



UNITED STATES MARINE CORPS
MARINE WING SUPPORT SQUADRON 174
MARINE AIRCRAFT GROUP 24
BOX 63049
MCBH KANEOHE BAY HI 96863-3049

IN REPLY REFER TO:
1700.23
CO
7 Jan 26

SQUADRON POLICY LETTER 1-26

From: Commanding Officer, Marine Wing Support Squadron 174
To: All Hands

Subj: REQUEST MAST PROCEDURES

Ref: (a) Navy Regulations (Articles 0820c and 1151.1)
(b) Marine Corps Manual, paragraph 805
(c) MCO 1700.G, 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

Encl: (1) NAVMC 11296 (Rev 05-19)

1. Situation. Per the references this policy represents the initiating directive for the Commandant's Request Mast Program.

2. Cancellation. Squadron Policy Letter 01-22.

3. Mission. Reference (c) is the sole Marine Corps Order governing Request Mast procedures. This policy and reference (c) preserve the right of all Service Members to directly communicate a grievance to or seek assistance from their commanders up to and including the Commanding General within the chain of command as exercised through the formal process of request mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This policy is to be utilized by all members of this command for the purpose of exercising Request Mast with the Commanding Officer. All uniformed members of this command will be familiar with this policy and the procedures contained herein and the references. This policy will be published and shall be posted on official organizational bulletin boards, the command internet website, and SharePoint Portal. All personnel shall be informed of its contents via above mentioned means and annual Request Mast training.

(2) Concept of Operations. Request Mast applications will be submitted utilizing NAVMC 11296 via the chain of command to the commander with whom the Request Mast is desired. In general, there should be no more than one working day delay at any level of command.

b. Tasks

(1) Executive Officer/Adjutant/Sergeant Major/Administrative Chief:

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

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(b) Ensure that the policy is posted on all information boards and readily available to all personnel.

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

(2) Company Commanders/First Sergeants/Officer-In-Charge/Staff Noncommissioned Officer-In-Charge:

(a) Ensure that all personnel are familiar with this policy.

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

c. Coordinating Instructions. All members of Marine Wing Support Squadron (MWSS-174) exercising Request Mast shall do so in accordance with the references, which describes the process and procedural aspects.

5. Administration and Logistics

a. Privacy Act. Any misuse or authorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties.

b. Records Management. All Request Mast documentation will be retained at the appropriate level for three calendar years.

c. Point of Contact. The point of contact for this policy is the Squadron Sergeant Major, Sergeant Major Brandon L. Soetaert at brandon.soetaert@usmc.mil.

5. Command and Signal

a. Command. This Policy is applicable to all service members of MWSS-174.

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

J. A. FULTON