



UNITED STATES MARINE CORPS
MARINE WING COMMUNICATIONS SQUADRON 18
MARINE AIR CONTROL GROUP 18
1ST MARINE AIRCRAFT WING, FMF
UNIT 37181
FPO AP 96373-7181

SqdnO 1700.1 Y
ACB
7 Sep 23

SQUADRON ORDER 1700.1Y

From: Commanding Officer, Marine Wing Communications Squadron 18
To: Distribution List

Subj: MARINE WING COMMUNICATIONS SQUADRON 18 INITIATING DIRECTIVE
REQUEST MAST

Ref: (a) U.S. Navy Regulations
(b) Marine Corps Manual
(c) MCO 1700.23G
(d) NAVMC DIR 1700.23F

Encl: (1) MWCS-18 Command Specific Elements Pertaining to Request Mast

1. Situation. Request Mast as established in reference (a) (Arts. 0820c and 1151.1) and reference (b) (par 2805) includes both the right of the Marine to communicate with the respective unit Commanding Officer (CO) and or the Commanding General (CG), normally in person, and the requirement that the Commander consider the matter and personally respond to the Marine Requesting Mast. Per reference (c) this order represents the Initiating Directive for the Commandants Request Mast Program.

2. Cancellation. SqdnO 1700.1 X.

3. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their COs and/or CG as exercised through the formal process of Request Mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. This Order is to be utilized by all members of this command for the purpose of exercising Request Mast with the CO/CG. 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 NAVMC form 11296 via the chain of command to the Commander with whom the Request Mast is desired.

b. Coordinating Instructions. All members of this 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

c. Executive Officer/Adjutant/Sergeant Major shall:

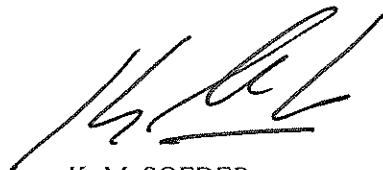
- (1) Provide administrative assistance as delineated in the enclosures.
- (2) Ensure that this directive is posted on all troop information boards and readily available to all personnel.
- (3) Facilitate the process of the Request Mast applications addressed to the CO/CG for consideration.

d. Officers-in-Charge/Staff Noncommissioned Officer's-in-Charge 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 of Request Mast.

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. M. SOEDER

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SqdnO 1700.I Case File

MARINE WING COMMUNICATIONS SQUADRON 18 (MWCS-18) COMMAND SPECIFIC
ELEMENTS PERTAINING TO REQUEST MAST

1. MWCS-18 point of contact to initiate a Request Mast application:
 - a. Enlisted: Squadron Sergeant Major, MWCS-18, Building (Bldg) 206, Camp Foster, DSN 645-7094.
 - b. Officer: Squadron Executive Officer, MWCS-18, Bldg 206, Camp Foster, DSN 645-5621.
2. Request Mast chain of command for MWCS-18 is:
 - a. Headquarters and Service Company Commander, Bldg 206, Camp Foster, DSN 645-5639, and Company A Commander, Bldg 5866, Camp Foster, DSN 645-4157.
 - b. Immediate Commander: Commanding Officer, MWCS-18, Bldg 206, Camp Foster, DSN 645-5603.
 - c. Next Commander: Commanding Officer, Marine Air Control Group 18 (MACG-18), Bldg 562, MCAS Futenma, DSN 636-3017.
 - d. Immediate Commanding General: Commanding General, 1st Marine Aircraft Wing, Bldg 1, Camp Foster, 645-3744 (Via Wing Inspector, 645-2055).
3. The Command Inspector General for MWCS-18 is:
 - a. Wing Inspector, Bldg 1, Camp Foster, 645-2055.
 - b. A Command Inspector may review and make appropriate recommendation pertaining to Request Mast to the Commanding General; however, may neither respond to, nor deny, a Request Mast on behalf of the Commanding General.
4. Routing instructions for Request Mast to the Commanding General:
 - a. The Marine will prepare a complete written statement covering the reasons for requesting mast; this will be accomplished utilizing the NAVMC 11296. The statement may also include a list of witnesses. The statement must include a summary of the responsive action taken by each commander in the chain of command to whom the Marine revealed and communicated his or her problem.
 - b. Each intermediate Commander to whom the Marine reveals the Request Mast subject will provide a written statement as to his or her understanding of the Request Mast and his or her responsive action. Each statement will be added to the Request Mast prior to the Marine communicating the Request Mast subject to the next higher commander.
 - c. If the Marine has not revealed the subject of the Request Mast to the other commanders in the chain of command, the Marine must include an explanatory statement as to why the subject was not revealed. The Marine shall place the Request Mast in an envelope marked, "to be opened by the Commanding General only."

Enclosure (1)