



UNITED STATES MARINE CORPS  
MARINE AIRCRAFT GROUP 24  
1ST MARINE AIRCRAFT WING, FMF  
BOX 63047  
MCBH KANE OHE BAY HAWAII 96863-3047

IN REPLY REFER TO  
GruBul 1700  
CO

5 JAN 2026

GROUP BULLETIN 1700

From: Commanding Officer, Marine Aircraft Group 24  
To: Distribution List

Subj: REQUEST MAST STANDARD OPERATING PROCEDURES

Ref: (a) Navy Regulations (Articles 0820c and 1151.1)  
(b) Marine Corps Manual, paragraph 805  
(c) MCO 1700.23G, Request Mast Procedures  
(d) Inspector General Checklist, Request Mast Procedures 1700.23  
(e) Privacy Act of 1974  
(f) 5 U.S.C. 552A  
(g) SECNAVINST 5211.5E, Department of the Navy (DON) Privacy Program

1. Situation. This order promulgates request mast policy and procedures for Marine Aircraft Group 24 (MAG-24).

2. Cancellation. GruO 1700.23D, Marine Aircraft Group 24 Initiating directive (Request Mast).

3. Mission. Facilitate the right of every Marine and Sailor to seek assistance from or communicate grievances directly to their Commanding Officer (CO) or higher commanders up to and including a Commanding General (CG) within the chain of command at the same base or immediate geographical location as established in references (a), (b), and (c) to ensure appropriate command attention to issues affecting good order, discipline, safety, and quality of life.

4. Execution

a. Commanders Intent. This policy is to be utilized by all members of MAG-24 for the purpose of exercising request mast procedures with the CO or the CG.

b. Concept of Operations. Request Mast applications will be routed to the MAG-24 CO utilizing NAVMC Form 11296. The form can be located at Sergeant Major's Corner, <https://www.1stmaw.marines.mil/Subordinate-Units/Marine-Aircraft-Group-24/About/> or on Naval Forms Online at: <https://forms.documentservices.dla.mil/order/>.

c. Coordinating Instructions. All members of MAG-24 exercising request mast shall do so in accordance with the procedural guidance in chapter 2, 3, and Appendix A of reference (c).

5. Administration and Logistics

a. Tasks

(1) Sergeant Major

(a) Provide administrative assistance in accordance with the references.

(b) Retain all request mast records in accordance with all stipulations in reference (d).

(c) Ensure that all request mast applications are correctly finalized in accordance with reference

(d) Maintain a "Follow-Up Tracker" to ensure that request mast applications are resolved in a timely manner, that the disposition is being executed, and that no adverse or prejudicial action befall Marines or Sailors exercising their right to request mast in accordance with reference (d).

b. Forms Management. NAVMC 11296 may be located at <https://www.1stmaw.marines.mil/Subordinate-Units/Marine-Aircraft-Group-24/About/> or on Naval Forms Online at: <https://forms.documentservices.dla.mil/order/>.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. HQSVCBN recognized that the privacy of an individual is a personal and fundamental right that shall be respected and protected. HQSVCBN's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (f)) and implemented per reference (g).

## 6. Command and Signal

a. Command. The MAG-24 Sergeant Major is the sponsor of this bulletin and is applicable to all personnel assigned to MAG-24 and subordinate commands.

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

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