

#### 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. <u>Mission</u>. 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) <u>Commander's Intent</u>. 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) <u>Concept of Operations</u>. 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. <u>Coordinating Instructions</u>. 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. RAFF

# **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. Crawn, 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).

## MARINE CORPS REQUEST MAST

#### **PRIVACY ACT STATEMENT**

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

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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.

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://

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1. NAME: (Last, First, MI)	2. RANK	3. EDIPI:
4. UNIT:		
	3/22	
5. I REQUEST MAST WITH: (The Commander with whom you desi		
5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND:	
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- NO. 20	1000	2004,000 30
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D. ACCIDANAT.		
8. AFFIDAVIT:		
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3. AFFIDAVIT:	, certify the statements in blocks	6 and 7 are true.
B. AFFIDAVIT:	, certify the statements in blocks	6 and 7 are true.
8. AFFIDAVIT; I, Signature:	, certify the statements in blocks	6 and 7 are true.

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	PART II: COMMA	INDERS' ENGA	SEMENT: COMPI	LETED BY	Y COMMAN	IDER WITHIN T	HE CHAIN	OF COMM	AND	£
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NAVMC 11296 (Rev. 05-19)(EF)

PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

Page 2 of 3 ENCLUSURE (2)

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10. FINAL DISPO inquiry or investig matter was inappi	OSITION (Detail any actions or attempts to ation was conducted, provide relevant find ropriate for Mast.)	resolve the grievance/problen ings. If the request was denie	n. Include any d by the Com	y referrals for fur mander specifie	ther personnel actions. If an d in block 5a, explain why the
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Applicant Signatur	re			Date	<del></del> -
Witness Signature	y'			Date:	-
	Print Name (Witness)	Rank		Command	d/Unit Name

