



UNITED STATES MARINE CORPS  
MARINE AVIATION TRAINING SUPPORT GROUP 23  
211 FARRAR ROAD  
PENSACOLA, FLORIDA 32508-5009

GruO 1700.1B  
S-1  
DEC 01 2021

GROUP ORDER 1700.1B

From: Commanding Officer, Marine Aviation Training Support Group 23  
To: Distribution List

Subj: REQUEST MAST INITIATING DIRECTIVE

Ref: (a) U. S. Navy Regulations of 1990  
(b) Marine Corps Manual  
(c) MCO 1700.23G  
(d) NAVMC Directive 1700.23F  
(e) TECOMO 1700.1A  
(f) TRNGCMDO 1700.2B

Encl: (1) Command Specific Elements for request mast  
(2) NAVMC Form 11296 (Rev 05-19)

1. Situation. This Order represents the initiating directive for the Commandant's request mast program.
2. Cancellation. Group Order 1700.1A.
3. Mission. To 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 U. S. Navy Regulations (Articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 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
      - (a) To comply with the requirements of references (a) through (j), each subordinate command within Marine Aviation Training Support Group 23 (MATSG-23) that has nonjudicial punishment level authority will publish their command specific element request mast list up to the immediate Commanding General (CG).
      - (b) The request mast points of contact for personnel on MATSG-23 staff are set out in enclosure (1).
      - (c) All MATSG-23 subordinate commands will comply with paragraph 4a (1) (a) of this Order in publishing their version of enclosure (1). The immediate CG is Commander, Training Command. This Order and each subordinate command's version of enclosure (1) will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request mast applications will be submitted in writing utilizing enclosure (2) via the chain of command to the CO with whom the request mast is desired.

b. Coordinating Instructions. All members of this command exercising request mast, shall do so utilizing the references and enclosure (1). No additional requirements may be imposed on the request mast process.

5. Administration and Logistics

a. S-1 shall:

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

(2) Facilitate the process of request mast applications addressed to the Commanding Officer for consideration.

b. Officer's 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 request mast process when Marines desire to request mast.

(3) Ensure this directive is posted on all Troop Information Board and readily available to all personnel.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of this command.

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

  
K. J. BOYCE

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Command points of contact to initiate request mast applications:
  - a. Enlisted: First Sergeant, Aviation Maintenance Squadron 1 and 2, Marine Aviation Training Support Squadron 1 (MATSS-1) and Marine Detachment (MARDET) Keesler Air Force Base, Senior Enlisted Advisor, MATSG-23.
  - b. Officer: Commanding Officer, AMS-1, AMS-2, MATSS-1 MARDET Keesler Air Force Base, and Commanding Officer, MATSG-23.
2. Request mast chain of command for this unit/command is:
  - a. Immediate Commander: Commanding Officer, AMS-1, AMS-2, MATSS-1 MARDET Keesler Air Force Base.
  - b. Next Commander: Commanding Officer, MATSG-23.
  - c. Immediate Commanding General: Commanding General, Training Command.
3. Units who fall under this command for request mast purposes are:
  - a. AMS-1 and AMS-2.
  - b. MATSS-1.
  - c. Marines aboard MARDET Keesler Air Force Base.
  - d. Marines aboard Central Naval Aviation Technical Training Detachment Eglin.
  - e. Marines aboard Naval Air Station Whiting Field AMO School.
4. The command inspector may review and make appropriate recommendations pertaining to the request mast to the Commanding Officer, however, 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 to the Senior Enlisted Marine. Senior Enlisted Marines will forward the application to the Senior Enlisted Advisor of MATSG-23. Officers will initiate their application and submit it to the Commanding Officer of MATSG-23.