



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

GruO 1700.1  
G-1  
OCT 2 2 2020

GROUP ORDER 1700.1

From: Commanding General, Force Headquarters Group  
To: Distribution List

Subj: REQUEST MAST GROUP INSTRUCTION

Ref: (a) U. S. Navy Regulations  
(b) Marine Corps Manual  
(c) NAVMC DIR 1700.23G  
(d) MCO 1700.23G  
(e) ForO 1700.2E Ch1  
(f) Memorandum of Agreement w/HQBN

1. Situation. This Order represents the initiating Directive for the Request Mast Program within Force Headquarters Group in accordance with the references.

2. Cancellation. None

3. Mission. To preserve the rights of all uniformed members to directly communicate grievances to, or seek assistance from, their Commanding Officer (CO), or Commanding General (CG) as exercised through the formal process of Request Mast. Request Mast as established in articles 0820c and 1151.1 of reference (a) and in par 2805 of reference (b) includes both the right of the uniformed member to communicate with the Commander, normally in person, and the requirement that the Commander consider the matter and personally respond to the individual 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 Uniformed Members of this Command for the purpose of exercising Request Mast with the CG.

(b) 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 enclosure (1) via the chain of command to the Commander with whom the Request mast is desired. A fillable NAVMC Form 11296 can be found on the Inspector General Marine Corps Website Located at:  
([https://www.hqmc.marines.mil/Portals/146/Docs/Inspections%20Div/Marine%20Corps%20Request%20Mast%20\(NAVMC%2011296%20Rev%205-19\).pdf?ver=2019-06-26-144331-223/](https://www.hqmc.marines.mil/Portals/146/Docs/Inspections%20Div/Marine%20Corps%20Request%20Mast%20(NAVMC%2011296%20Rev%205-19).pdf?ver=2019-06-26-144331-223/))

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(b) In the absence of the Force Headquarters Group CG and when designated, the Chief of Staff is permitted to hear Requests Mast. This process will be utilized primarily when the CG is not in a duty status, unavailable, or the nature of the Request Mast requires immediate response. In all circumstances the Chief of Staff will at a minimum, inform the CG of all Request Mast applications.

(c) Request mast provides a Uniformed Member the opportunity to communicate, not only with his or her immediate CO but with any superior commander in the chain of command up to and including the Uniformed member's CG. Although Uniformed Members may be granted to privilege of forwarding a Request Mast application beyond their immediate CG there is no vested right to do so.

(d) With any Request Mast application, sealed or open, each level of command will offer to address the petitioner's request. The 4th MLG CG may, at his or her discretion, endorse and forward to a higher command in cases that cannot be addressed at their level.

b. Coordinating Instructions. All Uniformed Members of this Command exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast, which describe the routing of Request Masts to the Commanding General.

(1) Leaders at all levels will coordinate the process of Request Mast via the chain of command to ensure timeliness of action.

(2) Upon publication, this order will be posted on official organizational bulletin boards and the Command's intranet website to ensure all personnel are informed of it's content.

(3) Commander's will forward a copy of any Request Mast that is denied, by the CO or when addressed to the Force Headquarters Group CG but satisfied by a subordinate commander, to the Force Headquarters Group Command Inspector-General, within five working days after the final disposition. Request Mast addressed to a superior Commander may not be denied by a subordinate commander.

## 5. Administration and Logistics

a. Command Element and Force Headquarters Group shall:

(1) Provide administrative assistance as delineated in references.

(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 Commanding General for consideration.

(4) Maintain records of Requests Mast for 3 years from the date final action is taken.

b. Commanders and Inspector/Instructors (I&I), Senior Enlisted Leaders' (SELS) shall:

(1) Initiate Request Mast Programs in accordance with the references.

(2) Facilitate getting the Marines in front of the Commander in order to execute their right to Request Mast.

(3) Educate Marines on the Request Mast Program and ensure the references are available to all personnel within subordinate commands.

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

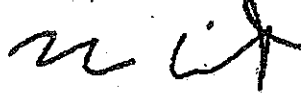
c. Command Inspector General (G-7). The Command Inspector General will review and make appropriate recommendations pertaining to Request Mast to the Commanding General. However, the Command Inspector General may neither respond to nor deny a Request Mast on behalf of the Commander.

d. Coordinating Instructions

5. Command and Signal

a. Command. This Order is applicable to all uniformed members of the Force Headquarters Group.

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



M. A. HASHIMOTO

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