



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

IN REPLY REFER TO
1700
CO
14 Mar 22

SQUADRON PROGRAM 1700

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

Subj: REQUEST MAST PROGRAM

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 dated 9 Jan 19.
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.



J. A. WHITEFIELD JR.

DISTRIBUTION: A