



UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP 23
211 FARRAR ROAD
PENSACOLA, FLORIDA 32508-5009

GruO 1700.1D
CO
22 Sep 2025

GROUP ORDER 1700.1D

From: Commanding Officer
To: Distribution List

Subj: REQUEST MAST INITIATING DIRECTIVE

Ref: (a) MCO 1700.23G

Encl: (1) Command Specific Elements Pertaining to Request Mast
(2) NAVMC Form 11296 (Rev 05-19)

1. Situation. This Order represents the initiating Directive for the Commandant's Request Mast Program and is applicable to all service members assigned to Marine Aviation Training Support Group 23 (MATSG-23).

2. Cancellation. Group Order 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 Commanding Officer, normally in person, and the requirement that the Commanding Officer 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

(a) This Order is to be utilized by all service members assigned to MATSG-23 for the purpose of exercising Request Mast with the Commanding Officer or Commanding General, Training Command. Each subordinate commander within MATSG-23 who has nonjudicial punishment authority will publish their command specific element Request Mast list up to the Commanding General, Training Command. This Order will be published, and all personnel will be informed of its contents.

(2) Concept of Operations

(a) 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) All members of this command exercising Request Mast shall do so utilizing the reference, which describes the process and procedural aspects of Request Mast and the enclosures, which describes the command's specific elements.

5. Administration and Logistics

a. Executive Officer/Adjutant/Sergeant Major shall:

(1) Provide administrative assistance as delineated in the enclosure(s).

- (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, Training Command for consideration.

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

- (1) Ensure that all personnel are familiar with this Order and the associated command specific elements.
- (2) Facilitate getting Marines in front of the commander in order to execute their right to Request Mast.
- (3) Ensure that this directive is posted on all Troop Information Boards and readily available to all personnel.

6. Command and Signal

- a. Command. This Order is applicable to all service members assigned to MATSG-23.
- b. Signal. This Order is effective the date signed.

C. J. PUNZEL

DISTRIBUTION: A

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. MATSG-23 points of contact to initiate a Request Mast application:

a. Enlisted: Command Senior Enlisted Leader; Sergeant Major, MATSG-23.
First Sergeant, Aviation Maintenance Squadron 1 (AMS-1), AMS-2, Marine Aviation Training Support Squadron 1 (MATSS-1), and Marine Detachment (MARDET) Keesler Air Force Base.

b. Officer: Executive Officer; MATSG-23, Executive Officer AMS-1, AMS-2, MATSS-1, and MARDET Keesler Air Force Base.

2. Request mast chain of command for Marine Aviation Training Support Group 23 is:

a. Immediate Commanders:

AMS 1: Commanding Officer, Major Glendrevious Harris, Building 602, 850-452-9462.

AMS 2: Commanding Officer, Major Gary Boggs, Building 3908, 850-452-9470.

MATSS-1: Commanding Officer, Captain William N. Scott, Building 330, 601-679-2190.

MARDET Keesler: Commanding Officer, Captain Brandon W. Grzyb, Building 7330, 228-377-7385.

b. Group Commander:

Commanding Officer, MATSG-23, Colonel Carl J. Punzel, Building 3450, 850-452-5531.

c. Immediate Commanding General:

Commanding General, Training Command, Brigadier General Michael A. Brooks Jr., Building 2300, 703-784-0019.

3. The Command Inspector General (CIG) for this unit is: Training Command (Quantico, VA), Mr. Rodney Blake, Building 1019, 703-784-3073.

4. A command inspector may review and make appropriate recommendations pertaining to Requests Mast to the Commanding General, however, may neither respond to nor deny a Request Mast on behalf of the commanding general.

5. Additional Instructions: Enlisted Marines assigned to Marine Corps units who are tenants on sister service bases will first initiate their request mast application to their Senior Enlisted Advisor (SEA). The SEA will forward the application to the Command Senior Enlisted Leader of MATSG-23. Officers will initiate their application and submit it to the Executive Officer of MATSG-23.