



UNITED STATES MARINE CORPS  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 99160  
YUMA, ARIZONA 85369-9160

IN REPLY REFER  
SqdnO 1700.1Z  
SQS1  
23 Mar 11

SQUADRON ORDER 1700.1Z

From: Commanding Officer  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) Sta0 1700.2T  
(b) MCO 1700.23F  
(c) NAVMC 1700.23

Encl: (1) Request Mast Application NAVMC 11296  
(2) Command specific elements to Request Mast

1. Situation. This order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. SqdnO 1700.1Y

3. Mission. This order preserves 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 (Ats. 0820c and 1151.1) and the Marine Corps Manual (par2805) includes both the right of the Marine to communicate with commanders, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting mast.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. This order is to be utilized by all members of this unit/command for purposes of exercising Request Mast with their Immediate Commanding Officer, Station Commanding Officer, and or Commanding General. This order will be published and all personnel will be informed of its contents.

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

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC FORM 11296 (Enclosure (1)) 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 utilizing the references, which describe the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. Executive Officer/Sergeant Major shall:

(1) Provide administrative assistance as delineated in Enclosure (2).

(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 application addressed to the Commanding Officer for consideration.

b. OIC/SNCOIC shall:

(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

(2) Facilitate the member's appearance before the commander in order to execute their right to Request Mast.

6. Command and Signal. This order is applicable to all members of this command and is effective the date signed.

  
E. K. COUCH

Distribution: A

COMMAND SPECIFIC ELEMENT TO REQUEST MAST

1. Unit/Command points of contact to initiate a Request Mast application:

a. Enlisted: Sergeant Major William W. Wiseman II, Squadron Sergeant Major, (928) 269-2897.

b. Officer: Major John P. Green, Squadron Executive Officer, (928) 269-2889.

2. Request Mast chain of command for this unit is:

a. Immediate Commander: Lieutenant Colonel Elmer Keith Couch, Squadron Commanding Officer.

b. Commanding Officer, Marine Corps Air Station Yuma: Colonel Werth.

c. Commanding General, Marine Corps Installations West: Major General Jackson.

3. The Command Inspector for this unit is Major Pennington, (928) 269-2379.

4. Additional instructions

Note 1. Identify by billet, the individual with whom a Marine should contact first for assistance in preparation of the Request Mast application. Typically, for enlisted Marines is the unit Sergeant Major or the next senior enlisted in his absence. Normally for Marine Officers, the Executive Officer holds this responsibility.

Note 2. Identify by billet, each commander in the chain of command with whom a Marine may Request Mast. Generally, the Request Mast chain of the command begins with the first officer exercising NJP authority over the Marine, through each succeeding commander up to the immediate commanding general.

Note 3. Paragraph 2 above lists pertinent commanders in the Request Mast chain in relation to this command.

Note 4. A command inspector may review and make appropriate recommendations pertaining to request mast to the commanding general, however, may neither respond to nor deny a request mast on behalf of the commanding general.

MARINE CORPS REQUEST MAST APPLICATION		
NAVMC 11296 (Rev. 6-97)		
SN: 0000-00-888-0350 U/I: EA		
PRIVACY ACT STATEMENT		
Authority:	Title 5, U. S. Code 301; Title 10, USC Section 5013	
Principal Purpose:	Formal filing of complaints/problems to command personnel.	
Routine Uses:	To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.	
Disclosure:	Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.	
PART I: TO BE COMPLETED BY THE APPLICANT		
1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	
8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):		
8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).		
8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)		
9. AFFIDAVIT		
I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.		
_____ (SIGNATURE OF APPLICANT/DATE)		