the Request Mast is desired.

(3) Commanding Generals (CGs), Major Subordinate Commands (MSCs) MARFORRES. Update and publish your respective MSCs Request Mast procedures orders in compliance with this Order. Ensure Request Mast applications are submitted in writing, utilizing enclosure (2), via the chain of command to the commander with whom the Request Mast is desired.

c. Coordinating Instructions. Refer to enclosure (1) for command-specific program requirements. Use reference (a) as the singular U.S. Marine Corps Request Mast directive, and use reference (b) for additional process and procedural aspects of the program.

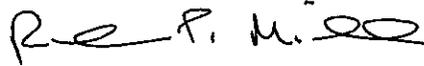
5. Administration and Logistics. Refer to Enclosure (1).

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6. Command and Signal.

a. Command. This Order is applicable to all uniformed members of MARFORRES and MARFORNORTH.

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



RICHARD P. MILLS

DISTRIBUTION: B, C

Directives issued by this Headquarters are published and distributed electronically.

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Command-Specific Elements for Request Mast

1. Use your chain of command to assist you in preparing a Request Mast. Typically, enlisted Marines and Sailors seek assistance through their unit Sergeant Major (SgtMaj), First Sergeant (1stSgt), senior enlisted Marine, or administration chief; officers seek assistance through their Executive Officer (XO) or Adjutant.
2. Request Mast chain of command for MARFORRES and MARFORNORTH.
 - a. For personnel assigned to HQBN, MARFORRES:
 - (1) Immediate Commander: CO, Colonel (Col), HQBN, MARFORRES, New Orleans, (504) 252-0432.
 - (2) Immediate CG: Commander MARFORRES (COMMARFORRES), Lieutenant General (LtGen), HQ, MARFORRES, New Orleans, (504) 697-7999.
 - b. For personnel assigned to HQ, MARFORNORTH:
 - (1) Immediate Commander: None. Route all Request Mast applications through the MARFORRES/MARFORNORTH Command Inspector General (IG), Col, New Orleans, (504) 697-7292/7296. (Note: Due to the unique circumstances of MARFORNORTH personnel, the MARFORRES/MARFORNORTH Command IG receives, analyzes, and determines the appropriate chain of command to use regarding the issue(s) and/or concern(s) raised in the Request Mast.)
 - (2) Immediate CG: COMMARFORRES, LtGen, HQ, MARFORRES, New Orleans, (504) 697-7999.
 - c. For personnel assigned to Force Headquarters Group (FHG), MARFORRES:
 - (1) Immediate Commander: Per the unit chain of command.
 - (2) Next Commander: Per the unit chain of command.
 - (3) Immediate CG: CG, FHG, Brigadier General (BGen), HQ, FHG, New Orleans, (504) 697-7170.
 - d. For personnel assigned to 4th Marine Division (MARDIV), MARFORRES:

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(1) Immediate Commander: Per the unit chain of command.

(2) Next Commander: Per the unit chain of command.

(3) Immediate CG: CG, 4th MARDIV, Major General (MajGen), HQ, 4th MARDIV, New Orleans, (504) 697-7125.

e. For personnel assigned to 4th Marine Aircraft Wing (MAW), MARFORRES:

(1) Immediate Commander: Per the unit chain of command.

(2) Next Commander: Per the unit chain of command.

(3) Immediate CG: CG, 4th MAW, MajGen, HQ, 4th MAW, New Orleans, (504) 697-7544.

f. For personnel assigned to 4th Marine Logistics Group (MLG), MARFORRES:

(1) Immediate Commander: Per the unit chain of command.

(2) Next Commander: Per the unit chain of command.

(3) Immediate CG: CG, 4th MLG, BGen, HQ, 4th MLG, New Orleans, (504) 697-7153.

3. The Command IG, MARFORRES/MARFORNORTH, is located at HQ, MARFORRES, 2000 Opelousas Ave, New Orleans, LA 70114, (504) 697-7293.

4. Requests Mast routed to COMMARFORRES from personnel belonging to the MARFORRES MSC's are considered by COMMARFORRES if specifically recommended by the first General Officer endorsing the application, and if deemed to be a legitimate grievance or request for assistance that is beyond the immediate CG's authority to resolve. Requests Mast received by COMMARFORRES that do not include a recommendation for consideration from the respective immediate CG, and/or any Request Mast not forwarded via the chain of command, will be returned without action.

5. The CO, HQBN, MARFORRES and CGs of the MSC's are required to institute the Commandant's Request Mast Procedures and publish their own respective order with Command Specific Elements enclosure for their units in accordance with reference (a).

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MARINE CORPS REQUEST MAST APPLICATION NAVMC 11296 (Rev. 6-97) SN: 0000-00-888-0350 UR: EA		
PRIVACY ACT STATEMENT		
Authority:	Title 5, U. S. Code 301; Title 10, USC Section 5013	
Principal Purpose:	Formal filing of complaints/problems to command personnel.	
Routine Uses:	To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.	
Disclosure:	Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.	
PARTIAL OF COMPLETED SYSTEM		
1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	
8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):		
8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).		
8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)		
9. AFFIDAVIT		
I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends 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/DATE)		

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PART II - TO BE COMPLETED BY THE COMMANDING OFFICER

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

COMMANDING OFFICER SIGNATURE/DATE

PART III - APPLICANT'S ACKNOWLEDGMENT OF REQUEST

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

I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

I have had the opportunity to communicate directly with (name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE

APPLICANT'S SIGNATURE/DATE