



UNITED STATES MARINE CORPS
MARINE FIGHTER TRAINING SQUADRON 401
MARINE AIRCRAFT GROUP 41, 4TH MARINE AIRCRAFT WING
HANGAR 1403, BOX 99270
MARINE CORPS AIR STATION YUMA, ARIZONA 85369-9270

IN REPLY REFER TO
1300
CO
1 July 18

From: Commanding Officer, Marine Fighter Training Squadron 401
To: All Hands

Subj: COMMAND LEVEL INITIATING DIRECTIVE (REQUEST MAST)

Ref: (a) MCO 1700F
(b) NAVMC 1700.23

Encl: (1) Command Specific Elements Pertaining to Request Mast

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

2. Mission. To preserve 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 (Arts. 0820c and 1151.1) and the Marine Corps Manual (par 2805) 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.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This order is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer/Commanding General. 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 NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

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b. Coordinating Instructions. All members of this command exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast and the enclosure, which describes the command's specific elements.

5. Administration and Logistics

a. XO/Adjutant/SEL 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 general for consideration.

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 of Request Mast.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this unit/command.

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


E. L. GEYER

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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. VMFT-401 points of contact to initiate a Request Mast application:
 - a. Enlisted: Senior Enlisted Leader, Office# 210,
(928)269-5502
 - b. Officer: Executive Officer, Office# 209,
(928)269-3628
2. Request Mast chain of command for VMFT-401 is:
 - a. Immediate Commander: Commanding Officer of VMFT-401
(928)269-3453
 - b. Next Commander: Commanding Officer of MAG-41
(817)782-2700
 - c. Immediate Commanding General: Commanding General 4th MAW
3. The Command Inspector General (CIG) for this unit is:
Command Inspector General (504)697-7293, 4th MAW New Orleans, LA.
4. Include statement pertaining to routing instructions for Request Mast to the Commanding General:

Once a Marine expresses a desire to request mast, all efforts thereafter should be directed towards getting the Marine before the Commanding Officer to who the petition is addressed. NCO's, SNCO's, and Officer's subordinate to the Commanding Officer shall not delay the Request Mast process in order to solve the problem themselves, but rather focus their efforts on making the Marine available to the Commander.

Request Mast applications will be submitted in writing utilizing NAVMC form 11296 (Rev) via the chain of command to the commander with whom the Request Mast is desired. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine must include an explanatory statement as to why the subject was not revealed. The Marine shall place the Request Mast in an envelope marked, "to be opened by the Commanding General only."

5. Additional Instructions:

Any interference with a Marine's right to Request Mast or any attempt of reprisal against a Marine who has requested mast is prohibited. No Marine may suppress, or attempt to suppress another Marine's ability to conduct Request Mast. Any attempted violation, or solicitation of another to violate this Directive by interfering with a Marine's right to Request Mast, subjects involved members to disciplinary action under Article 92 of the UCMJ. This Directive is a lawful general order and is effective immediately without further implementation.