



UNITED STATES MARINE CORPS

4TH MARINE AIRCRAFT WING
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70114-1500

WgO 1700.1W
G-7
1 Jun 21

WING ORDER 1700.1W

From: Commanding General, 4th Marine Aircraft Wing
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) U.S. Navy Regulation (Arts. 0820c and 1151.1)
(b) Marine Corps Manual (par 2805)
(c) MCO 1700.23G - Request Mast Procedures

Encl: (1) NAVMC 11296 (Rev. 05-19) (Marine Corps Request Mast Application)
(2) Request Mast Chain of Command to the Commanding General

1. Situation. This Order promulgates request mast policy and procedures for 4th Marine Aircraft Wing (MAW).

2. Cancellation. WgO 1700.1V.

3. Mission. To preserve the rights of all Marines to directly communicate grievances to, or seek assistance from, their commander, or commanders up to and including the Commanding General (CG) 4th MAW, as exercised through the formal process of request mast established by the references.

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

(2) Concept of Operations

(a) Request mast applications will be submitted in writing, utilizing enclosure (1), via the chain of command,

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

enclosure (2), to the commander with whom the Marine is requesting an audience.

(b) Enclosure (1) may be signed and routed digitally in lieu of routing paper files via the chain of command. Request mast applications to the CG shall be routed digitally via encrypted email to the maximum extent practical. The completed NAVMC 11296, along with all supporting documentation, shall be sent to the CG and the Command Inspector General (G-7) via the chain of command utilizing email correspondence. Refer to paragraph 4.c.(2)(b) of this order for request mast marked "to be opened by the CG only."

(c) At the direction of the CG, the Chief of Staff may hear Request Masts on his behalf. This process will be utilized primarily when the CG is unavailable or the nature of the request mast requires immediate response.

b. Subordinate Element Missions

(1) Command Inspector General (G-7)

(a) Assist with the processing of request mast applications addressed to the CG.

(b) Act as the 4th MAW Request Mast Reviewing Authority (RMRA), in accordance with reference (c), for all request mast applications marked "to be opened by the CG only."

(c) Ensure that this directive is posted on all troop information boards, the 4th MAW SharePoint, the 4th MAW Marines.mil webpage, and readily available to all personnel.

(d) Maintain request mast records addressed to the CG and all denials by subordinate commanders in accordance with reference (c).

(e) Ensure Marines assigned to 4th MAW Headquarters (HQ) receive training on request mast procedures at least once per year. Maintain records of all training conducted at 4th MAW HQ.

(2) Commanding Officers

(a) Request mast authority/responsibilities shall not be delegated. A commander does not have to be in a drilling status to provide an audience to their Marines.

1 Jun 21

(b) Offer to understand and attempt to resolve a request mast at the unit level before forwarding it up the chain of command. It is at the requestor's discretion to allow an intermediate commander other than the name listed in block 5a of NAVMC 11296 to hear and address the issue or grievance.

(c) Whenever a commander denies a request mast, he or she shall forward a report of the denial to the 4th MAW CG via the chain of command within five working days. The correspondence shall include the basis surrounding the denial and affirmation that the Marine understands why the request was denied. Correspondence will be in the form of email via the chain of command addressed to the CG and with the G-7 carbon copied. The completed NAVMC 11296 shall be included as an attachment to the email.

(d) Establish a process for Marines/Sailors assigned to your unit(s) to submit a request mast application without disclosure to anyone but the commander listed in block 5 of NAVMC 11296.

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

(3) Officers and SNCOs. All Officers and SNCOs are expected to administratively support Marines/Sailors in the production and submission of the NAVMC 11296.

c. Coordinating Instructions

(1) All members of this command exercising request mast shall do so utilizing the references that describe the process and procedural aspects of request mast.

(2) Request mast applications marked "to be opened by the CG only."

(a) Hard copy NAVMC 11296 procedures: The Marine submitting the request mast application will place the completed NAVMC 11296, along with supporting documentation, inside a sealed envelope. A separate NAVMC 11296 will be placed on the outside of the sealed envelope and will be utilized by subordinate commanders for routing purposes. This NAVMC 11296 will contain "to be opened by the CG only" in blocks 6 and 7. All other blocks will be completed as normal and the NAVMC 11296 shall be signed by the applicant prior to routing it to the first commander in the chain of command. Subordinate commanders shall fill out blocks 9a through 9c as required during the

routing process. Only the CG, the CG's RMRA, or the selected subordinate commander with whom the applicant has disclosed the grievance with shall open the sealed envelope.

(b) Electronic NAVMC 11296 procedures: Electronic routing via email shall be utilized to the maximum extent practical to ensure timely submission to the CG. The routing of digitally signed or physically signed and then scanned request mast applications shall adhere to similar confidentiality guidelines as listed in the above paragraph. The Marine submitting the request mast application will route his/her NAVMC 11296 containing "to be opened by the CG only" in blocks 6 and 7 via the chain of command. All other blocks will be completed as normal and the NAVMC 11296 shall be signed by the applicant prior to routing it to the first commander in the chain of command. Subordinate commanders shall fill out blocks 9a through 9c as required prior to routing the request mast application to the CG and the G-7. The G-7 will personally contact the request mast applicant to obtain the fully completed NAVMC 11296 and supporting documentation after the G-7 has received the NAVMC 11296 containing "to be opened by the CG only" in blocks 6 and 7 via the chain of command.


5. Administration and Logistics.

a. Electronic copy of this directive will be located at:
<https://mfrsharepoint.usmc.mil/msc/MAW/G1/Documents/Forms/AllItems.aspx?RootFolder=%2Fmsc%2FMAW%2FG1%2FDocuments%2FDirectives%2FWing%20Orders&FolderCTID=0x01200035C73660CB4190438D56718013A993F3&View=%7BED1140C1%2D66FD%2D4BD5%2D9E0D%2D94550051A7DD%7D>

b. All correspondence to the 4th MAW G-7 shall be sent to the G-7 OMB at OMB_4thMAW_G7@usmc.mil.

6. Command and Signal

- a. Command. This Order is applicable to 4th MAW.
- b. Signal This Order is effective the date signed.


G. C. GRAHAM
Chief of Staff

DISTRIBUTION: A

NAVMC 11296 (REV. 05-19) (Marine Corps Request Mast Application)

MCO 1700.23G

MARINE CORPS REQUEST MAST		
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>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 N05841-1</p> <p>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.</p> <p>Routine Use: 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. <u>A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpcid.defense.gov/Privacy/SORN/index/DOD-Component-Article-View/Article/578354/n05841-1/.</u></p> <p>Disclosure: Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.</p>		
PART I: REQUEST: COMPLETED BY THE APPLICANT		
1. NAME: (Last, First, MI)	2. RANK:	3. EDIPI:
4. UNIT:		
5. I REQUEST MAST WITH: (The Commander with whom you desire to communicate)		
5a. NAME OF COMMANDER (Rank, Full Name)	5b. COMMAND:	
6. SUBJECT MATTER: (Describe your grievance or problem. Include details and facts about the matter. Provide dates and names of any individuals involved, possible witnesses, and to whom this matter may have been previously reported. Attach additional sheets, as needed).		
7. REQUESTED RESOLUTION: (Clearly describe the resolution you seek from the Commander named in block 5a.)		
8. AFFIDAVIT:		
I, <input style="width: 300px;" type="text"/> , certify the statements in blocks 6 and 7 are true.		
Signature: <input style="width: 450px; height: 20px;" type="text"/>	Date: <input style="width: 100px; height: 20px;" type="text"/>	

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

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

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9b. SECOND COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9c. THIRD COMMANDER IN CHAIN OF COMMAND:	Print Name	Rank	Billet	Command/Unit Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Remarks: (Detail attempts to process or resolve)

Signature: Date:

9d. IMMEDIATE COMMANDING GENERAL : Forwarded (if applicable) Yes No Denied? Yes No

Remarks: (Detail attempts to process or resolve)

Signature: Date:

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.)

[Large empty box 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

Request Mast Chain of Command to the Commanding General

1. Request mast chain of command to the CG, 4th MAW is as follows:

a. Commanding General, 4th Marine Aircraft Wing: 2000 Opelousas Avenue, New Orleans, LA 70114, (504-697-9200)

b. Commanding Officer, Marine Aircraft Group 41: NAS JRB Fort Worth, Bldg 1068, Fort Worth, TX 76127, (817-782-2701)

(1) Commanding Officer, Marine Aircraft Group 41 Detachment A: Hangar 2, Bldg 23144, MCAS Camp Pendleton, CA 92055, (760-763-6724)

(2) Commanding Officer, Marine Aircraft Group 41 Detachment B: Shields Dr, Bldg 6030, San Diego, CA 92145, (858-577-4253)

(3) Commanding Officer, Marine Aviation Logistics Squadron 41: 1055 Skytrain Ave, NAS JRB Fort Worth, Fort Worth, TX 76127, (817-782-2953)

(4) Commanding Officer, Marine Transport Squadron 1: 1050 Hercules Drive, NAS JRB Fort Worth, Fort Worth, TX 76127, (817-782-6572)

(5) Commanding Officer, Marine Unmanned Aerial Vehicle Squadron 4: BLDG 64455, Camp Talega, Camp Pendleton, CA 92055, (760-725-7942)

(6) Commanding Officer, Marine Fighter Attack Squadron 112: 1403 Boyington Rd, NAS JRB Fort Worth, Fort Worth, TX 76127, (817-782-2718)

(7) Commanding Officer, Marine Aerial Refueler Transport Squadron 234: 1050 Boyington Rd, NAS JRB Fort Worth, Fort Worth, TX 76127, (817-782-2902)

(8) Commanding Officer, Marine Fighter Training Squadron 401: P.O. Box 99270, Bldg 146, MCAS Yuma, AZ 85369, (928-269-3543)

(9) Commanding Officer, Marine Wing Support Squadron 471: 5905 34th Ave. South, Minneapolis, MN 55450, (612-685-4803)

Enclosure (2)

(10) Commanding Officer, Marine Wing Support Squadron
473: Shields Dr, Bldg 6030, San Diego, CA 92145, (858-577-5908)

(11) Commanding Officer, Marine Medium Tiltrotor
Squadron 764: MCAS Miramar, Bldg 9670, San Diego, CA 92145,
(858-577-4291)

(12) Commanding Officer, Marine Light Attack Squadron
775: Hangar 2, Bldg 23144, MCAS Camp Pendleton, CA 92055, (808-
326-2923)

c. Commanding Officer, Marine Aviation Training Support
Group 42: 211 Farrar Rd. Bldg: 3450 Room: B122 NAS Pensacola,
Pensacola, FL 32508, ((o)850-452-2107, (c) 504-239-4407)

d. Commanding Officer, Marine Air Control Group 48: 2205
Depot Dr, Bldg 3200, Suite 200, Great Lakes, IL 60088, (847-688-
7129)

(1) Commanding Officer, Marine Air Support Squadron 6:
570 Patriot Avenue, Chicopee, MA 01022, (413-557-3743)

(2) Commanding Officer, Marine Air Control Squadron 24:
1325 South Birdneck Rd, Virginia Beach, VA 23451, (757-492-6465)

(3) Commanding Officer, Marine Tactical Air Command
Squadron 48: 2205 Depot Dr, Bldg 3200, Suite 200, Great Lakes,
IL 60088, (847-688-7129)

(4) Commanding Officer, Marine Wing Communication
Squadron 48: 2205 Depot Dr, Bldg 3200, Suite 200, Great Lakes,
IL 60088, (847-688-7129)

e. Commanding Officer, Marine Aircraft Group 49: 4401 Texas
Ave, Joint Base McGuire Dix Lakehurst, Fort Dix, NJ 08640 (609-
562-8711)

(1) Commanding Officer, Marine Aircraft Group 49
Detachment B: 10 McDonald St, Stewart ANG Base, Newburgh, NY
12550, (845-563-2905)

(2) Commanding Officer, Marine Aircraft Group 49
Detachment C, 400 Russell Ave, Box 30, NAS JRB New Orleans, New
Orleans, LA 70143, (504-678-3115)

Enclosure (2)

(3) Commanding Officer, Marine Aircraft Group 49
Detachment D: 1430 CV Towway Dr, NAS Norfolk, Norfolk, VA 23511
(757-444-7818)

(4) Commanding Officer, Marine Aviation Logistics
Squadron 49: 10 McDonald St, Stewart ANG Base, Newburgh, NY
12550, (845-563-2905)

(5) Commanding Officer, Marine Transport Squadron Belle
Chasse: 400 Russell Ave, Box 30, NAS JRB New Orleans, New
Orleans, LA 70143, (504-678-3470)

(6) Commanding Officer, Marine Transport Squadron
Andrews: 1 San Diego Loop, Bldg 3148, Joint Base Andrews, MD
20762, (240-857-1762)

(7) Commanding Officer, Marine Aerial Refueler Transport
Squadron 452, 10 McDonald St, Stewart ANG Base, Newburgh, NY
12550, (845-563-2905)

(8) Commanding Officer, Marine Wing Support Squadron
472: 8610 Range Rd, Joint Base McGurie Dix Lakehurst, Fort Dix,
NJ 08641, (609-562-8711)

(9) Commanding Officer, Marine Heavy Helicopter Squadron
772: 4401 Texas Ave, Joint Base McGuire Dix Lakehurst, Fort Dix,
NJ 08640, (609-562-8711)

(10) Commanding Officer, Marine Medium Tiltrotor
Squadron 774: 1430 CV Towway Dr, NAS Norfolk, Norfolk VA, 23511,
(757-444-7818)

(11) Commanding Officer, Marine Light Attack Squadron
773: 4401 Texas Ave, Joint Base McGuire Dix Lakehurst, Fort Dix
NJ, 08640, (609-562-8711)