



UNITED STATES MARINE CORPS
FLEET MARINE FORCE, ATLANTIC
U. S. MARINE CORPS FORCES COMMAND
1775 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO
MARFORCOMO 1700.2D
CIG
27 Mar 2020

U.S. MARINE CORPS FORCES COMMAND ORDER 1700.2D

From: Commander, U.S. Marine Corps Forces Command
To: Distribution List

Subj: U.S. MARINE CORPS FORCES COMMAND REQUEST MAST PROGRAM

Ref: (a) MCO 1700.23G

Encl: (1) Command-Specific Elements for Request Mast
(2) NAVMC Form 11296 (Rev. 05-19)

1. Situation. Per the reference, this Order establishes the Request Mast Program for U.S. Marine Corps Forces Command (MARFORCOM) and Headquarters and Service Battalion (HQSVCBN) MARFORCOM.

2. Cancellation. MARFORCOMO 1700.2C.

3. Mission. To preserve the right of all uniformed members to seek assistance from, or directly communicate grievances to, their commanders up to and including a Commanding General (CG) within their chain of command as exercised through the formal process of Request Mast. Request Mast, as established in U.S. Navy Regulations (articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805) includes both the right of uniformed members to communicate with commanders, normally in person, and the requirement that the commander to whom the Request Mast was submitted consider the matter and personally respond to the requestor.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is for all uniformed members of this command for the purpose of exercising Request Mast to the appropriate commander within the chain of command. This Order shall be posted on official organizational bulletin boards and the command's internet website and SharePoint portal. All personnel shall be informed of its contents and shall be made familiar with the reference.

(2) Concept of Operations. Request Mast applications shall be submitted in writing utilizing NAVMC Form 11296 (Rev. 05-19) provided as enclosure (2) via the chain of command to the commander with whom the Request Mast is desired.

b. Subordinate Command/Element Missions

(1) II Marine Expeditionary Force (II MEF), Marine Corps Security Cooperation Group (MCSCG), Chemical Biological Incident Response Force (CBIRF), Marine Corps Security Force Regiment (MCSFR), Marine Corps Security Force Battalion Bangor, and Marine Corps Security Force Battalion Kings Bay shall institute and maintain a commander's Request Mast Program.

(2) The Commanding Officer, HQSVCBN, MARFORCOM shall:

(a) Ensure that this Order and an ample supply of blank applications are posted on appropriate organizational bulletin boards that are readily available to all personnel.

(b) Ensure that the content and prescribed procedures are reiterated during appropriate new join and annual training venues.

(3) Leaders at all levels shall:

(a) Ensure that all personnel are familiar with Request Mast policy and procedures.

(b) Without delay, facilitate Request Mast applicants requesting an audience with the appropriate commander in order to preserve the member's right to Request Mast.

(c) Administratively support members in the production and submission of the NAVMC 11296 (Rev. 05-19).

(4) MARFORCOM Command Inspector General/Adjutant/Sergeant Major shall:

(a) Provide administrative assistance as delineated in enclosure (1).

(b) Facilitate the processing of Request Mast petitions addressed to the commander for consideration.

c. Timelines. Request Mast timelines shall be in accordance with the reference.

(1) Request Mast shall be heard at the earliest reasonable time. In general, there should be no more than one working day delay at any level of command.

(2) Commanders shall hear emergency cases as soon as identified. The reference provides considerations for determining if a Request Mast is an emergency case.

can be reasonably dealt with on the following work day) the reason for the delay shall be explained to the member Requesting Mast and provided in writing on the NAVMC form 11296 (Rev. 05-19), acknowledged by both the commander and the requestor.

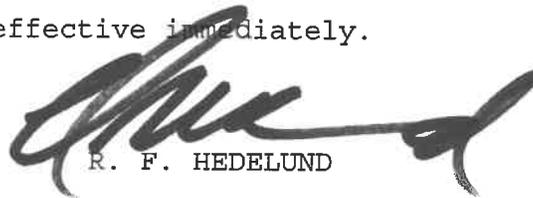
d. Coordinating Instructions. All members of this command Requesting Mast shall conform to the reference, which describes the Request Mast process and procedure, and this Order, which describes elements unique to this command (Enclosure 1).

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command and will be supported by civilian personnel as appropriate.

b. Signal. This Order is effective immediately.



R. F. HEDELUND

Distribution: A and D

COMMAND-SPECIFIC ELEMENTS FOR REQUEST MAST**1. HQ, MARFORCOM Request Mast:**

a. Uniformed members of MARFORCOM are administratively assigned to the HQSVCBN. Therefore, Commanding Officer, HQSVCBN is the first Commanding Officer in the chain of command to which uniformed members may Request Mast.

b. Uniformed members in the grade of Colonel/O6 and those of lesser grade performing duties on the MARFORCOM HQ staff seeking to initiate a Request Mast petition, will do so via the Commanding Officer, HQSVCBN. Officers will submit petitions to the Executive Officer (XO), HQSVCBN and Enlisted members will submit petitions to the Sergeant Major, HQSVCBN.

2. Request Mast Chain of Command:

a. HQSVCBN, MCSCG, CBIRF, MCSFR, MCSFBN Bangor, and MCSFBN Kings Bay are the commands subordinate to COMMARFORCOM that are not general court-martial convening authorities. II MEF is a subordinate command to COMMARFORCOM and CG, II MEF is a general court-martial convening authority. Accordingly, II MEF and its subordinate commands are excluded from the command-specific elements contained herein. The Commanding General of II MEF shall publish II MEF's unique command-specific elements.

b. II MEF. Uniformed members will route petitions to CG, II MEF as directed by II MEF command-specific elements.

c. HQSVCBN and HQ MARFORCOM. Uniformed members will route petitions to COMMARFORCOM via the CO, HQSVCBN.

d. MCSCG, CBIRF, MCSFR. Uniformed members will route petitions to COMMARFORCOM via the CO MCSCG, CO CBIRF, or CO MCSFR and via subordinate commanders as directed by MCSCG, CBIRF, and MCSFR Initiating Directives.

3. Request Mast Commander Contact Information:

a. COMMARFORCOM. Commander, MARFORCOM, Bldg NH-33, Naval Support Activity Hampton Roads (NSAHR), Norfolk, VA 23551, (757) 836-1517 (DSN 836).

b. HQSVCBN. Commanding Officer, HQSVCBN, Bldg MCA-614, Camp Elmore, Norfolk, VA 23551, (757) 445-4385, (DSN 565).

c. MCSCG. Commanding Officer, 937 Atlantic Ave, Joint Expeditionary Base Little Creek-Fort Story, VA 23459, (757) 962-4430 x2225.

d. CBIRF. Commanding Officer, 3399 Strauss Avenue, Suite 219, Indian Head, MD 2064 (301) 744-1050.

e. MCSFR. Commanding Officer, 2122 Longfellow Rd., Naval Weapons Station Yorktown, VA 23691, (757) 637-9300.

4. Request Mast Processing Contact Information:

- a. HQSVCBN Sergeant Major, Bldg MCA-614, Camp Elmore, Norfolk, VA 23551, (757) 445-4388 (DSN 565).
- b. HQSVCBN XO, Bldg MCA-614, Camp Elmore, Norfolk, VA 23551, (757) 445-0414 (DSN 565).
- c. MARFORCOM Sergeant Major, Bldg NH-33, NSAHR, Norfolk, VA 23551, (757) 836-1514 (DSN 836).
- d. MARFORCOM Adjutant, Bldg NH-33, NSAHR, Norfolk, VA 23551, (757) 836-1524 (DSN 836).
- e. MARFORCOM Command Inspector General (CIG), Bldg NH-45E, NSAHR, Norfolk, VA 23551, (757) 836-2132/2150/2128 (DSN 836).

5. The MARFORCOM CIG will review and make appropriate recommendations pertaining to Request Mast petitions addressed to COMMARFORCOM and is responsible for administrative, scheduling, and record keeping matters. The MARFORCOM CIG is designated as the Request Mast Review Authority (RMRA). However, the CIG may neither respond to, nor deny a Request Mast on behalf of COMMARFORCOM.

6. Routing Procedures. Routing procedures for Request Mast petitions to Commander, MARFORCOM are described in figure 1 of this enclosure.

7. Denying Request Mast

a. Per the reference, commanders may deny a Request Mast application if there is another specific avenue of redress available to the Marine, such as actions under the UCMJ or Involuntary Administrative Separations.

b. Commanders may deny a Request Mast involving ongoing investigations of complaints under Article 138, UCMJ and Article 1150, U.S. Navy Regulations.

c. The authority to deny a Request Mast includes authority to refuse to further process the Request Mast. Whenever the Commanding Officer of HQSVCBN, MCSCG, CBIRF, MCSFR, MCSFBN Bangor, or MCSFBN Kings Bay denies a Request Mast specifically addressed to himself or herself, he or she shall, within a reasonable time (five working days), forward a report of such action and the basis thereof to Commander, MARFORCOM, Attn: Command Inspector General via the chain of command.

MARINE CORPS FORCES COMMAND REQUEST MAST ROUTING

The following diagram illustrates the uninterrupted document flow for Request Mast (RM) to Commander, MARFORCOM.

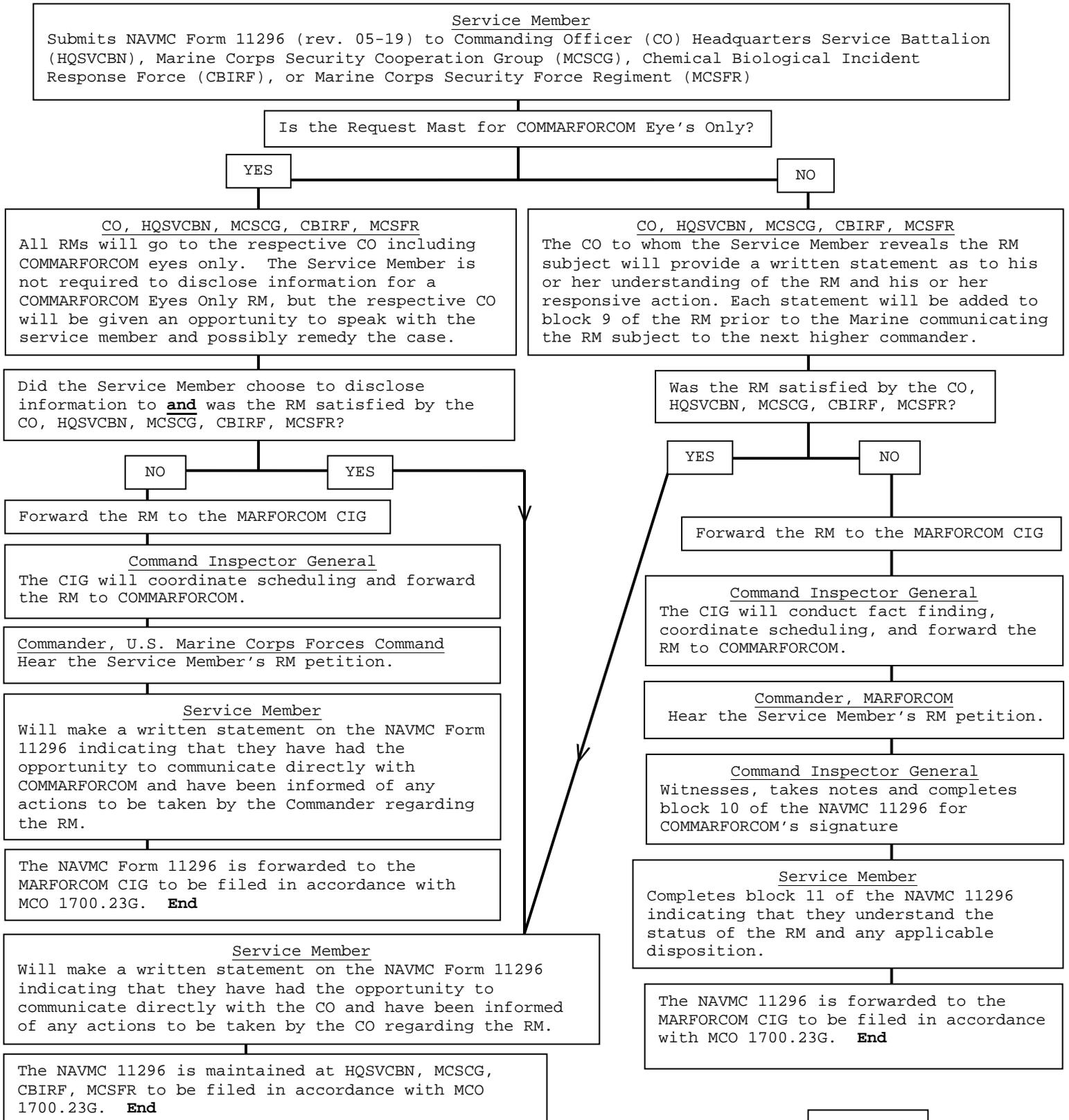


Figure 1

MARINE CORPS REQUEST MAST		
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>Authority: 10 U.S.C. 5014; 10 U.S.C. 5020; SECNAVINST 5430.57 series; SECNAVINST 5370.5 series; and E.O. 9397 (SSN), as amended. SORN N05041-1</p> <p>Principal Purpose: To determine the facts and circumstances surrounding allegations or complaints against Department of the Navy personnel and/or Navy/Marine Corps activities. To present findings, conclusions, and recommendations developed from investigations and other inquiries to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders.</p> <p>Routine Uses: Information will be disclosed to command personnel with a need to know in order to process, analyze, and take actions in response to requests. Information may be disclosed to the Secretary of the Navy, Chief of Naval Operations, Commandant of the Marine Corps, or other appropriate Commanders with a need to know in order to provide a record of grievances, command decisions, and any subsequent personnel management actions. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpclid.defense.gov/Privacy/SORNsindex/DOD-Component-Article-View/Article/570354/n05041-1/.</p> <p>Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.</p>		
PART I: REQUEST: COMPLETED BY THE APPLICANT		
1. NAME: (Last, First, MI)	2. RANK:	3. EDIPI:
	▼	
4. UNIT:		
5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)		
5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND:	
6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed).		
7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in block 5a.)		
8. AFFIDAVIT:		
I, <input style="width: 150px;" type="text"/> , certify the statements in blocks 6 and 7 are true.		
Signature:	Date: <input style="width: 100px;" type="text"/>	

PART II: COMMANDERS' ENGAGEMENT: COMPLETED BY COMMANDER WITHIN THE CHAIN OF COMMAND				
9. REQUEST MAST: (While disclosure of the grievance/problem is strictly voluntary, every Commander in the chain of command must offer the Applicant a personal audience. Commanders must acknowledge their engagement below. Only the Commander ultimately selected to provide final disposition and closure will complete block 10.)				
9a. FIRST COMMANDER IN CHAIN OF COMMAND:	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 80%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 95%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 95%;" type="text"/>				Date: <input style="width: 150px;" type="text"/>
9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 80%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 95%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 95%;" type="text"/>				Date: <input style="width: 150px;" type="text"/>
9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name <input style="width: 90%;" type="text"/>	Rank <input style="width: 80%;" type="text"/>	Billet <input style="width: 90%;" type="text"/>	Command/Unit Name <input style="width: 95%;" type="text"/>
Subject Matter Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No Forward? <input type="checkbox"/> Yes <input type="checkbox"/> No Denied (if named in 5a.)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 95%;" type="text"/>				Date: <input style="width: 150px;" type="text"/>
9d. IMMEDIATE COMMANDING GENERAL :				
Forwarded (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No Denied? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Remarks: (Detail attempts to process or resolve)				
Signature: <input style="width: 95%;" type="text"/>				Date: <input style="width: 150px;" type="text"/>

PART III: FINAL DISPOSITION: ONLY BY THE COMMANDER ULTIMATELY SELECTED BY THE APPLICANT

10. FINAL DISPOSITION: (Detail any actions or attempts to resolve the grievance/problem. Include any referrals for further personnel actions. If an inquiry or investigation was conducted, provide relevant findings. If the request was denied by the Commander specified in block 5a, explain why the matter was inappropriate for Mast.)

Signature: Date:

PART IV: APPLICANT'S ACKNOWLEDGEMENT OF FINAL DISPOSITION

11. Applicants must sign the acknowledgement of final disposition or if they wish to voluntarily withdraw their request.

Final Disposition by a selected subordinate Commander: Without any intimidation, coercion, or fear of retaliation, I voluntarily disclosed my Request Mast to a Commander who was subordinate to the Commander I originally requested in block 5a and I accept and fully understand the disposition of my grievance.

Name: Command:

Final Disposition by the requested Commander: My Request Mast was granted and I communicated directly with the Commander specifically named in block 5a. I fully understand the disposition Final Disposition by the requested Commander.

Request Denied: I understand my Request Mast was denied by the Commander I specifically named in block 5a.

Request Withdrawn: Without any intimidation, coercion, or fear of retaliation, I voluntarily withdraw my Request Mast.

Applicant Signature: Date:

Witness Signature: Date:

Print Name (Witness)	Rank	Command/Unit Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>