



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 2300.1B

ADJ

NOV 13 2018

AIR STATION ORDER 2300.1B

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: MESSAGE RELEASING AUTHORITY FOR MARINE CORPS AIR
STATION NEW RIVER

Ref: (a) Telecommunications User's Manual (NTP-3J), July
1997

Encl: (1) Billets Authorized to Release Messages in the Name
of the Commanding Officer
(2) Message Releasing Authority Letter
(3) Plain Language Address for Each Department

1. Situation. Marine Corps Air Station (MCAS) New River must have qualified designated personnel authorized to release official messages on behalf of the Commanding Officer (CO).

2. Cancellation. ASO 2300.1A.

3. Mission. MCAS New River releases official messages as required to command and control the Air Station.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The message releaser will be a designated individual authorized to release messages for transmission on behalf of the originator. In addition to validating the contents of the message, the releaser is responsible for compliance with message drafting instructions contained in the reference and related publications.

(2) Concept of Operations

(a) Messages will be released using the Automated Message Handling System (AMHS) which is a web-based system that provides a reliable and secure means of data transmission. Organizational-level bulletin boards are

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distribution is unlimited.

resident within the system, and the message releaser requires permission to access them. Billet holders listed in enclosure (1) are authorized to release messages, but strict adherence to the reference is required.

(b) Department Heads will be responsible for identifying individuals within their department who are authorized to release messages on behalf of the CO or their department.

(c) Personnel authorized to release messages will also monitor AMHS message traffic in their respective areas and inform the chain of command of important issues as appropriate.

b. Tasks

(1) Station Adjutant

(a) Publish the Air Station Order which identifies the billet holders authorized to release AMHS messages.

(b) Update the Message Releasing Authority letter, per enclosure (2), for the Plain Language Address (PLA) within your department as outlined in enclosure (3).

(c) Coordinate with the Assistant Security Manager to validate security clearances for personnel identified to be a message releaser.

(d) Submit the Message Releasing Authority letter to the S-6 Department semi-annually, if a change in personnel occurs, or if the requirements for releasing authority change, whichever comes first.

(e) Ensure messages within your organization are properly staffed, vetted, and released in a timely manner.

(2) Department Heads

(a) Update the Message Releasing Authority letter, per enclosure (2), for each PLA within your department as outlined in enclosure (3).

(b) Coordinate with the Assistant Security Manager to validate security clearances for personnel identified to be a message releaser.

(c) Submit the Message Releasing Authority letter to the S-6 Department semi-annually, if a change in personnel occurs, or if the requirements for releasing authority change, whichever comes first.

(d) Ensure messages within your organization are properly staffed, vetted, and released in a timely manner.

(3) S-6 Department

(a) Coordinate with each department to obtain their Message Releasing Authority letter and review for accuracy.

(b) Submit the Message Releasing Authority letter from each department to the Officer In Charge, Telecommunications Center, Marine Corps Base, Camp Lejeune in order to update the personnel authorized to release messages on behalf of the CO or departments.

(4) Assistant Security Manager. Review and validate all clearances for those identified to release messages, per enclosure (2).

c. Coordinating Instructions

(1) Enclosure (1) lists the billets authorized to release Naval messages in the name of the CO, MCAS New River.

(2) Only the Air Station CO, Executive Officer, Operations Officer, Adjutant, or Command Duty Officer are authorized to release "FLASH" or "IMMEDIATE" precedence messages for MCAS New River.

(3) The Commander, U.S. Marine Corps Forces Command is the releasing authority for messages classified as Top Secret for MCAS New River.

(4) Any requested changes must be submitted to the MCAS Executive Officer, via the Adjutant, with justification.

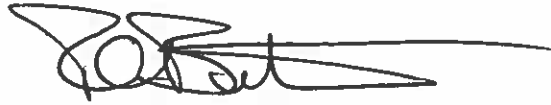
5. Administration and Logistics. This Order can be accessed electronically via the MCAS New River Adjutant SharePoint site:

<https://eis.usmc.mil/sites/nrvr/Adjutant/Orders%20Policies%20Bulletins%20Templates/Forms/Department%20View.aspx>.

6. Command and Signal

a. Command. This Order is applicable to MCAS New River staff.

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

A handwritten signature in dark ink, appearing to read 'R. C. Burton', with a long horizontal flourish extending to the right.

R. C. BURTON

DISTRIBUTION: A

NOV 13 2018

BILLETS AUTHORIZED TO RELEASE MESSAGES IN THE NAME
OF THE COMMANDING OFFICER

<u>Releasing Official</u>	<u>Restriction</u>
Commanding Officer	None
Executive Officer	None
Command Duty Officer	OPREP-3 SIR, Blue Dart, Open Skies matters only
Adjutant	None
S-1 Officer	Manpower matters only
Director, Installation Personnel Administration Center	Personnel matters only
S-3 Officer	Operational matters only
S-4 Officer	Supply, Logistics, and Facilities matters only
Ordnance Officer	Ordnance matters only
S-6 Officer	Communication/Computer matters only
Comptroller	Financial matters only
Safety Director	Safety matters only

Enclosure (1)



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 2300.1B

NOV 13 2018

5510

Department

Date

From: Commanding Officer, Marine Corps Air Station New River
To: Officer In Charge, Telecommunications Center, Marine
Corps Base, Camp Lejeune, NC

Subj: MESSAGE RELEASING AUTHORITY

Ref: (a) NTP-4, Naval Telecommunications Procedures
(b) OPNAVINST 5510.36, Naval Information Security Program

1. In accordance with references (a) and (b), the following personnel are authorized to pick up and submit message traffic for release for the following unit: DEPARTMENT PLA.

AUTHORIZATION	RANK	LAST NAME	FIRST NAME	MI	EDIPI	CLEARANCE

AUTHORIZATION TABLE

- | | |
|---|-------------------------------|
| 1. Unclassified | 8. For Official Use Only |
| 2. Confidential | 9. Eyes Only |
| 3. Secret | 10. Serious Incident Report |
| 4. Top Secret | 11. Personal For (P-4) |
| 5. Submission of Releasing Authority Letter | 12. Personnel Casualty Report |
| 6. Limited Distribution (LIMDIS) | 13. Urinalysis |
| 7. Special Category (SPECAT) | 14. EOC |

2. This Releasing Authority letter supersedes all previously dated versions and is valid for six months.

3. All clearances have been verified by the Assistant Security Manager.

4. Point of contact pertaining to this letter is the Communications Chief, Marine Corps Air Station New River at DSN 752-6593, commercial (910) 449-6593.

DEPARTMENT HEAD

By direction

Copy to:
S-6
INSP

Enclosure (2)

NOV 13 2018

PLAIN LANGUAGE ADDRESS FOR EACH DEPARTMENT

SECTION	PLAIN LANGUAGE ADDRESS
Adjutant	MCAS CO NEW RIVER NC
IPAC	MCAS NEW RIVER NC
S-1	MCAS S ONE NEW RIVER NC
S-3	MCAS ATCMD NEW RIVER NC
	MCAS S THREE NEW RIVER NC
S-4	MCAS ORDNANCE NEW RIVER NC
	MCAS S FOUR NEW RIVER NC
	MCAS SUP NEW RIVER NC
S-6	MCAS S SIX NEW RIVER NC
Comptroller	MCAS COMPT NEW RIVER NC
Safety	MCAS SD NEW RIVER NC
	MCAS DSS NEW RIVER NC
HQHQRON	HHS MCAS NEW RIVER

Enclosure (3)