Reporting Requirement: DD-1746-01

TELECOMMUNICATIONS SERVICE REQUEST (TSR)

DATE OF REQUEST	DATE TO BE COMPLETED BY	PRIORITY ☐ YES ☐ NO	PRIORITY JUSTIFICATION (IF YES)

UNIT NAME	NAME AND TELEPHONE NUMBER OF REQUESTOR

VIA:

TO: COMMANDING GENERAL, MCIEAST-MCB CAMLEJ
ATTN: G-6, TELECOMMUNICATIONS SUPPORT DIVISION
PSC BOX 20005
CAMP LEJEUNE, NC 28542

ATTN: TELECOM SUPPORT DIVISION, OFFICER

1. Detailed instructions for completing a TSR can be found at the TSD website: http://www.lejeune.marines.mil/OfficesStaff/telephone/tsr.aspx or by calling the Customer Support Section at 451-2531/3100.

2. Requests to Move, Add or Change (MAC) service must include a building diagram that clearly identifies the location of the service requested to include jack numbers.

3. The TSR must be submitted 45 days prior to the required service activation date, except for urgent mission driven command and control requirements. Completed TSRs can be sent to MCB_CAMLEJ_TSR@usmc.mil.

4. To submit a customer comment card, please visit our ICE web link at: https://ice.disa.mil/index.cfm?fa=card&sp=11069&s=113&dep=*DoD&sc=2

TELECOM WORK DETAILS AND COMPLETE JUSTIFICATION:

USER INFO (NAME)	PHONE#	E-MAIL

PRESENT LOCATION OF EQUIPMENT (BLDG#/RM#/PORT#)	PRESENT DIRECTORY LISTING (UNIT/ BILLET TITLE)
PROPOSED LOCATION OF EQUIPMENT (BLDG#/RM#/PORT#)	PROPOSED DIRECTORY LISTING (UNIT/ BILLET TITLE)

AUTHORIZING SIGNATURE	DATE SIGNED

DO NOT WRITE----------TSD OFFICIAL USE ONLY----------BELOW THIS LINE

WORK ORDER #	TSR#

REQUEST APPROVED BY	INVESTIGATIVE TIME	DATE INVESTIGATED	CAT	DUE DATE ☐ ON ☐ BY

FOR INVESTIGATOR USE ONLY

	TERMINAL	LOCATION	CA	PAIR	LUG	X-CONN	BLDG	CKT-DESIG
IN								
OUT								

Submit by Email Reset Form