



**UNITED STATES MARINE CORPS**  
MARINE MEDIUM TILTROTOR SQUADRON 363  
MARINE AIRCRAFT GROUP 24  
BOX 63059  
MCBH KANEHOE BAY HAWAII 96863-3059

IN REPLY REFER TO  
1700.3  
CO  
1 Jan 24

SQUADRON ORDER 1700.3

From: Commanding Officer, Marine Medium Tiltrotor Squadron 363  
To: Distribution List

Subj: REQUEST MAST PROCEDURES

Ref: (a) U.S. Navy Regulations  
(b) Marine Corps Manual  
(c) MCO 1700.23G  
(d) GruO 1700.23

Encl: (1) NAVMC 11296 (Rev 5-19)  
(2) Sample Request Mast Log  
(3) Command Specific Elements for Request Mast

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program.
2. Cancellation. This order cancels SqdnO 1700.2 dated 22 Mar 22.
3. Mission. Reference (c) is the sole Marine Corps Order governing Request Mast procedures. This order and reference (c) 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 reference (a), (Art.(s) 0820c and 1151 .1 ) and reference (b), (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 command for the purpose of exercising Request Mast with the Commanding Officer. 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 (Rev. 05-19) via the chain of command to the commander with whom the Request Mast is desired.

(b) Coordinating Instructions. 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.

5. Administration and Logistics

a. Executive Officer/Adjutant/Sergeant Major shall:

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

(2) Ensure that this directive is posted on all Information Boards and readily available to all personnel.

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

b. Officer in charge/Staff Non-Commissioned Officer in charge shall:

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

(2) Facilitate affording the Marines the opportunity to meet with the commander in order to execute their right of the Request Mast.

6. Command and Signal

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

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



G. T. BLUMENFELD

DISTRIBUTION: A

## MARINE CORPS REQUEST MAST

## PRIVACY ACT STATEMENT

**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 N05041-1**

**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.

**Routine Uses:** 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. **A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <http://dpcld.defense.gov/Privacy/SORNsindex/DOD-Component-Article-View/Article/570354/n05041-1/>.**

**Disclosure:** Voluntary. However, failure of the applicant to complete all the requested items could result in inaccurate command analysis and delayed command actions.

## 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 type="text"/> , certify the statements in blocks 6 and 7 are true.			
Signature: <input type="text"/>		Date: <input 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.)

[Empty space for final disposition details]

Signature:

[Signature line]

Date:

[Date line]

**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: [Name line]

Command: [Command line]

**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:

[Applicant Signature line]

Date:

[Applicant Date line]

Witness Signature:

[Witness Signature line]

Date:

[Witness Date line]

Print Name (Witness)

Rank

Command/Unit Name

[Print Name (Witness) line]

[Rank line]

[Command/Unit Name line]



**MARINE MEDIUM TILTROTOR SQUADRON 363**



**Commanders Request Mast Tracker and Follow-Up Procedures**

Date of Affidavit	Applicant's Rank & Name	Cmdr in Block 5a	Date of Appearance with CO	Date Forwarded (if required)	Date of Final Disposition	Follow-up Remarks	Destruction Date

## COMMAND SPECIFIC ELEMENTS OF REQUEST MAST

1. VMM-363 points of contact to initiate a Request Mast application are:
  - a. Squadron Sergeant Major, SgtMaj Michael C. Croft, located in Hangar 102B, room 227 (MCBH) and the phone number is (808) 496-9975.
  - b. Squadron Executive Officer, Maj Judah M. Begab located in Hangar 102B, room 238 (MCBH) and the phone number is (808) 496-3248.
2. Issues should be resolved at the lowest level possible within the chain of command. The Request Mast chain of command for VMM-363 is:
  - a. Commanding Officer, VMM-363, LtCol Geoffrey T. Blumenfeld, located in Hangar 102B, room 241 (MCBH) and the phone number is (808) 496-3250.
  - b. Commanding Officer, Marine Aircraft Group 24, Col William G. Heiken, located at building 301, Marine Corps Base Hawaii (MCBH) and the phone number is (808) 257-1373 or DSN: 457-1373.
  - c. Immediate Commanding General: Commanding General, 1st Marine Aircraft Wing, MajGen Eric E. Austin, located in building 1 aboard Camp foster, Okinawa, Japan and the phone number is DSN: 645-9027 (via Wing Inspector, DSN: 645-3010).
3. The command inspector general (CIG) for this unit is: Headquarters, Inspector, first Marine Aircraft Wing, located in building I, aboard Camp foster, Okinawa, Japan and the phone number is DSN: 645-2055.
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.
5. The following are additional instructions for submitting a Request Mast:
  - a. Request Mast applications will be submitted in writing utilizing NAVMC form 11296 (Rev. 05-19) via the chain of command to the commander with whom the Request Mast is desired.
  - b. Request Mast will be conducted at the earliest reasonable time (in general, no more than one working day delay at any level of command).
  - c. Commanders will hear emergency cases as soon as initially submitted. Things for the commander to consider if it is an emergency:
    1. Marine is subject to ongoing hardship (e.g., delay in receiving pay).
    2. The severity of hardship, if any.
    3. If the issue will remain unresolved upon a certain date, time, or expected event in the immediate future (e.g., request for leave to attend a relative's funeral being denied).
  - d. In cases where the Request Mast is not heard immediately, i.e., non-emergency cases presented at the end of the day/work week that can be reasonably dealt with on the following workday, the reason for the delay shall be explained to the Marine requesting mast and acknowledged in writing by both the commanding officer and the Marine on the NAVMC form 11296.

e. Commanders shall make every effort to provide Marines an opportunity to Request Mast in person. If a personal appearance, to include telephonic, is not practical the commander shall:

1. Respond in writing to the Request Mast.

2. Provide an explanation of why a personal appearance was not practical and annotate such on the NAVMC form 11296.

f. Commanders with whom a Marine has requested mast will forward to the next higher commander if beyond the commander's authority to resolve.

g. Request Mast records are kept on file until three years after the final action of the Request Mast has been taken.

h. Records of Request mast will be kept in a safe and separated from any other files so that the privacy of that Marine cannot be obtained by any unauthorized personnel.

#### DENYING A REQUEST MAST

6. The commanding officer may deny a request mast if:

a. Used as a means of collateral attack against the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the UCMJ.

b. Used for the purpose of harassment, avoiding assigned duties (such as field day), or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

c. If there is another specific avenue of redress available to the Marine.