



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1700.2U
ADJ
24 JUN 2011

STATION ORDER 1700.2U

From: Commanding Officer
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 Commandant's Request Mast Program, per the references.
2. Cancellation. StaO 1700.2T.
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 (Articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805) 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. Commander's Intent. This order is to be used by all members of this command for purposes of exercising Request Mast with the Commanding Officer/Commanding General. This order will be published and all personnel will be informed of its contents.
 - b. Concept of Operations. Request Mast applications will be submitted in writing using NAVMC Form 11296 via the chain of command to the Commander with whom the Request Mast is desired.
 - c. Coordinating Instructions. All members of this command exercising Request Mast shall do so using 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 the enclosure.

(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 applications addressed to the Commanding Officer for consideration.

b. Officers-in-Charge/Staff Noncommissioned Officers-in-Charge shall:

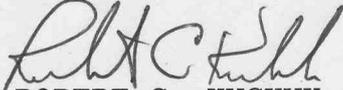
(1) Ensure that all personnel are familiar with this directive and the associated command specific elements.

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

6. Command and Signal

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

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


ROBERT C. KUCKUK

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS FOR REQUEST MAST

1. Command Points of Contact to Initiate a Request Mast application:
 - a. Enlisted: Squadron Sergeant Major, (928)269-2897.
 - b. Enlisted: Station Sergeant Major, (928)269-2777.
 - c. Officer: Squadron Executive Officer, (928)269-2889.
 - d. Officer: Station Executive Officer, (928)269-2224.
2. Request Mast Chain of Command for this unit is:
 - a. Immediate Commander: Squadron Commanding Officer, (928)269-5275.
 - b. Next Commander: Station Commanding Officer, (928)269-2224.
 - c. Immediate Commanding General: Commanding General, MCI West (760)725-2926.
3. The Command Inspector for this unit can be reached at (928)269-2379.

Enclosure (1)