



**UNITED STATES MARINE CORPS**  
MARINE MEDIUM TILTROTOR SQUADRON 263  
MARINE AIRCRAFT GROUP 26  
2ND MARINE AIRCRAFT WING, FMF  
PSC BOX 21025  
JACKSONVILLE, NC 28545-1025

1700  
CO  
16 Apr 24

SQUADRON ORDER 1700.6

From: Commanding Officer  
To: All Hands

Subj: REQUEST MAST PROGRAM

Ref: (a) NAVMC DIRECTIVE 1700.23G  
(b) MCO 1700.23G  
(c) WgO 1700.2A

Encl: (1) Command Specific Elements for Request Mast  
(2) NAVMC Form 11296 (Rev. 5-19) (EF)

1. Situation. This program represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. SqdnO 1700.5.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers or up to their immediate Commanding General, 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 2085) 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 program is to be used by all members of this command for the purpose of exercising Request Mast with any Commanding Officer with Non-Judicial Punishment authority in his or her chain of command, including his or her immediate Commanding General, as detailed in reference (a) and the Marine Corps Manual (para. 2805).

This program will be published and all personnel will be informed of its contents.

(a) To be effective, the Request Mast program must receive the wholehearted support of those to whom the leadership of Marines is entrusted.

(2) Concept of Operations. Request Mast applications will be written or typed using the NAVMC form 11296 (Rev. 5-19) via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of this command exercising Request Mast shall do so in accordance with the references and enclosure, which describe the process and procedural aspects of the Request Mast process and the command's specific requirements.

(1) Anyone who attempts to deprive a Marine of his or her right to request mast will be subject to disciplinary action under Article 92 of the Uniform Code of Military Justice (UCMJ).

(2) Request Mast will not be used as a means of circumventing the normal chain of command, as an alternative to the judicial review and appeal process, nor it is to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

(3) A Marine who desires to request mast will complete a NAVMC 11296 (Rev. 05-19) Request Mast form and submit it to his or her immediate commanding officer. Enclosure (2) is a sample Request Mast Application. Officers in Charge (OICs) and Staff Non-Commissioned Officers in Charge (SNCOICs) must make these forms readily available to members of their command and provide assistance to complete parts 1 through 8 or other parts of the form, **if requested by the individual**.

(4) Request mast should not be used by an individual to appeal or seek relief from disciplinary action. The UCMJ provides adequate automatic review provisions for the protection of the rights of the individual. Therefore, Commanding Officers and Commanding Generals may deny request masts that have disciplinary matters as its subject, whether contemplated, pending, in progress or final.

#### 5. Administration and Logistics

a. XO/Adjutant/SgtMaj shall:

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

(2) Ensure that this program is posted on all Troop Information Boards and easily accessible to all personnel.

(3) Facilitate the processing of Request Mast applications addressed to the Commanding General for consideration.

(4) Provide Request Mast training to all members of this command and document such training in the Marine Corps Training Information Management System (MCTIMS) Request Mast training vignette.

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 to Request Mast.

#### 6. Command and Signal.

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

(1) The Executive Officer is the Request Mast coordinator for all Officer personnel in this command.

(2) The Sergeant Major is the Request Mast coordinator for all enlisted Marines in this command.

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



S. F. RAFFERTY

## **Command Specific Elements for Request Mast**

1. Command points of contact to initiate a Request Mast application:
  - a. Enlisted: Squadron Command Senior Enlisted Leader, Sergeant Major Justin M. Crown, Building AS-890, Room B235, 910-449-5955.
  - b. Officers: Squadron Executive Officer, Major Kristoffer P. Ljunggren, Building AS-890, Room 233, 910-449-5953.
2. Request Mast chain of command for this command is:
  - a. Commanding Officer, Marine Medium Tiltrotor Squadron 263, Lieutenant Colonel Sean F. Rafferty, Building AS-890, Room B232, 910-449-6996.
  - b. Commanding Officer, Marine Aircraft Group 26, Colonel James C. Derrick, Building AS-217, 910-449-6819.
  - c. Immediate Commanding General: 2d Marine Aircraft Wing, Major General Scott F. Benedict, C/O Command Inspector General, Bldg. Building H-1, MCAS Cherry Point, 252-466-4676.
3. The Command Inspector General for 2d Marine Aircraft Wing is Mr. Bradley Baiotto, (252) 466-5038 located with the deputy Command Inspector General in Bldg. H-1, 2nd Floor, RM 2099, MCAS Cherry Point, 252-466-5038.
4. Request Mast applications addressed to the Squadron Commanding Officer or higher will be routed through the Executive Officer (for all Officers) or the Sergeant Major (for all enlisted Marines).



**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	Rank	Billet	Command/Unit Name

Subject Matter Disclosed?  Yes  No Forward?  Yes  No Denied (if named in 5a.)?  Yes  No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed?  Yes  No Forward?  Yes  No Denied (if named in 5a.)?  Yes  No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name

Subject Matter Disclosed?  Yes  No Forward?  Yes  No Denied (if named in 5a.)?  Yes  No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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9d. IMMEDIATE COMMANDING GENERAL :

Forwarded (if applicable)  Yes  No Denied?  Yes  No

Remarks: (Detail attempts to process or resolve)

Signature:		Date:	
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**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.)

[Empty space for final disposition details]

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 type="text"/>	<input type="text"/>	<input type="text"/>