



UNITED STATES MARINE CORPS  
MARINE UNMANNED AERIAL VEHICLE SQUADRON 1  
MARINE AIRCRAFT GROUP 13  
3D MARINE AIRCRAFT WING  
P.O. BOX 99220  
YUMA, AZ 85365-9220

SqdnO 1700.1G  
CO  
27 JUL 2022

SQUADRON ORDER 1700.1G

From: Commanding Officer, Marine Unmanned Aerial Vehicle Squadron 1  
To: Distribution List

Subj: REQUEST MAST PROCEDURES

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

Encl: (1) Command Specific Elements for Request Mast  
(2) Request Mast Form NAVMC 11296 (Rev. 5-19)

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

2. Cancellation. Squadron Order 1700.1F

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is to be utilized by all members of Marine Unmanned Aerial Vehicle Squadron 1 (VMU-1) 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) 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 describe the process and procedural aspects of Request Mast, and enclosure (1), which describes the command's specific elements.

c. Tasks

(1) Executive Officer/Adjutant/Sergeant Major shall:

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

(b) Ensure that this Order is readily available to all personnel.

(c) Facilitate the process of Request Mast applications addressed to the Commanding Officer for consideration.

(2) Company Commanders/Platoon Commanders/OICs/SNCOICs shall:

(a) Ensure that all personnel are familiar with this Order and the associated command specific elements.

(b) Facilitate a Marino's request to execute his/her right of Request Mast.

5. Administration and Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to all uniformed members of VMU-1.

b. Signal. The point of contact for matters concerning this Order is the VMU-1 Sergeant Major at (928) 269-6307.



C. D. LUGER

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COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Marine Unmanned Aerial Vehicle Squadron 1 (VMU-1) points of contact to initiate a Request Mast application:

a. Enlisted:

(1) Senior Enlisted Advisors

(2) Sergeant Major, VMU-1, (928) 269-6307.

b. Officer: Executive Officer, VMU-1, (928) 269-6305.

2. Request Mast chain of command for VMU-1 is:

a. Commanding Officer, VMU-1, MAG-13, 3d MAW (928) 269-6301.

b. Commanding Officer, MAG-13, 3d MAW, (928) 269-3283.

c. Commanding General, 3d MAW, (858) 577-7310.

3. The Command Inspector General (CIG) for 3d MAW can be reached at (858) 577-4702.

4. The Command Inspector may review and make appropriate recommendations pertaining to Request Mast to the Commanding General; however, he may neither respond to nor deny a Request Mast on behalf of the Commanding General.

5. Request Mast Procedures

a. Personnel wishing to Request Mast will obtain a Request Mast form from their appropriate point of contact.

b. The Request Mast form will be submitted through the chain of command beginning at the lowest level of supervision and forwarded via each echelon of supervision to the Commanding Officer, VMU-1; Commanding Officer, MAG-13; or Commanding General, 3d MAW. Although it is expressly forbidden to require personnel to state the purpose or subject of their Request Mast, they can be encouraged to do so at the lowest level. The Request Mast is considered to be initiated when the applicant submits the Request Mast form to his/her immediate supervisor in the chain of command.

c. At the same time that the Request Mast is initiated, the Sergeant Major (or Executive Officer in the Sergeant Major's absence) will be informed immediately via the chain of command, and will arrange an appearance with the Commanding Officer once each subordinate member of the chain of command has been afforded an opportunity to address the request. If an appearance is desired before the MAG-13 Commanding Officer, it will be coordinated through the MAG-13 Sergeant Major or Adjutant/Executive Officer as appropriate to arrange such an appearance. If an appearance is desired before the the 3d MAW Commanding General, the Sergeant Major or Executive Officer will contact the 3d MAW Sergeant Major or Staff Secretary as appropriate to arrange such an appearance.

d. Timeliness. Any Request Mast deemed by the first Staff Non-commissioned Officer in the chain of command to be an emergency will be heard at the earliest reasonable time and will be expedited at all levels to permit

Enclosure (1)

appearance before the Commanding Officer/Commanding General whom the individual wishes to see within 24 hours. Requests of a non-emergency nature will be processed within no more than one working day at each level of command.

(1) Squadron. Request Mast to the Commanding Officer, VMU-1 will be submitted so that applicant may appear before the Commanding Officer, VMU-1 within 24 hours after the request is processed at the company level. The appearance should be no later than 48 hours after initiation of the Request Mast.

(2) Group. Request Mast to the Commanding Officer, MAG-13 will be submitted so that applicant may appear before the Commanding Officer, MAG-13 within 72 hours after initiation.

(3) Wing. Request Mast to the Commanding General, 3d MAW will be submitted so that applicant may appear before the Commanding Officer, MAG-13 within 96 hours after initiation.