



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
MARINE FORCES SOUTH  
2000 OPELOUSAS AVENUE  
NEW ORLEANS LOUISIANA 70114-1500

ForO 1700.2F  
CIG  
**APR 07 2023**

FORCE ORDER 1700.2F

From: Commander

To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G, Request Mast Procedures

Encl: (1) Command-Specific Elements for Request Mast

1. Situation. This Order represents the Marine Forces Reserve (MARFORRES) and Marine Forces South (MARFORSOUTH) Initiating Directive supporting the Commander's Request Mast Program.

2. Cancellation. ForO 1700.2E Ch 1.

3. Mission. To preserve the right of every Marine to seek assistance from, or communicate grievances directly to, their Commander or Commanders up to including a Commanding General (CG) within their chain of command, as exercised through the formal Request Mast process established in reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reference (a) is to be used by all members of MARFORRES and MARFORSOUTH for the purpose of exercising their right to Request Mast. Commanders at all levels will ensure the member's right to Request Mast is upheld and in compliance with the reference and this Order. Additionally, Commanders shall be responsive and accountable for ensuring the procedures promulgated in the reference are adhered to in order to preserve the integrity of the Request Mast process.

(2) Concept of Operations

(a) MARFORRES Personnel: In absence of the Commander, MARFORRES (COMMARFORRES), the Deputy Commander

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distribution is unlimited.

(DEPCOMMARFORRES) or the MARFORRES Chief of Staff (C/S) will use judgment and discretion when processing MARFORRES Request Mast petitions and will not use the Commander's absence as a reason to delay hearing the Request Mast. The MARFORRES C/S has the authority to hear Request Mast in the absence of COMMARFORRES. If the Commander is unavailable and the Marine requesting mast desires to speak with COMMARFORRES, the member will be notified immediately by competent authority and will be rescheduled to meet the Commander as soon as possible. Request Mast applications must be submitted in writing using guidance from the reference via chain of command to the Commander with whom the Marine is requesting an audience.

(b) MARFORSOUTH Personnel: The same procedure also applies for processing MARFORSOUTH Request Mast petitions. The DEPCOMMARFORRES or the MARFORRES C/S has the authority to hear MARFORSOUTH Request Mast in the absence of the COMMARFORRES.

b. Subordinate Element Missions

(1) Commanding Generals, Major Subordinate Commands and Commanding Officer, Headquarters Battalion

(a) Ensure that all personnel are informed of Request Mast policies and procedures contained in the reference and this Order.

(b) Ensure each subordinate leader in the chain of command is aware that anyone who attempts to deprive a Marine of the right to Request Mast, through either acts of omission or commission, will be subject to punishment under the Uniform Code of Military Justice. Furthermore, there should be no more than one working day delay at any level of command. If a delay occurs, the Command must document on the NAVMC Form 11296 (Rev.05-19) the reason for the delay.

(c) When matters are beyond a Commander's authority to resolve, the Commander shall forward the Request Mast to the next higher Commander, depicted in the enclosure, for consideration and appropriate action.

(d) Commanding Generals may authorize and establish a Request Mast Reviewing Authority (RMRA) which could be the Sergeant Major, Command Inspector General, etc.

(e) Post and maintain this Order on all troop information boards, make it available and known to all military

personnel within the Marine Corps Support Facility, New Orleans, Louisiana.

(2) Section Heads, Primary and Special Staff, MARFORRES and MARFORSOUTH. Post this Order prominently in your area and ensure all hands are familiar with its contents.

(3) Leaders at all levels

(a) Facilitate with granting Request Mast petitioners an audience with the appropriate Commander(s) without delay in order to ensure the issues can be addressed in an appropriate and timely manner, usually within 24 working hours at each command level.

(b) Leaders subordinate to the Commanding Officer (CO), to whom the Request Mast is made, will not placate, delay or postpone a Request Mast petition in an attempt to address the issue at their level. Once a petitioner has conveyed a request to his or her immediate chain of command that leader will immediately assist the petitioner in filling out the NAVMC 11296 (Rev. 05-19) and escort the Marine to the command's designated RMRA. No one in the chain of command has the authority to address a Request Mast except the CO or the officer designated in an acting position.

(4) Command Inspector General

(a) Conduct periodic checks throughout MARFORRES and MARFORSOUTH to ensure familiarity with the reference and this Order.

(b) Publish and maintain the currency of this Order in accordance with the reference.

c. Coordinating Instructions

(1) Every Marine has the right to Request Mast via the chain of command to their immediate General Officer (GO), but there is no vested right to go to the next higher Commander of his or her GO.

(2) The MARFORRES Command Inspector General (CIG) is not authorized to respond to nor deny a Request Mast on behalf of COMMARFORRES or COMMARFORSOUTH, but is authorized to screen all Request Masts for procedural adherence, make appropriate recommendations, and coordinate the appearance of the Marine.

In the case of a Request Mast petition marked "For COMMARFORRES/COMMARFORSOUTH Eyes Only" the MARFORRES CIG shall communicate directly with the Marine requesting Mast. If not readily available, the MARFORRES CIG will advise the Marine of the approximate date the COMMARFORRES/COMMARFORSOUTH will be available.

(3) Any lawful communication made to the CIG will also constitute a protected communication under the Military Whistleblower Protection Act.

5. Administration and Logistics

a. Request Mast can be submitted either electronically or hand-delivered to the CIG for coordination.

b. The Request Mast Form (NAVMAC Form 11296 (Rev. 05-19)), can be found on the MARFORRES CIG website at:  
<https://www.marforres.marines.mil/Staff-Sections/General-Staff/Command-Inspector-General/Request-Mast/>

c. See enclosure (1) for command specific administrative details.

6. Command and Signal

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

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



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DISTRIBUTION: D

All Marine Forces Reserve Assets; including Major Subordinate Commands, Commanding Officers/Instructor-Inspectors, Site Commanders, and Marine Forces South.

Command-Specific Elements for Request Mast

1. Each Marine should use their chain of command to assist in preparing a Request Mast. Typically, enlisted Marines seek assistance through their Sergeant Major, First Sergeant, senior enlisted Marine, or administration chief; officers seek assistance through their Executive Officer or Adjutant.

2. Request Mast chain of command for Marine Forces Reserve (MARFORRES) and Marine Forces South (MARFORSOUTH)

a. For personnel assigned to HQBN, MARFORRES:

(1) Immediate Commanding Officer: CO, HQBN, MARFORRES, New Orleans, Louisiana (504) 697-8000.

(2) Immediate Commander: Commander, MARFORRES (COMMARFORRES), Commanding General, HQ, MARFORRES, New Orleans, Louisiana (504) 697-7999. In the absence of the COMMARFORRES and when designated by the Commander, the Deputy Commander or the MARFORRES Chief of Staff may hear Request Mast.

b. For personnel assigned to HQ, MARFORSOUTH:

(1) Immediate Commanding Officer: None. Route all Request Mast applications through the MARFORRES/MARFORSOUTH Command Inspector General (CIG), Col, New Orleans, Louisiana (504) 697-7292/9203/9207. (Note: Due to the unique circumstances of MARFORSOUTH personnel, the MARFORRES/MARFORSOUTH CIG 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 Commander: COMMARFORRES, Commanding General (CG), HQ, MARFORRES, New Orleans, Louisiana (504) 697-7999. In the absence of the COMMARFORRES and when designated by the Commander, the Deputy Commander or the MARFORRES Chief of Staff may hear Request Mast.

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, HQ, FHG, New Orleans, Louisiana (504) 697-7824/8471.

d. For personnel assigned to 4th Marine Division (MARDIV), MARFORRES:

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

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

(3) Immediate CG: CG, 4th MARDIV, HQ, 4th MARDIV, New Orleans, Louisiana (504) 697-7128.

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, HQ, 4th MAW, New Orleans, Louisiana (504) 697-7761.

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, HQ, 4th MLG, New Orleans, Louisiana (504) 697-7152.

3. The MARFORRES/MARFORSOUTH CIG, is located at HQ, MARFORRES, 2000 Opelousas Ave, New Orleans, Louisiana 70114, (504) 697-9203.

a. A CIG may review and make appropriate recommendations pertaining to Request Mast that have been submitted to their respective CG. However, the CIG may neither respond to nor deny a Request Mast on behalf of their respective CG.

b. Requests Mast routed to COMMARFORRES from personnel belonging to MSC's will be considered by COMMARFORRES, if specifically recommended by their respective CG. For example, if deemed to be a legitimate grievance or request for assistance that is beyond the MSC CG's authority to resolve, the MSC CG will endorse the Request Mast, provide a recommendation for consideration to COMMARFORRES and forwarded it to COMMARFORRES via the MARFORRES CIG.