



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

DetO 1700.1I

S-1

20 Aug 19

DETACHMENT ORDER 1700.1I

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST

Ref: (a) MCO 1700.23G

Encl: (1) Marine Corps Request Mast Application (NAVMC 11296)
(2) Command Specific Elements for Request Mast

1. Situation. To promulgate the Request Mast policy and procedures as required by the Commandant's Request Mast Program for Marines assigned or attached to the Marine Aviation Detachment Patuxent River, China Lake & Point Mugu.

2. Cancellation. DetO 1700.1H

3. Mission. To safeguard the right of all Marines to directly air grievances to, or seek assistance from, their Commanding Officer as exercised through the formal process of Request Mast. Request Mast includes both the right of the Marines and Sailors to communicate with their commander, normally in person, and the requirement that the commander consider the matter and personally respond to those Marines and Sailors requesting mast.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order shall be utilized by all members of the Marine Aviation Detachment Patuxent River, China Lake & Point Mugu for the purpose of exercising Request Mast with the Commanding Officer. This order will be published and all personnel will be informed of its contents.

(2) Concepts of Operations. Request mast applications will be submitted in writing utilizing NAVMC Form 11296 (enclosure (1)) via the chain of command to the Commanding Officer with whom the Request Mast is desired.

b. Coordinating Instructions. All members of the Marine Aviation Detachment, Patuxent River, MD, exercising Request Mast shall do so utilizing the references, which describe the process and procedural aspects of Request Mast and enclosure (2), which describes the command's specific elements. To be effective, Request Mast must have the wholehearted support of those in which the leadership of the Marines is entrusted.

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5. Administration and Logistics

a. Executive Officer/Admin Officer/Sergeant Major Shall:

- (1) Provide administrative assistance as delineated in enclosure (2).
- (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.

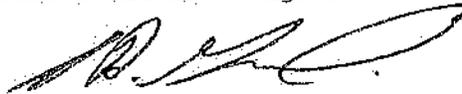
b. Officer in Charge/Staff Noncommissioned Officer in Charge shall:

- (1) Ensure that all personnel are familiar with this directive and the associated command specific elements.
- (2) Facilitate getting Marines in front of the Commanding Officer in order to execute their right of Request Mast.

6. Command and Signal

a. Command. This order is applicable to all Marines attached to the Marine Aviation Detachment Patuxent River, China Lake & Point Mugu.

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



S. R. GIRARD

Distribution: A

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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/command points of contact to initiate Request Mast application:
 - a. Enlisted: Sergeant Major E.P. Bauer, Marine Aviation Detachment, (301) 342-1690.
 - b. Officer: Executive Officer, LtCol E.R. Northam, Marine Aviation Detachment, (301) 342-1421.
2. Request Mast chain of command for this unit/command is:
 - a. Immediate Commander: Commanding Officer, Colonel S.R. Girard, Marine Aviation Detachment, (301) 342-7777.
 - b. Immediate Commanding General: Deputy Commandant for Aviation: Lieutenant General S.R. Rudder, (703) 614-1010.
 - c. All personnel assigned to Marine Aviation Detachment Patuxent River, China Lake & Point Mugu fall under this order for Request Mast purposes.
3. The Command Inspector General (CIG) for this unit is: LtCol P.M. Dienhart-Stabile, MCI-NCR & MCB Quantico, (703) 784-2635.
4. In the event that a Marine desires to request mast to their immediate Commanding General, the chain of command will assist the Marine in accordance with the steps delineated in chapter 4 or reference (b).

Enclosure (2)