



UNITED STATES MARINE CORPS  
U.S. MARINE CORPS FORCES  
SPECIAL OPERATIONS COMMAND  
PSC BOX 20116  
CAMP LEJEUNE, NORTH CAROLINA 28542-0116

MARSOCO 1700.1C Ch 1  
CIG

**JUL 21 2015**

U.S. MARINE CORPS FORCES, SPECIAL OPERATIONS COMMAND ORDER 1700.1C Ch 1

From: Commander, U.S. Marine Corps Forces, Special Operations  
Command

To: Distribution List

Subj: REQUEST MAST

Encl: (1) New page inserts to MARSOCO 1700.1C

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Replace the current Command Specific Elements for Request Mast from the basic Order with the pages of enclosure (1).
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
J. L. OSTERMAN

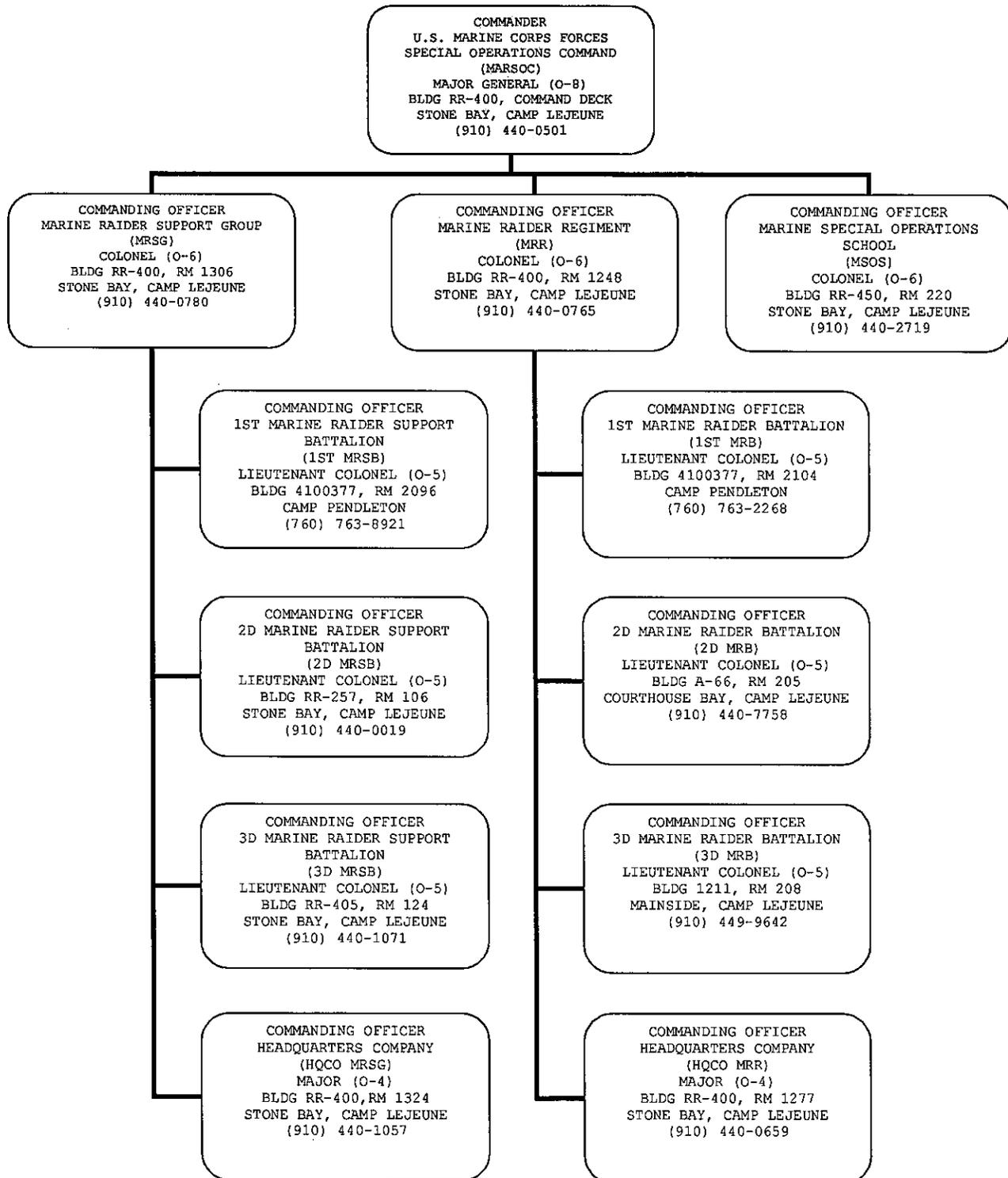
DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

JUL 21 2015

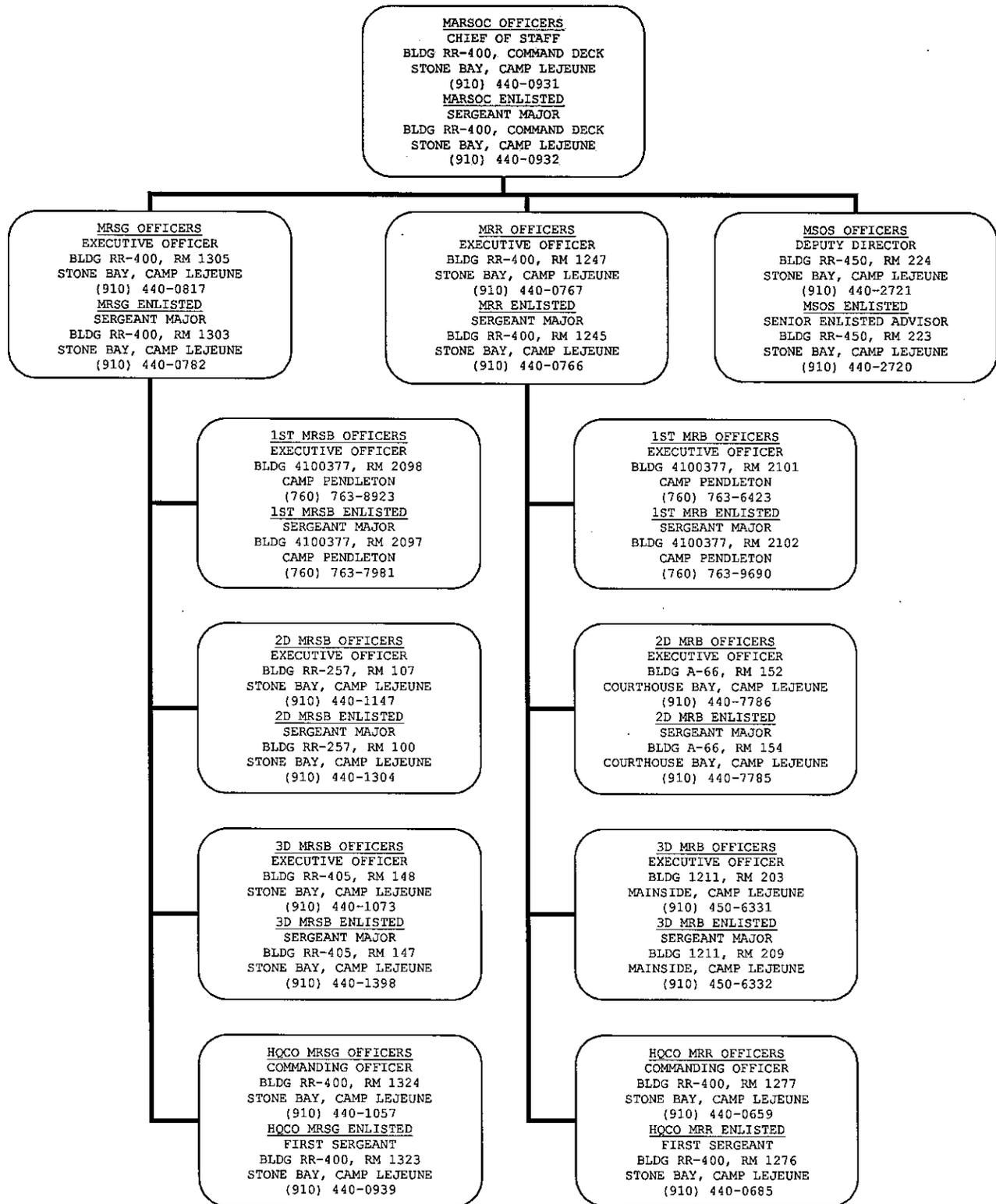
COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

1. Request Mast Chain of Command is as follows:



JUL 21 2015

2. Command points of contact for Officers and Enlisted to initiate a Request Mast application:



**JUL 21 2015**

3. The Command Inspector General (CIG) is located in Room #2900, Building RR-400, Stone Bay, Camp Lejeune, North Carolina. Phone numbers are (910) 440-1045/0941.

a. Upon request, the CIG may review and make appropriate recommendations pertaining to Request Mast for command leadership and/or the individual requesting mast. However, the CIG does not have the authority to respond to nor deny a Request Mast on behalf of any commander.

b. For those choosing to request mast to the COMMARFORSOC, the CIG will be notified immediately upon initiation of the Request Mast and facilitate the process through completion and required follow-up.

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MARSOCO 1700.1C  
CIG  
17 NOV 2014

U.S. MARINE CORPS FORCES, SPECIAL OPERATIONS COMMAND ORDER 1700.1C

From: Commander, U.S. Marine Corps Forces Special Operations  
Command

To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23F  
(b) NAVMC DIR 1700.23F

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order represents the initiating directive for the Commander's Request Mast Program and identifies reference (a) as the sole Marine Corps Order governing Request Mast applications.

2. Cancellation. MARSOCO 1700.1B.

3. Mission. To preserve the right of all Marines and sailors to directly communicate grievances to, or seek assistance from their commanding officer or their immediate commanding general using the Request Mast process. Request Mast, as established in U.S. Navy Regulations and the Marine Corps Manual, include the right of members to communicate with their commanding officer or immediate commanding general, normally in person, and requires the commander to consider the matter and personally respond to the member in a timely manner.

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 command for the purpose of exercising Request Mast. All personnel will be informed of the contents of this Order.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC Form 11296 via the chain of command with whom the Request Mast is desired.

b. Coordinating Instructions. All members exercising Request Mast shall do so utilizing the references, which describe the

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process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements of the process.

5. Administration and Logistics

a. Subordinate Commanders, Executive Officers, Sergeants Major and Senior Enlisted Leaders

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

(2) Ensure that this Order is posted on all Troop Information Boards and readily available to all personnel. This Order negates the requirement for major subordinate command or battalion-level orders on the same subject. However, subordinate level units may publish their own order if the unit's commanding officer wishes to add more specific guidelines for his/her specific unit.

(3) Process Request Mast applications addressed to the Commander, U.S. Marine Corps Forces, Special Operations Command (COMMARFORSOC). The Command Inspector General (CIG) will be notified immediately upon initiation and will facilitate these requests through completion and required follow-up.

b. Officers in Charge or Staff Noncommissioned Officers-in-Charge

(1) Ensure that all personnel are familiar with this Order and the associated command specific elements contained in the enclosure.

(2) Facilitate members to appear before the appropriate official in order to execute their right to Request Mast.

c. Command Inspector General

(1) Provide guidance in Request Mast to all levels of command leadership and/or the individual requesting mast. However, the CIG will not respond to nor deny a Request Mast on behalf of any commander.

(2) With regard to Request Mast for the Commander, U.S. Marine Corps Forces, Special Operations Command, the CIG will:

(a) Ensure processing through the chain of command in a timely manner.

(b) Ensure request mast forms are properly completed and all forms/supporting documents are properly maintained.

(c) Ensure appropriate follow-up is conducted to ensure actions directed by the commander were accomplished.

(d) Ensure appropriate follow-up is conducted to ensure no reprisal has taken place against the individual who requested mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command.

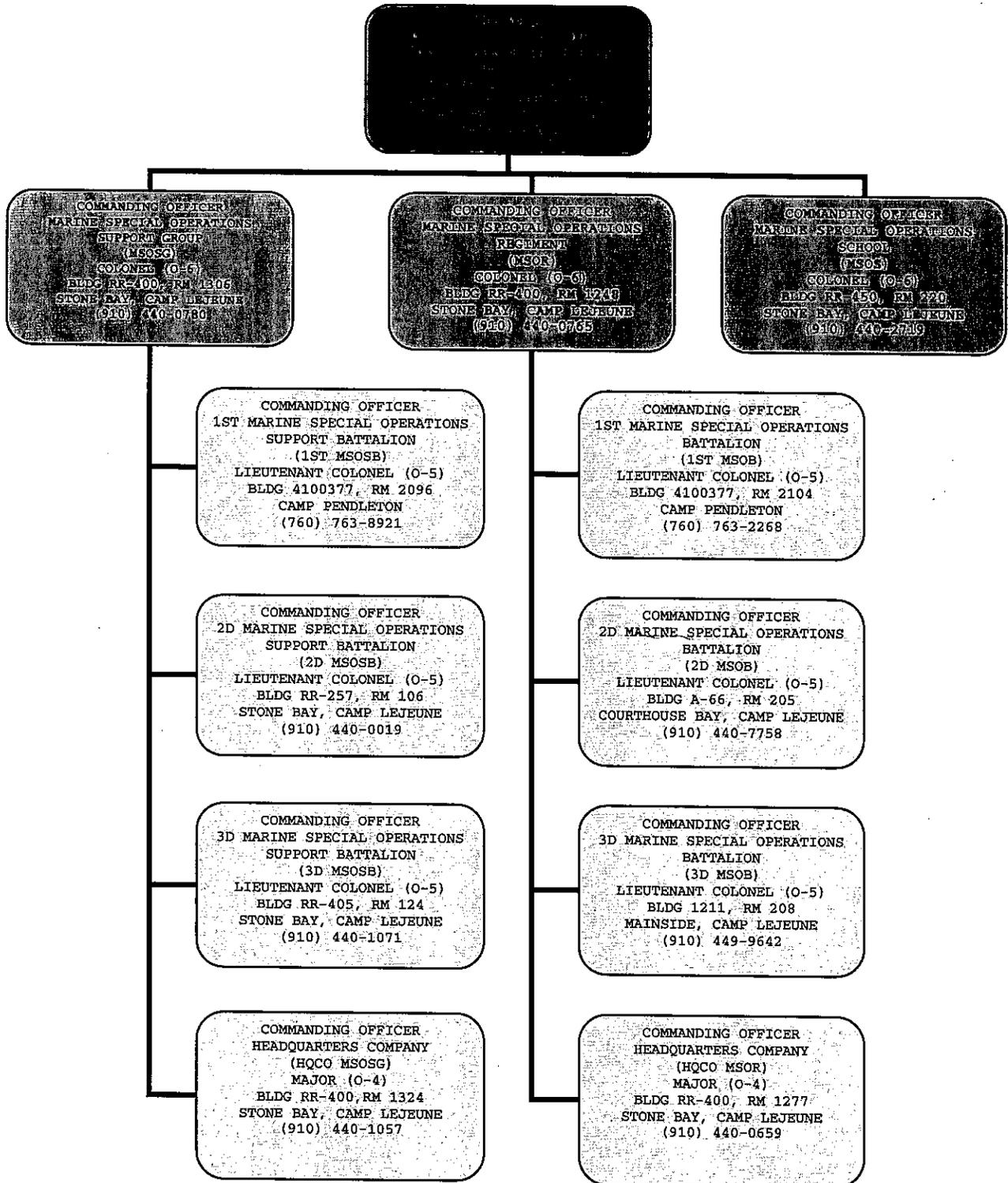
b. Signal. This Order is effective the date signed.

  
C. V. SCHLAFFERT  
Chief of Staff

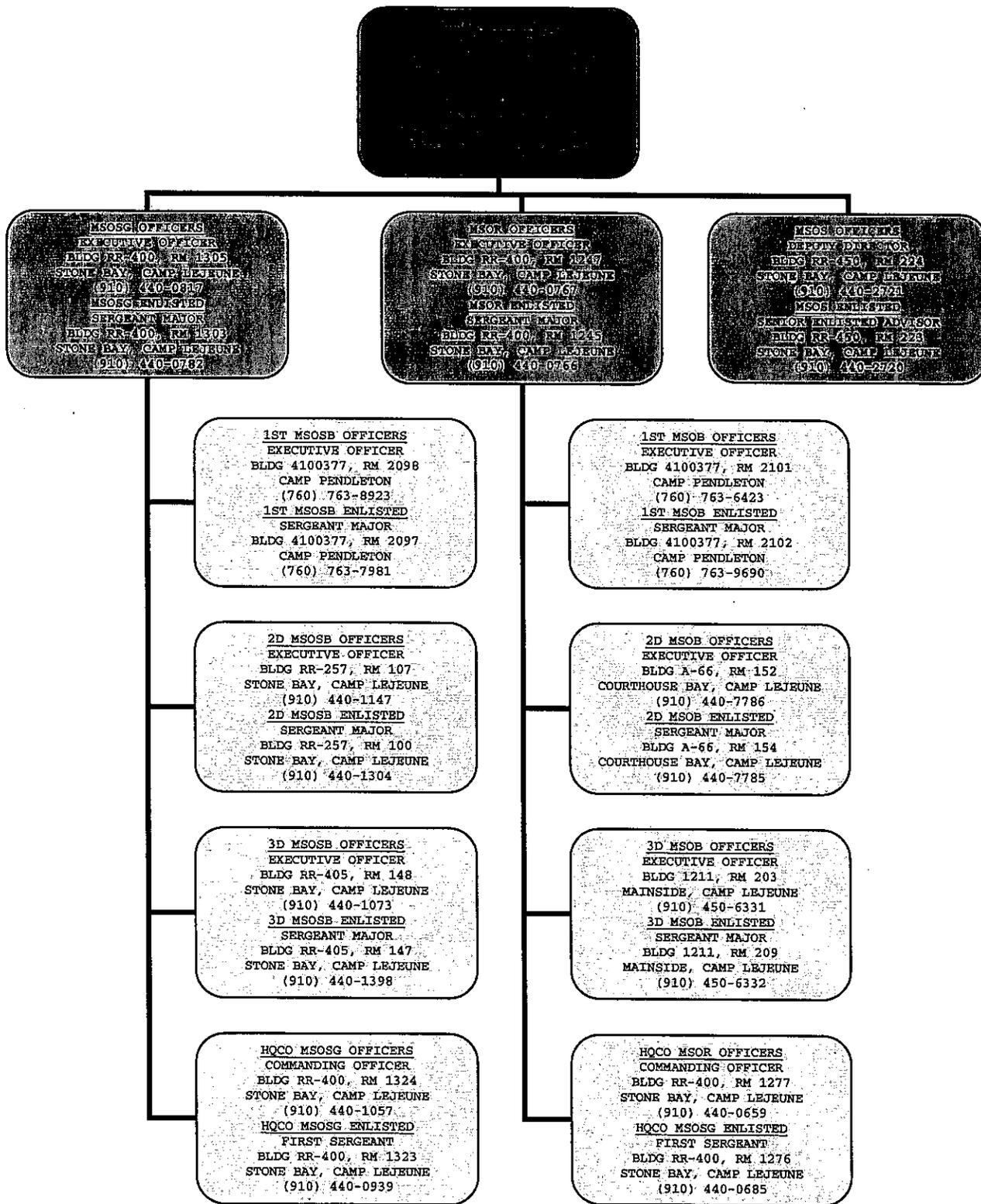
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