

# ELMR SERVICE REQUEST (ESR) MCIEAST-MCB CAMLEJO 2305.5

**ESR Instructions:**

**Complete PART 1** to have ELMR radios belonging to your organization programmed / re-programmed. This includes initial programming of newly purchased radios, adding talk groups to your ELMR radios, or de-programming obsolete radios in preparation for disposal. If requesting to add talk groups/channels that are not controlled by your organization/unit, you will need to an authorization letter from the controlling organization identifying the talk groups/channels and the radio model / serial numbers to be programmed. Please provide the authorization letter with your ESR.

**Complete Part 2** to request temporary loan of ELMR radios. If you are requesting talk groups/channels that are not controlled by your organization/unit, you will need to an authorization letter from the controlling organization identifying the talk groups/channels and the quantities of temp loaned radios to be programmed. Please provide the authorization letter with your ESR.

**Submit** completed ESR via email to [mcieastelmr servicerequest@usmc.mil](mailto:mcieastelmr servicerequest@usmc.mil). Once the request is reviewed, you will receive a confirmation email that the request is approved/disapproved. For temp loan requests, you will also be provided a no earlier than date for pickup.

**Turn in and Pick up** of handheld radios will be conducted at Bldg 25, Room 104. Bldg 25 is near the intersection of McHugh Blvd and Cross Street, Camp Lejeune. Turn in and pickup should be conducted M-F 0700-1500.

**Questions** regarding completion of the ESR can be directed to MCIEAST G6, TSD, ELMR at 910-451-8446

**Note: PRC-153 radios CANNOT be programmed to utilize the MCI-East Trunking System.**

## PART 1: PROGRAMMING REQUEST

Contact Information			
Name	Phone	Email	Date
Unit/Organization:		Section	
ELMR Service Requirement			
Do you require another organization's Talk Group/Channel? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, from what organization?			
DESCRIBE SERVICE REQUEST IN DETAIL AND PROVIDE JUSTIFICATION			
Example: Request 14 handheld radios be re-programmed to add 2MARDIV G6's EVAL 1 Talk Group in support of 2/6 MCCRE from 1 September 2024 to 15 September 2024.			
RADIOS REQUIRING SERVICE			
(Please attach an additional page if more space is required)			
RADIO MAKE	RADIO MODEL	RADIO SERIAL #	
Ex: Motorola	Ex: XTS-2500	Ex: 407CJM0001	
RADIO LOCATION (If installed in a building)			
Unit	Section	Bldg #	Room #
VEHICLE (If a mobile radio)			
Plate #	Make	Model	Year

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## PART 2: TEMP LOAN REQUEST

Contact Information			
Name	Phone	Email	Date
Unit/Organization:		Section	
Temp Loan Requirement			
Event/Exercise Title	Start Date	End Date	
Requested Quantity of Radios:			
Do you require another organization's Talk Group/Channel? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, what organization?			
<b>LIST TALK GROUPS/CHANNELS REQUIRED</b>			
Example: Range Control, 2MARDIV EVAL 1, 2MARDIV EVAL 2			
Do you require new talk group(s) be created? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, please provide justification:			
Pickup POC Information			
Person Signing for Equipment		Requested Date/Time for Pickup	

(Rev. 3/25) PREVIOUS EDITIONS ARE OBSOLETE