



UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP 21
211 FARRAR ROAD
PENSACOLA FLORIDA 32508 5009

GruO 1700.1Y

S-1

DEC 11 2023

GROUP ORDER 1700.1Y

From: Commanding Officer, Marine Aviation Training Support Group 21
To: Distribution List

Subj: REQUEST MAST PROGRAM

Ref: (a) U. S. Navy Regulations of 1990
(b) Marine Corps Manual
(c) MCO 1700.23G
(d) TECOMO 1700.2C

Encl: (1) Command Specific Elements for Request Mast

1. Situation. This Order presents the Initiating Directive for the Commandant's Request Mast Program.

2. Cancellation. GruO 1700.1X.

3. Mission. To preserve the right of all Marines to directly communicate grievances or seek assistance from their Commanding Officers (CO) as exercised through the formal process of Request Mast. Request Mast, as established in reference (a), Articles 0820c and 1151.1 and reference (b), paragraph 2805, includes both the right of the Marine to communicate with the CO, normally in person, and the requirement that the CO 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 will be utilized by all members of this command for the purpose of exercising request mast with the CO. This Order will be published and all personnel will be informed of its content.

(2) Concept of Operations. Request Mast applications will be submitted in writing utilizing NAVMC form 11296, via the chain of command, to the CO with whom the Request Mast is desired.

(3) Coordinating Instructions. All members of this command exercising Request Mast, shall do so utilizing reference (c) and (d) and enclosure (1). No additional requirements may be imposed on the Request Mast process.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Mission

(1) To comply with the requirements of the references, the commands listed in enclosure (1) will publish a Request Mast Initiating Directive and command specific elements (CSE) (points of contact/chain of command).

(a) The format will be similar to the one used in this Order and Appendixes B and C of reference (d), for each major subordinate element within MATSG-21.

(b) The Request Mast points of contact for personnel of MATSG-21 staff are set out in enclosure (1).

5. Administration and Logistics

a. Sergeant Major. Facilitate the process of Request Mast applications addressed to the CO for consideration.

b. Adjutant

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

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

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

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

(2) Facilitate the appearance of Marines to the commander in order to execute their right of Request Mast when appropriate.

6. Command and Signal

a. Command. This Order is applicable to all MATSG-21 personnel.

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


A. J. BRUNK

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate Request Mast applications:
 - a. Enlisted: Sergeant Major, Marine Aviation Training Support Group 21 (MATSG-21)
 - b. Officer: Adjutant, MATSG-21
2. Request Mast chain of command for this command is:
 - a. Commanding Officer, MATSG-21
 - b. Immediate Commanding General: Commanding General, Training Command (CG, TRNGCMD)
3. Units who fall under this command for Request Mast purposes are:
 - a. MATSG-21 Marines aboard NAS Pensacola
 - b. MATSG-21 Marines aboard Naval Diving and Salvage Training Center Panama City, Florida (Dive School)
 - c. MATSG-21 Marines aboard Eglin Air Force Base (EOD)
 - d. MATSG-21 Marines aboard Naval Air Station Whiting Field
 - e. MATSG-21 Marines aboard Fort Eisenhower Augusta, Georgia
 - f. MATSG-21 Marines aboard Corry Station
4. The command inspector may review and make appropriate recommendations pertaining to the Request Mast to the Commanding Officer. However, the inspector may neither respond to nor deny a Request Mast on behalf of the Commanding Officer.
5. Additional Instructions: Enlisted Marines assigned to Marine Corps units who are tenants on sister service bases will first initiate their Request Mast application (NAVMC 11296) to the Senior Enlisted Marine. Senior Enlisted Marines will forward the application to the Sergeant Major of MATSG-21. Officers will initiate their application and submit it to the Adjutant of MATSG-21.