



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CA 92055-5325

GruO 1700.1C
SgtMaj
1 Oct 13

GROUP ORDER 1700.1C

From: Commanding Officer
To: Distribution List A

Subj: REQUEST MAST

Ref: (a) MCO P1700.23F
(b) NACMC 1700.23

Encl: (1) Command Specific Elements Pertaining to Request Mast

1. Purpose. This Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. 1700.1B

3. Mission. Per the reference, this order is 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. This order is to be utilized by all members of this unit for the purpose of exercising Request Mast with the Commanding Officer. 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 Request Mast is desired.

b. Coordinating Instructions. All members of this unit exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. XO/S-1 Officer/SgtMaj Shall:

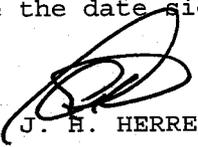
- (1) Provide administrative assistance as delineated in the enclosure.
- (2) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.
- (3) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

b. 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.

6. Command and Signal

- a. Command. This order is applicable to all unformed members of this unit.
- b. Signal. This Order is effective the date signed.


J. H. HERRERA

Distribution: A

Command Specific Elements Pertaining to Request Mast

1. Command Points of contact to initiate a Request Mast Application:
 - a. Enlisted: Group Sergeant Major, SgtMaj Rocquemore, Kenneth, I MHG Bldg. 210700, (760) 763-2687; 1stSgt Scifo, Rosalia (760) 763-2747.
 - b. Officer: Commanding Officer, Colonel Herrera, James H, I MHG, bldg. 210700, (760) 725-6940.
2. Request Mast chain of command for this unit is:
 - a. Immediate Commander: Company Commander, Captain Alldridge, Thomas M., I MHG Bldg. 210700, Company Office (760) 763-2694.
 - b. Next Commander: Commanding Officer, Colonel Herrera, James H, I MHG, bldg. 210700, (760) 725-6940.
 - c. Immediate Commanding General: Commanding General, Lieutenant General Toolan, John A., I MEF, Bldg. 210701, (760) 725-9101.
 - d. All Marine Corps commands who fall under this command for Request Mast purposes:
 - (1) I Marine Expeditionary Force Command Element
 - (2) I Marine Expeditionary Force Headquarters Group
 - (3) 1st ANGLICO
 - (4) 1st Intelligence Battalion
 - (5) 1st Radio Battalion
 - (6) 9th Communication Battalion
 - (7) 1st Law Enforcement Battalion
3. The Command Inspector General for this unit is: Colonel Naviaux II, Jacques C., BLDG 210636, Floor 1, Rm 101, (760) 763-2547.