



UNITED STATES MARINE CORPS
2D MARINE LOGISTICS GROUP
II MARINE EXPEDITIONARY FORCE
PSC BOX 20002
CAMP LEJEUNE, NC 28542-0002

ORIGINAL

2dMLGO 1700.2

G-7

APR 22 2011

2D MARINE LOGISTICS GROUP ORDER 1700.2

From: Commander, 2d Marine Logistics Group
To: Distribution List

Subj: 2D MARINE LOGISTICS GROUP REQUEST MAST

Ref: (a) NAVMC DIR 1700.23
(b) MCO 1700.23F
(c) U. S. Navy Regulations, 1990
(d) Marine Corps Manual

Encl: (1) Specific Elements for Request Mast

1. Situation. This Order represents the 2d Marine Logistics Group (MLG) Initiating Directive for the Commandants Request Mast Program in accordance with references (a) and (b).

2. Cancellation. GruO 1700.1Z

3. Mission. To preserve the right of all 2d MLG Marines and Sailors to directly communicate grievances to, or seek assistance from their Commanding Officers or Commanding General as exercised through the formal process of Request Mast. Request Mast as established in references (c) and (d) includes both the right of the Marine, or Sailor to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine or Sailor 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 2d MLG 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.

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(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 2d MLG exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and enclosure (1), which describes the command's specific elements.

5. Administration and Logistics

(a) 2d MLG Command Inspector General

(1) Maintain this initiating directive and review it to ensure continued accuracy.

(2) Review all Request Mast applications submitted to the Commanding General. Prepare appropriate recommendations. Forward the recommendations and the Request Mast application to the Commanding General for disposition.

(3) Ensure that the Commanding General's decisions with regard to the Request Mast cases are implemented.

(4) Maintain records of Request Mast application submitted to the Commanding General for two years, including any follow up action and/or final disposition(s) of each case.

(5) Conduct inspections of all subordinate unit Request Mast programs under the cognizance of the Commanding General's Inspection Program.

(6) In addition to the Chief of Staff, be designated a person that is authorized to open a sealed envelope marked "to be opened by the Commanding General only" with regards to instances of Request Mast to the Commanding General.

(b) 2d MLG Adjutant, Staff Secretary and Sergeant Major

(1) Provide administrative assistance as required.

(2) Facilitate the process of Request Mast applications addressed to the Commanding General for consideration.

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(c) Commanding Officers

(1) Publish a Unit Request Mast Initiating Directive in accordance with reference (b).

(2) Once published, ensure that the unit Request Mast initiating directive is posted on unit Troop Information Boards, and readily available to all unit personnel.

(3) Ensure that the information contained within the command specific elements is current.

(d) Officer's in Charge and Staff Noncommissioned Officers in Charge

(1) Ensure that all personnel are familiar with this directive and 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 uniformed personnel of 2d MLG.

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


K. D. ENZOR

DISTRIBUTION: A

SPECIFIC ELEMENTS FOR REQUEST MAST

1. Unit/command points of contact to initiate a request Mast application:
 - a. Enlisted. Unit Sergeant Major, Senior Enlisted Marine, or Administrative Chief,
 - b. Officer. Unit Executive Officer or Adjutant.
2. The 2d MLG Request Mast Chain of Command is:
 - a. Marine or Sailors Immediate Company Commander, or Combat Logistics Company Commander.
 - b. Marine or Sailors Battalion Commander, or Combat Logistics Battalion Commander.
 - c. Marine or Sailors Combat Logistics Regiment Commander.
 - d. Commanding General, 2d Marine Logistics Group.
3. The following are considered to be units that fall under 2d MLG for Request Mast purposes:
 - a. All 2d MLG Combat Logistics Regiments.
 - b. All 2d MLG Combat Logistics Battalions.
 - c. All 2d MLG Battalions.
 - d. All 2d MLG Combat Logistics Companies.
 - e. Any Marine or Navy units that are attached to 2d MLG, or its subordinate elements, for the duration of the attachment.
4. The 2d MLG Command Inspector General is located in Room 241, Bldg 316, Camp Lejeune, NC. Phone number (910) 451-9761.
5. The Command Inspector General is tasked to review and make appropriate recommendations pertaining to Request Mast to the Commanding General. Accordingly, please route all instances of Request Mast to the Commanding General via the Assistant Chief of Staff, G-7 (Command Inspector). The Command Inspector may neither respond to nor deny a Request Mast on behalf of the Commanding General, 2d MLG.