



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE, SUITE 219
INDIAN HEAD, MD 20640

IN REPLY REFER TO
2319
S-3
08 JUL 2014

CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE POLICY LETTER 10-14

From: Commanding Officer
To: Distribution List

Subj: POLICY FOR THE USE OF THE AUTOMATED MESSAGE HANDLING SYSTEM (AMHS)

Ref: (a) Telos Corp manual 2319 AMHS of 24 Jan 2012

Encl: (1) AMHS user statement of understanding (SOU)

1. Situation

a. Purpose. To ensure proper handling of organizational message traffic.

b. The AMHS is an automated message handling system used to process, store, and disseminate Defense Message System (DMS) messages. This system is an official system that facilitates information flow between CBIRF, higher headquarters, adjacent units, and external agencies. AMHS is used on both the SIPR and NIPR networks.

2. Mission. No change.

3. Execution

a. Commanders Intent. No change.

b. Concept of Operations. This event supports the commander's line of operation 3 (Ensure mission readiness). Designated sections maintain users capable of accessing, drafting, and releasing messages. All messages will be approved for release by the Commanding Officer, Executive Officer, Logistics Officer, or Operations Officer.

c. Tasks

(1) S-1

(a) Develop an AMHS template containing all the available fields of an AMHS message and detailed descriptions of content and format.

(b) Post the AMHS message template on CBIRF AMHS SharePoint site.

(c) Provide users with assistance in formatting AMHS messages.

(2) S-3

(a) Maintain the user authorization list for AMHS.

(b) Maintain statements of understanding (SOUs) signed by all users.

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(c) Maintain the CBIRF message binder and include the following for each message:

1. Draft message and any attachments, if applicable.
2. Signed authorization to release from Commanding Officer, Executive Officer, Operations Officer, or Logistics Officer.
3. Released message printed from the AMHS with date time group (DTG) and any attachments, if applicable.

(d) Post AMHS documents to CBIRF AMHS SharePoint site.

(3) S-6

(a) Ensure a current user authorization list for AMHS is on hand at the MCB Quantico G-6 Technology Management Branch.

(b) Develop templates for NIPR and SIPR AMHS System Access Authorization Request (SAAR).

(c) Post SAAR templates on CBIRF AMHS SharePoint site.

(d) Process account requests and ensure accounts are created.

(e) Provide help desk support if users have system issues with the AMHS.

(4) Security Manager. Approve user authorizations for AMHS.

d. Coordinating Instructions

(1) All staff sections shall:

(a) Maintain at least two AMHS message drafters and releasers.

(b) Ensure users sign the SOU and submit to S-3 (enclosure (1)).

(c) Ensure users complete online AMHS training and submit SAAR forms for NIPR and/or SIPR AMHS to S-6.

(2) Cognizant section shall perform the following:

(a) Draft AMHS messages, as required.

(b) Obtain authorization to release from Commanding Officer, Executive Officer, Operations Officer, or Logistics Officer.

(c) Release messages.

(d) Forward hard copies of messages to S-3, including the following:

1. Draft message and any attachments, if applicable.
2. Signed authorization to release from Commanding Officer, Executive Officer, Operations Officer, or Logistics Officer.

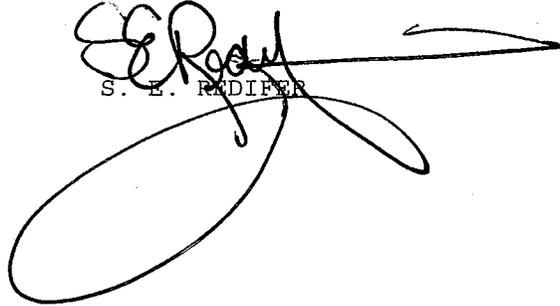
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3. Released message printed from the AMHS with date time group (DTG) and any attachments, if applicable.

(e) Monitor AMHS for messages that pertain to your section and ensure appropriate personnel are aware of its contents.

4. Administration and Logistics. No change.

5. Command and Signal. Point of contact for this policy is the Communications Officer at 301-744-1066.


S. L. REDIFER



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2319
S-3
DD Mmm YY

From: Rank Fname M. Lname USMC EDIPI/MOS
To: Commanding Officer

Subj: AMHS USER STATEMENT OF UNDERSTANDING (SOU)

Ref: (a) CBIRF Policy Letter 10-14
(b) Telos Corp manual 2319 AMHS of 24 Jan 2012

1. I have read and understand the references. I will perform all tasks and responsibilities contained in the references. This includes, but is not limited to, getting authorization to release individual messages from the CO, XO, OpsO, or LogO prior to release.

I. M. USER

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Enclosure (1)