

TELECOMMUNICATIONS SERVICE REQUEST (TSR)

DATE OF REQUEST		DATE TO BE COMPLETED BY		PRIORITY ☐ YES ☐ NO		PRIORITY JUSTIFICATION (IF YES)		
UNIT NAME (DIV, MEF, MCB, MIG, MLG, MAW, TECOM, etc. then BN and section)					NAME AND TELEPHONE NUMBER OF REQUESTOR			
VIA:				1. For detailed instructions on completing a TSR, call the Customer Support Section at 451-3100 / 451-2531 , or contact your local Telephone Control Officer (TCO). Completed TSRs must be sent to mcb_camlej_tsr@usmc.mil via your local TCO. 2. Requests to Move, Add, or Change (MAC) services must include a building diagram identifying the location of the service requested to include room and wall port numbers, and provided spreadsheet if more space is needed. 3. The TSR must be submitted 45 days prior to the required service activation date, except for urgent mission driven command and control requirements. 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				
TO: COMMANDING GENERAL, MCIEAST-MCB CAMLEJ ATTN: G-6, TELECOMMUNICATIONS SUPPORT DIVISION PSC BOX 20005 CAMP LEJEUNE, NC 28542								
ATTN: Telecommunications Support Division Director								
TELECOM WORK DETAILS & COMPLETE JUSTIFICATION: Must include phone number/s & details (Use provided spreadsheet if not enough space).								
USER NAME				USER PHONE#		USER E-MAIL		
CURRENT LOCATION (BLDG#/RM#/PORT#)				CURRENT BILLET TITLE				
PROPOSED LOCATION (BLDG#/RM#/PORT#)				PROPOSED BILLET TITLE				
AUTHORIZED TCO SIGNATURE				***TCO must authorize with signature***			DATE SIGNED	
DO NOT WRITE BELOW THIS LINE-----TSD OFFICIAL USE ONLY								
WORK ORDER #						TSR#		
REQUEST APPROVED BY			INVESTIGATIVE TIME		DATE INVESTIGATED		CAT	
							DUE DATE ☐ ON ☐ BY	
FOR INVESTIGATOR USE ONLY								
IN	TERMINAL	LOCATION	CA	PAIR	LUG	X-CONN	BLDG	CKT-DESIG
OUT								

COLOR LEGEND: User completed info TCO completed info Guidance/Requirements Important Date

Modified 8/26/2025 for MCI-East, MCB Camp Lejeune, G-6, TSD Internal Use