



UNITED STATES MARINE CORPS
HEADQUARTERS AND HEADQUARTERS SQUADRON
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA, 29904

SqdnO 1700.2A
CO
1 Sep 2022

Squadron Order 1700.2A

From: Squadron Commander
To: Distribution List

Subj: INITIATING DIRECTIVE (REQUEST MAST)

Ref: (a) MCO 1700.23G
(b) NAVMC Directive 1700.23

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. Squadron Order 1700.2

3. Mission. To preserve the right of all Marines and Sailors to directly communicate grievances to, or seek assistance from, the Squadron Commander as exercised through the formal process of Request Mast. Request Mast as established in U.S. Navy Regulation (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 of 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 application will be submitted in writing utilizing NAVMC form 11296 (version 05-19) via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of this Squadron 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/Sergeant Major

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

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

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

b. Officers in Charge/Staff Non-Commissioned Officers in Charge

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

(2) Facilitate getting Marines in front of the commander in order to execute their right to request mast.

(3) Ensure that each unit publishes their own Request Mast initiating directive as required by reference (b).

6. Command and Signal

a. Command. This order is applicable to all uniformed members of this unit/command.

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


P. J. FIALA

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

Ref: (a) MCO 1700.23F

(b) NAVMC Directive 1700.23

1. Command points of contact to initiate a Request Mast application:

a. Enlisted: Sergeant Major, Bldg. 600, (843)228-6556

b. Officer: Executive Officer, Bldg. 600, (843)228-6776

2. Request Mast chain of command for this command is:

a. Immediate Commander: Squadron Commander, HQHQRON, Bldg. 600,
(843)228-7851

b. Next Commander: Commanding Officer MCAS Beaufort, Bldg. 601,
(843)228-7158.

c. Immediate Commanding General: Commanding General, Marine Corps
Installations East, Bldg 1, Marine Corps Base Camp Lejeune, (910)451-2526.

3. The Commanding Inspector General (CGI) for this unit is: Marine Corps
Base Camp Lejeune, Bldg 27, (910)451-2718.

4. To Request Mast with the Commanding General, submit a NAVMC 11296 via the
chain of command to the Inspector's Office. A Command Inspector may review
and make appropriate recommendations pertaining to Request Mast to the
Commanding General. The Command Inspector is not authorized to respond or
deny a Request Mast on behalf of the Commanding General.

5. A copy of reference (a) is available on the command read board or through
the S-1.

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. [SQRN 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 SQRN available at http://dpcid.defense.gov/Privacy/SQRNIndex/DOD-Component-Article-View/Article/570354/n05041-1/.](http://dpcid.defense.gov/Privacy/SQRNIndex/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)

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7. REQUESTED RESOLUTION (Clearly describe the resolution you seek from the Commander named in block 5a.)

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8. AFFIDAVIT:

I, , certify the statements in blocks 6 and 7 are true

Signature:

Date:

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

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

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

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.)

Signature: _____

Date: _____

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: _____

Command: _____

- ☐ **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: _____

Date: _____

Witness Signature: _____

Date: _____

Print Name (Witness) _____

Rank _____

Command/Unit Name _____