**Instructions for completing a Telephone Service Request (TSR)**

**User / Requestor Responsibility**

1. “Date of Request” – Fill in today’s date.
2. “Date to be Completed By” – 45 days from date of request (unless prior coordination with Base Telephone has been approved).
3. “Priority” and “Priority Justification” – Fill in information if approved.
4. “Unit Name” – Fill in your unit (i.e. Div, 2/6, HQ Co, S-4)
5. “Name and Telephone Number of Requestor” – Fill in if you are requesting service
6. “Telecom Work Details & Complete Justification” – Fill in with phone number/s and locations with details for requested services. \*\*\*Use provided spreadsheet/s if information does not fit in space provided\*\*\*
7. “User Name” “User Phone #” “User Email” – Fill in information for end user (can be same as requestor)
8. “Current Location” – Fill in current bldg., room, port for phone
9. “Current Billet Title” – Fill in current billet assignment for phone
10. “Proposed Location” – Fill in proposed bldg., room, port for phone
11. “Proposed Billet Title” – Fill in proposed billet assignment for phone

**TCO Responsibility**

1. “Authorized TCO Signature” – Must be digitally signed by ***TCO only!***
2. “Date Signed” – Fill in date when signed

**\*\*\*\*\*If you have questions while filling out the TSR, contact your local TCO or call Customer Service at 910-451-3100 or 910-451-2531\*\*\*\*\***

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