



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 2300.1 w/cnl
ADJ
11 APR 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 2300.1 w/cnl

From: Commanding General
To: Distribution List

Subj: MESSAGE RELEASING AUTHORITY

Ref: (a) Telecommunications Users Manual (NTP-3 J), July 1997

Encl: (1) Billets Authorized to Release Messages on Behalf of the Commanding General
(2) Organizational Message Addresses

1. Situation. There is a requirement to establish a list of billets authorized to release narrative messages on behalf of the Commanding General (CG), Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. MCIEASTO 2300.1B and BO 2300.3F.

3. Mission. To publish a current list of billets authorized to release narrative messages on behalf of the CG.

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) Enclosure (1) lists those billets authorized to release messages on behalf of the CG. Any requested changes must be submitted to the Chief of Staff, via the Adjutant, with justification.

(b) 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. Organization-level bulletin boards are resident within the system, and the message releaser requires permission to access them. Enclosure (2) is a list of resident Organizational Message Addresses. Billet holders listed in enclosure (1) are authorized to release messages, but strict adherence to the reference is required.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

11 APR 2012

b. Subordinate Element Missions. Message releasers shall:

(1) establish message staffing and processing procedures designed to prevent inordinate delays, eliminate backlogs, and foster an even flow of messages throughout, within the scope of their authority; and

(2) ensure the drafter has complied with the reference and supplemental instructions, with particular attention to classified messages.

c. Coordinating Instructions. Recommendations concerning the contents of this Order may be forwarded to the CG (Attn: Adjutant).

5. Administration and Logistics. This Order can be accessed electronically via the MCIEAST Shareportal at: <https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEAST%20DIRECTIVES/MCIEAST%20ORDERS/Pages/default.aspx>.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune.

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


W. A. MEIER
Chief of Staff

DISTRIBUTION: A

Copy to: MITSC EAST



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 2300.1 Ch 1
ADJ

15 AUG 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 2300.1 Ch 1

From: Commanding General
To: Distribution List

Subj: MESSAGE RELEASING AUTHORITY

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 2300.1

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove enclosure (1) and (2) and replace with the new corresponding enclosures in enclosure (1).
3. Summary of Change. Changed enclosures (1) and (2) to update staff section Organizational Message Addresses due to reorganization.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


W. A. MEIER
Chief of Staff

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

15 AUG 2012

BILLETTS AUTHORIZED TO RELEASE MESSAGES ON BEHALF OF THE COMMANDING GENERAL

RELEASING OFFICER/TITLE	RELEASING AUTHORITY RESTRICTED TO MESSAGES PERTAINING TO
Commanding General	No Restrictions
Deputy Commander	No Restrictions
Chief of Staff	No Restrictions
Command Duty Officer (CDO)	As directed by the Chief of Staff
AC/S G-1 Deputy AC/S G-1 Adjutant (ADJ) Deputy ADJ ADJ Chief Director, IPAC Deputy Director, IPAC	Routine matters under the purview of the respective general/special staff officer which are within Marine Corps policy.
AC/S G-3-5 Deputy AC/S G-3-5 Base Operations Officer Range Control Officer Aviation Plans and Policy	-do-
AC/S G-4 Deputy AC/S G-4 Operations Officer Distribution Management Office Supply Officer	-do-
AC/S G-6 Deputy AC/S G-6 *EKMS Manager	-do-
AC/S G-7 Deputy AC/S G-7	-do-
*AC/S G-8 *Deputy AC/S G-8	-do-
*AC/S G-F *Deputy AC/S G-F Sub-Regional Environment Coordinator Sub-Regional Facilities Coordinator	-do-
AC/S Marine Corps Community Services (MCCS) Deputy MCCS	
AC/S Security and Emergency Services (SES) Deputy AC/S SES	-do-

*Denotes update

15 AUG 2012

RELEASING OFFICER/TITLE	RELEASING AUTHORITY RESTRICTED TO MESSAGES PERTAINING TO
Business Performance Office (BPO) Deputy BPO	-do-
Command Inspector General (CIG) Deputy CIG	-do-
Command Chaplain (CHAP) Deputy CHAP	-do-
Contracting Officer (CONT)	-do-
Director of Safety (DOS)	-do-
Disbursing Officer (DISBO) Deputy DISBO	-do-
Equal Opportunity Advisor (EOA)	-do-
Public Affairs Officer (PAO)	-do-
Small Business Specialist (SBS)	-do-
Staff Judge Advocate (SJA) Deputy SJA Legal Administrative Officer	-do-
Staff Secretary	-do-

*Denotes Update

MCIEAST-MCB CAMLEJO 2300.1 Ch 1

15 AUG 2012

ORGANIZATIONAL MESSAGE ADDRESSES

GENERAL STAFF	SPECIAL STAFF	OTHER
CG MCIEAST-MCB CAMLEJ	CG MCIEAST-MCB CAMLEJ BPO	CG MCIEAST-MCB CAMLEJ ATC TR
CG MCIEAST-MCB CAMLEJ G1	CG MCIEAST-CAMLEJ CHAP	CG MCIEAST-MCB CAMLEJ DISBO
CG MCIEAST-MCB CAMLEJ G3-5	CG MCIEAST-MCB CAMLEJ CIG	CG MCIEAST-MCB CAMLEJ IPAC
CG MCIEAST-MCB CAMLEJ G4	CG MCIEAST-MCB CAMLEJ CONT	CDO MCIEAST-MCB CAMLEJ
CG MCIEAST-MCB CAMLEJ G6	CG MCIEAST-MCB CAMLEJ EOA	*CG MCIEAST-MCB CAMLEJ EKMS
CG MCIEAST-MCB CAMLEJ G7	CG MCIEAST-MCB CAMLEJ PAO	
*CG MCIEAST-MCB CAMLEJ G-8	CG MCIEAST-MCB CAMLEJ SAFETY	
*CG MCIEAST-MCB CAMLEJ G-F	CG MCIEAST-MCB CAMLEJ SBS	
CG MCIEAST-MCB CAMLEJ MCCS	CG MCIEAST-MCB CAMLEJ SJA	
CG MCIEAST-MCB CAMLEJ SES		

*Denotes Update