



UNITED STATES MARINE CORPS  
MARINE WING SUPPORT SQUADRON 473  
MARINE AIRCRAFT GROUP 41  
MARINE AIRCRAFT WING  
6030 SHIELDS DRIVE  
SAN DIEGO CALIFORNIA 92145-2024

SqdnO 1700.1A  
CO  
10 Jan 23

SQUADRON ORDER 1700.1A

From: Commanding Officer, Marine Wing Support Squadron 473  
To: Distribution List

Subj: REQUEST MAST UNIT-LEVEL INITIATING DIRECTIVE

Ref: (a) MCO 1700.23G  
(b) NAVMCDir 1700.23F

Encl: (1) COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST  
(2) NAVMC 11296 (Rev. 05-19} (Marine Corps Request Mast  
Application)

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

2. Cancellation. SqdnO 5210.1

3. 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.

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 unit/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. Request Mast applications will be submitted in writing utilizing NAVMC 11296 via the chain of command to the Commander with whom the Request Mast is desired.

b. Coordinating Instructions

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(1) All members of this unit/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.

(2) Marines requesting mast have no obligation to reveal the purpose or content to the chain of command below the first slated Commander, but are encouraged to review the request with senior enlisted and officers to refine and assist their grievances. Any assistance provided by anyone DOES NOT satisfy the Request Mast process. Once initiated, Marines requesting mast must be enabled and allowed by all Marines to complete the Request Mast to his or her Commanding Officer.

(a) **"For CO's eyes only"** Marines who decide not to disclose the contents of Request Mast to anyone in the chain of concern, may submit the NAVMC 11296 form in a sealed envelope with the words "For CD's eyes only" to their direct Commander with whom the Marine is requesting an audience.

(b) **"For CG's eyes only"** Marines who request an audience with the Commanding General may send the grievance(s) via encrypted email directly to the Commanding General's Inspector General at OMB\_4thMAW\_G7@usmc.mil. Marines submitting Request Mast are still required to submit NAVMC 11296 with the omitted subject matter and route appropriately through the chain of command.

(3) Marines *in the chain* of command assisting a Marine requesting mast WILL NOT recommend, block or impede the request mast process. Assistance is encouraged as mentoring and mental sharpening of the condition and outcome the Marine is seeking. Marines are not required to inform their *chain* of command of the nature or details of the request mast.

5. Administration and Logistics.

a. Inspector Instructor/Executive Officer/Sergeant Major shall:

(1) Provide administrative assistance as delineated in the enclosure.

(2) Ensure that this directive is posted on all Information Boards and Command Sharepoint, it must be readily available to all personnel.

(3) Facilitate the process of Request Mast applications addressed to the Commanding Officer for consideration.

(4) When the *time* and place for Request Mast with the

Inspector General of the Marine Corps representative has been determined, publish a bulletin.

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(5) Ensure that the records, proceedings, and final dispositions of Request Mast are properly kept to prevent such information from having a prejudicial effect on the Marine.

(6) As the point of contact for Request Mast, expedite applications for Request Mast and aid Marines and Commanders with the procedures enclosed in the reference.

(7) Monitor follow-up procedures to ensure that each Request Mast is resolved in a timely manner and no action, adverse or prejudicial to the interest of any Marine, resulted from the Marine's exercise of the right to Request Mast.

b. Officers In Charge/Staff Noncommissioned Officers In Charge shall:

(1) Ensure all personnel are familiar with this Request Mast policy and procedures.

(2) Facilitate getting Marines an appointment with the Commander in order to exercise their right of Request Mast.

(3) Educate Marines in the proper conduct of the Request Mast program.

6. Command and Signal.

a. Command. This Order is applicable to all Marines and Sailors attached to Marine Aircraft Group 41, Detachment Bravo.

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

  
Z. A. WHITE

Distribution: A