

UNITED STATES MARINE CORPS
MARINE MEDIUM TILTROTOR SQUADRON 261
MARINE AIRCRAFT GROUP 26, 2D MARINE AIRCRAFT WING
PSC BOX 1015
JACKSONVILLE, NC 28545-1015

IN REPLY REFER TO:
1700
CO
18 Jan 19

From: Commanding Officer
To: Distribution List

Subj: INITIATING DIRECTIVE (REQUEST MAST)

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23
(c) GruO 1700.1X

Encl: (1) Command Specific Elements for Request Mast

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

2. 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 (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.

3. 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 for 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 applications will be submitted in writing utilizing NAVMAC form 11296 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.

4. 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 Troop Information Boards and readily available to all personnel.

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

b. OIC's and SNCOIC's shall:

(1) Ensure all personnel are familiar with this 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.

5. 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.


M.D. MCGURREN

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. The unit/command points of contact to initiate a request mast application:

a. Enlisted: VMM-261, Sergeant Major Christopher A. Farrell, (910) 449-4830.

b. Officer: VMM-261, Major Pascal J. Gonzalez, (910) 449-4830.

2. Request mast chain of command for this unit/command is:

a. Immediate Commander: Commanding Officer, VMM-261, Lieutenant Colonel Michael D. McGurran, (910) 449-4830.

b. Next Commander: Commanding Officer, MAG-26, Colonel Christopher J. Boniface (910)449-6126.

c. Immediate Commanding General: Commanding General, 2d MAW, Brigadier General Karsten Heckl, (252) 466-5488.

d. Next Commander: Commanding General, II MEF, Lieutenant General Robert F. Hedelund. (910)451-8951.

3. The Command Inspector General (CIG) for this unit is: Mr. Terry Rudisill, 2d MAW HQ, Cherry Point, (252) 466-4676.

4. Include statement pertaining to routing instructions for Request Mast to the Commanding General (see note below).

Note. A Command Inspector may review and make appropriate recommendations pertaining to Request Mast to the Commanding General however may not respond to or deny a Request Mast on behalf of the Commanding General.