



UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON 251
MARINE AIRCRAFT GROUP 31
POST OFFICE BOX 66127
BEAUFORT, SC 29904-6127

IN REPLY REFER TO:
1700.1D
CO
24 May 18

SQUADRON ORDER 1700.1D

From: Commanding Officer or Officer in Charge
To: Distribution List

Subj: MARINE FIGHTER ATTACK SQUADRON 251 INITIATING DIRECTIVE (REQUEST MAST)

Ref: (a) MCO 1700.23F
(c) NAVMC DIR 1700.23F

Encl: (1) Command Specific Elements for Request Mast
(2) NAVMC 12296

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

2. Cancellation. SqdnO 1700.1C.

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 (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.

4. 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 NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

Subj: MARINE FIGHTER ATTACK SQUADRON 251 INITIATING DIRECTIVE (REQUEST MAST)

(3) 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.

5. Administration and Logistics.

a. XO/Adjutant/SgtMaj 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.

(3) Facilitate the process of Request Mast applications addressed to the commanding general for consideration.

b. OIC's/SNCOIC's 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 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 unit/command.

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


R. J. NICKA

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Marine Fighter Attack Squadron 251 points of contact to initiate a Request Mast application:
 - a. Enlisted: SgtMaj Artie D. Martinez
VMFA-251 Headquarters
(843) 228-9503
 - b. Officer: Maj Michael E. Clark
VMFA-251 Headquarters
(843) 228-9502
2. Request Mast chain of command for this unit/command is:
 - a. Immediate Commander: LtCol Roy J. Nicka
VMFA-251 Headquarters
(843) 228-9501
 - b. Next Commander: Col Matthew H. Phares
MAG-31 Headquarters
(843) 228-7300
 - c. Immediate Commanding General: BGen Karston S. Heckl
2d MAW Headquarters
(252) 466-5488
3. The Command Inspector General (CIG) for this unit is Mr. Terry L. Rudisill. The CIG Hotline can be reached by calling (252) 466-5038 or by emailing orgmb.2dmaw.igmc@usmc.mil.
4. If a Marine desires to Request Mast with the Commanding General, 2d Marine Aircraft Wing, the Request Mast will be routed through the Sergeant Major and VMFA-251 Commanding Officer in accordance with Chapter 4 of NAVMC DIR 1700.23F.