



UNITED STATES MARINE CORPS  
MARINE FIGHTER ATTACK SQUADRON 251  
MARINE AIRCRAFT GROUP 31  
POST OFFICE BOX 66122  
BEAUFORT, SC 29904-6122

IN REPLY REFER TO:  
1700.23F  
CO  
17 Jan 19

MARINE FIGHTER ATTACK SQUADRON 251 BULLETIN 1700.23F

From: Commanding Officer, Marine Fighter Attack Squadron 251  
To: Distribution List

Subj: REQUEST MAST WITH A REPRESENTATIVE OF/OR THE INSPECTOR GENERAL  
OF THE MARINE CORPS (IGMC)

Ref: (a) MCO 1700.23F  
(b) NAVMC Directive 1700.23F

1. Situation. Every Marine will be afforded the opportunity to appear before an IGMC representative to Request Mast.
2. Mission. During normal working hours on the dates of January 28 to 1 February 2019, at a time to be determined, the Command Inspector General will entertain any appropriate Request Mast applications from within this command.
3. Execution.
  - a. All personnel that wish to Request Mast should fill out an appropriate NAVMC 11296 and route through the VMFA-251 Sergeant Major who will ensure it is logged, tracked, and received by the CIG within one working day.
  - b. Marines who, in good faith, wish to appear before the IGMC representative at Request Mast may do so without fear of reprisal or prejudice to their interests.
  - c. The IGMC will evaluate respective command's Request Mast program during the IGMC inspection to determine if the command's Marines understand Request Mast policy and procedures; and understand that Request Mast is a readily available, impartial, and effective way to seek assistance with problems without fear of reprisal or prejudice.
  - d. Following the Request Mast, the Marine concerned should clearly understand the disposition or probable disposition of the Request Mast subject, whether resolved on site by the IGMC, referred to the local commander, or referred to Headquarters Marine Corps.
  - e. For Requests Mast to the IGMC, the original NAVMC form 11296 will be retained by the office of the IGMC. A copy will be retained by the command and one will be provided to the Marine. The application

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should be annotated to show what final action was taken. The Marine will indicate on the Request Mast application the degree of satisfaction with the action taken at the Request Mast. Local reproduction of this form is authorized.

4. Administration and Logistics. Bulletins issued by this headquarters are available electronically and can be accessed via the 2d MAW Shared Drive using the following location:  
<https://eis.usmc.mil/sites/mag31/vmfa251/s1/SitePages/Home.aspx>

5. Command and Signal

a. Command. This Bulletin is applicable to Marine Fighter Attack Squadron 251.

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

  
R. J. NICKA