

ORIGINAL



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

GruO 1700.2A
1 Nov 14

GROUP ORDER 1700.2A

From: Commander, Force Headquarters Group
To: Distribution List

Subj: GROUP INITIATING DIRECTIVE (REQUEST MAST)

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

Encl: (1) Command Specific Elements for Request Mast
(2) Request Mast Flowchart to CG, FHG
(3) Request Mast Flowchart to CMFR

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program within Force Headquarters Group (FHG), Marine Forces Reserve. This Order contains substantial changes and should be reviewed in its entirety.

2. Cancellation. GruO 1700.2

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 Commanding General. This Order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the Commander with whom the Marine is requesting an audience.

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 enclosures, which describe the Command's specific elements.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Administration and Logistics

a. Command Element, Force Headquarters Group (FHG), Marine Corps Individual Reserve Support Activity (MCIRSA), and Readiness Support Program's (RSP) shall:

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

(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.

b. 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.

(3) Ensure that each unit publishes their own Request Mast initiating directive as required by reference (b).

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this Command, including subordinate units and the Individual Ready Reserve.

(1) As authorized in the reference, the FHG Chief of Staff is permitted to handle applications for Request Mast in an acting capacity when the Commanding General is not in a duty status.

(2) In all circumstances the FHG Chief of Staff will at a minimum, inform the Commanding General of all Request Mast applications. The Commanding General will make the determination to personally respond or delegate authority for response to the FHG, Chief of Staff. The Commanding General will be placed in a duty status prior to personally responding to any requests mast.

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

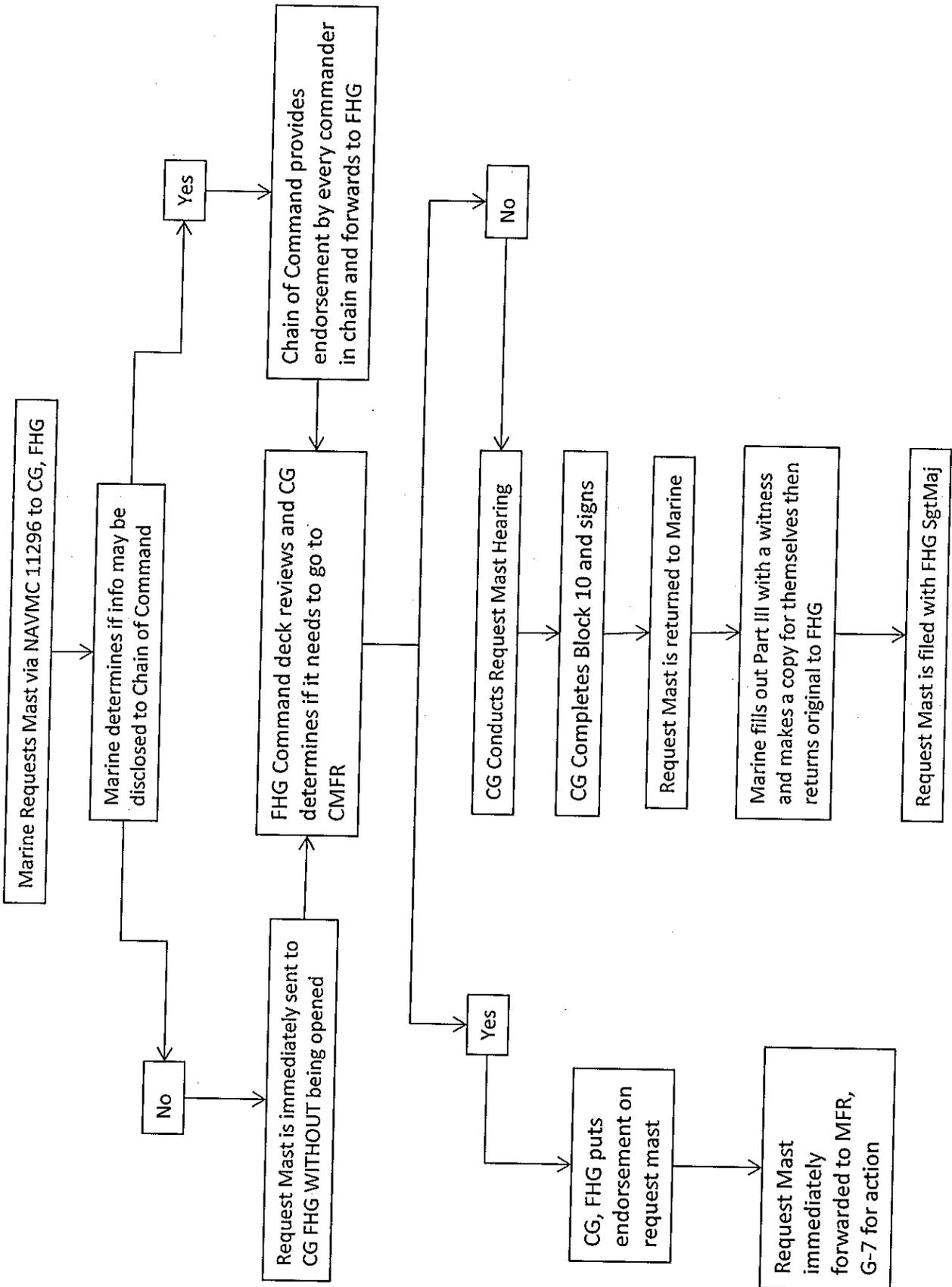

H. G. PRATT

Distribution: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate a Request Mast application for Command Element, subordinate units, Marine Corps Individual Reserve Support Activity (MCIRSA), the Reserve Support Programs (RSP), and the Individual Ready Reserve under Force Headquarters Group (FHG), Marine Forces Reserve, New Orleans, Louisiana is as follows:
 - a. Enlisted: Sergeant Major, Force Headquarters Group, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans, LA 70114, (504) 697-8471.
 - b. Officer: Adjutant, Force Headquarters Group, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans, LA 70114, (504) 697-8498.
 - c. Note: Although Request Mast packets from RSP will be sent directly to the points of contact above, RSP Commanders are directed to notify the Director, MCIRSA when they are aware of a Request Mast being submitted to the Commanding General, FHG.
2. Request Mast chain of command to the Commanding General, Force Headquarters Group, Marine Forces Reserve is as follows:
 - a. Immediate Commander: Force Level Unit Commanders (1st Civil Affairs Group, 2d Civil Affairs Group, 3d Civil Affairs Group, 4th Civil Affairs Group, 3d Air Naval Gunfire Liaison Company, 4th Air Naval Gunfire Liaison Company, 6th Air Naval Gunfire Liaison Company, 6th Communications Battalion, Reserve Support Unit-East, Reserve Support Unit-West, 4th Law Enforcement Battalion, Intelligence Support Battalion, and MCIRSA).
3. The Command Inspector General (CIG) and/or Adjutant for FHG may review Request Mast applications and make appropriate recommendations to the Commanding General, FHG. However, neither the CIG nor the Adjutant may respond to or deny a Request Mast on behalf of the Commanding General. CIG contact information is as follows:
 - a. Command Inspector General, Force Headquarters Group, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans, LA 70114 (504) 697-7289.

REQUEST MAST TO CG, FHG



REQUEST MAST TO CMFR

