



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 2305.5C
G-6/TSD

14 MAR 2025

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
2305.5C

From: Commanding General
To: Distribution List

Subj: MANAGEMENT, OPERATION AND MAINTENANCE OF THE BASE
TELECOMMUNICATIONS SYSTEM

Ref: (a) SECNAVINST 5200.45
(b) MCO 4400.150
(c) UFGS 27 10 00, "Building Telecommunications Cabling System," 1 April 2022
(d) UFGS 33 82 00, "Telecommunications Outside Plant (OSP)," 1 January 2022
(e) DoD 7000.14-R, "Department of Defense Financial Management Regulation," May 2019
(f) MCO 7300.21B
(g) CJCSI 6211.02D, "Defense Information Systems Network (DISN) Responsibilities," 24 January 2012
(h) DoDI 1015.10 CH 1 "Military Morale, Welfare, and Recreation (MWR) Programs," July 6, 2009
(i) MCIEAST-MCB CAMLEJO 5560.2B

Encl: (1) Telecommunications Service Request (TSR)
(2) Enterprise Land Mobile Radio Service Request
(3) MCIEAST-MCB CAMLEJ Spectrum Radio Frequency Request
(4) MCIEAST-MCB CAMLEJ Electromagnetic Interference Report
(5) Electromagnetic Environmental Effects (E3) Study Request Guide

1. Situation. The Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ)/Marine Corps Air Station New River (MCAS NR) Complex telecommunications infrastructure provides users with data transport, Defense Switched Network (DSN) and commercial telephone service, Radio Frequency (RF) spectrum management and support, and Enterprise Land Mobile Radio System (ELMR) service.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

a. Telephone Service. Telephone Service is provided to users via the Base Telecommunications Infrastructure (BTI). The BTI is an administrative telephone system providing official telephone service to all tenant commands, government agencies, inter-service subscribers, and government contractors. The BTI also provides unofficial/reimbursable service to contractors, Bachelor Officer Quarters, and limited family quarters. The Local Exchange Carrier provides commercial telephone service to the Family Housing areas.

b. ELMR System. The ELMR system is designed to provide a reliable, unimpeded, immediately available, survivable, secure, and interoperable digital wireless communications system to support Public Safety-First Responders and Security Force members in safeguarding life and property in conjunction with Anti-terrorism/Force Protection, disaster response and homeland defense initiatives. Additionally, the ELMR system supports requirements between Marine Corps first responders, Installation Command and Control Representatives in mutual aid operations with external Federal, state, and local government management, public safety and emergency management agencies and services. Excess capacity on the ELMR system network is also used to support operational requirements of tenant commands and organizations.

c. Spectrum/Frequency Management. Spectrum/Frequency Management is the process of regulating the use of RF spectrum to promote efficient use without interference and to prevent mishaps. MCIEAST is the regional authority tasked with providing support and oversight to subordinate installations within MCIEAST. Subordinate Commanders, Department Heads and Tenant Organizations will coordinate spectrum requirements prior to procurement, installation, and/or activation of any device that utilizes radio frequencies.

2. Cancellation. MCIEAST-MCB CAMLEJO 2305.5B.

3. Mission

a. In accordance with references (a) through (i), this Order establishes the policies, procedures and guidance for operation and maintenance of the MCB CAMLEJ/MCAS NR Complex Telecommunications Infrastructure.

b. Summary of Revision. This Order has been revised and it should be thoroughly reviewed to ensure current policies and procedures are being followed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Publish the guidelines for the operation and maintenance of the MCB CAMLEJ/MCAS NR Complex Telecommunications Infrastructure.

14 MAR 2025

(2) Concept of Operations

(a) Telecommunications Services, under this Order, are provided to users via a combination of government owned, government leased, or government contracted systems. Authorized users are permitted to request modification to their level of service in accordance with the references using the appropriate enclosure.

(b) The Director, Telecommunications Support Division (TSD), MCIEAST-MCB CAMLEJ G-6, is responsible for administering the operation and maintenance of the base telecommunications infrastructure and controlling services to include, but not limited to:

1. Planning, programming, budgeting, and coordinating telecommunications infrastructure and distribution systems installation, maintenance, and upgrades.

2. Installation, relocation, and disconnection of telecommunications systems, terminations, and associated equipment.

3. Ensuring subscribers use the telecommunications infrastructure in accordance with all applicable orders.

4. Ensuring proper maintenance of telecommunications infrastructure.

5. Processing telephone toll charges and billing reports.

6. Reviewing Designs from Naval Facilities Engineering Command (NAVFAC), assisting in government Quality Assurance, Testing, and Certification of contractor installed telecommunications infrastructure. Providing any findings or reports to NAVFAC and the Resident Officer-in-Charge-of-Construction.

7. Reviewing RF Spectrum Requests.

8. Managing the operation and maintenance of the ELMR Systems Network.

9. Submit for the accreditation of telecommunications distribution systems.

10. Providing electronic maintenance support for specified elements of MCIEAST-MCB CAMLEJ and MCAS NR, and Radio infrastructure maintenance at RF towers and sites.

b. Commanders, Department Heads, Tenant Organizations and Contractors:

(1) Be guided by the policies contained in the references and those established herein and shall ensure that telecommunications services are used in strict compliance.

(2) Appoint in writing a Telecommunications Control Officer (TCO) at each Major Subordinate Command, who will be a Staff Noncommissioned Officer (SNCO) or civilian equivalent or higher. The TCO shall:

(a) Function as the single consolidation point for reviewing all Telecommunications Service Request (TSR) for submission by their organization.

(b) Serve as the primary point of contact for TSRs, status requests and actions submitted by the command.

(c) Provide notification to TSD, at least 45 days in advance, of any unit actions that may affect the telecommunications and distribution systems (unit relocations, expansion, reorganization, etc.)

(d) Train personnel in telephone control procedures.

(e) Provide required changes for the Camp Lejeune Telephone Directory that affects their unit or subordinate units i.e. re-organization, unit disbands, phone number added, phone number change. The Directory will be published electronically once during the calendar year on or about 1 July. Updates will be submitted by 15 January.

(f) When newly appointed, conduct an in-person turnover with TSD staff and attend periodic TCO training to be familiarized with common procedures and responsibilities.

(3) Ensure enclosure (1), TSR, is submitted via assigned TCO, for any action that involves a modification to telecommunications infrastructure, telecommunications devices, or instruments. A TSR is the basis for all telecommunications record keeping and is critical to maintaining accurate information for 911 location services as well as load planning and engineering of the telecommunications infrastructure.

(4) Ensure accountability of TSD issued equipment including Internet Protocol telephone sets, telecommunication network equipment, video teleconferencing terminals and radios issued by MCIEAST-MCB CAMLEJ G-6. This accountability will be accomplished by using appropriate Accountable Property System of Record in accordance with references (a) and (b).

(5) Ensure the use of measures to prevent telephone fraud from occurring. Telephone fraud is use of any official telephone service for unofficial purposes that causes a charge to the government:

(a) Persons identified as using official telephone service for unofficial purposes that results in charge to the government will be required to report in person to Building 24, Telephone Billing and Accounts to reimburse the government for any incurred charges. Call (910) 451-5521 for appointment.

(b) Payment of the charges does not absolve the unauthorized user from any disciplinary action their commander may impose.

(6) Personal use of official telephone systems may be allowed under the following conditions:

(a) Calls do not adversely affect performance of the service member/employee's official duties or the mission of the employee's organization.

(b) Unofficial calls are of reasonable duration and frequency.

(c) Calls are time sensitive and cannot be made after working hours.

(d) Personal calls must not result in a charge to the government unless authorized by the unit commander. Personal calls resulting in charges to the government may be recouped by the installation.

(e) Calls for information assistance are prohibited if they incur a charge to the government unless for official government business and authorized by the unit commander.

(f) Calls to 1-900 numbers and other similar toll calls are strictly prohibited.

(7) Conserve telephone resources by following the below guidelines:

(a) Ensure only the minimum quantity and type of telephones, consistent with the mission of the organization, are requested and installed.

(b) Request removal of infrequently used telephones. Particular attention will be given to the removal of telephones in buildings vacated by the unit or organization.

(c) Requests for service additions or relocations should be based on mission essential requirements. Movement or realignment of existing service that is not directed by the Major Subordinate Command (MSC) or higher will be the funding responsibility of the requesting command.

(d) Submit a TSR for the suspension of official telephone service for all lines not in use during a unit deployment. All unused telephone devices and equipment will be removed and stored by the deploying unit upon suspension. Official telephone service will be reactivated after TSD receives an approved TSR for line reactivation at the completion of unit deployment. The unit will be financially responsible for telephone equipment lost or unable to be accounted for at the end of the deployment. Lines will not be reactivated until equipment is replaced by the assigned unit.

(8) Ensure Remote Access Service (REMAC) is used in accordance with the following conditions:

(a) REMAC provides the subscriber the ability to use the Defense Switched Network service regardless of their location. The REMAC code enables a telephone to simulate the user's official government phone provided the user's phone can call the Camp Lejeune REMAC telephone number. REMAC codes are directly associated with the users existing official telephone aboard Camp Lejeune. This service is for official business only. REMAC codes are to be protected by the user, as they are solely responsible for unauthorized use.

(b) REMAC calls can originate from any phone capable of calling Camp Lejeune and can be placed to any DSN number provided the user has the proper class of service.

(c) REMAC codes will only be issued to Officers, SNCO's and authorized civilian personnel. REMAC codes can be requested using a standard TSR and are assigned to a specific individual. The request must include the requesting user's name, rank and last four number of the individual's Electronic Data Interchange Personal Identifier (EDIPI), to whom the number will be issued. REMAC codes are not authorized for re-issue or transfer and are only valid for one year, after which they will expire. At the end of the valid period, a new REMAC code must be requested. Requests must be made by TSR 30 days prior to the expiration date.

(9) Inform the Director, TSD of any changes that will have an impact on Telecommunications/Communications Distribution support.

(10) Shall not add, delete, or modify any base owned telecommunications infrastructure aboard the Installation:

(a) Modifications to the Telecommunications Cable Infrastructure and internal building wiring may compromise system integrity and can only be approved by the Director, TSD.

(b) Access to the telecommunications duct and maintenance hole system is limited to TSD personnel unless specifically authorized by the Director, TSD.

(c) Access to telecommunications rooms, spaces and terminals is limited to personnel officially authorized by the Director, TSD.

(d) Non-Information Technology (IT)/Telecommunications equipment shall not be placed in telecommunications rooms or spaces. Unauthorized equipment will be confiscated and will only be returned to the organization upon receipt of an official request from the Commanding Officer assigned cognizance over the facility.

(e) Building premises cabling and infrastructure will only be wired/installed/modified by TSD personnel unless specifically authorized in writing by the Director, TSD. All modifications to infrastructure will strictly adhere to the specifications outlined in references (c) and (d) as well as the local MCB CAMLEJ 27 10 00 specifications. Contact the Director, TSD for copies of the local telecommunications specifications.

(f) Building telecommunications services will not be extended outside or off premises for use in field events or garrison training without written approval from the Director, TSD.

(g) Any agency/organization coming aboard the Installation to install telecommunications infrastructure that is not subordinate to MCIEAST-MCB CAMLEJ G-6 is required to obtain an appropriate Support Agreement/Memorandum between their agency and the Commanding General (CG), MCIEAST-MCB CAMLEJ that outlines the specific conditions under which they are installing infrastructure and either acknowledges strict adherence to references (c) and (d), or acknowledges relief of MCIEAST-MCB CAMLEJ from all support and financial responsibility.

(h) Any command, agency or organization aboard the Installation needing to perform underground construction work requiring digging, excavating, drilling, staking, or any other activity that poses a risk to the underground telecommunications infrastructure is required to have current utility locates from an authorized locator service. Locates older than 14 calendar days shall not be considered current. TSD is only authorized to provide locates for other Camp Lejeune utility divisions and commands; all outside agencies shall be required to use a licensed utility locator service. Agencies that damage underground telecommunications infrastructure shall be held financially responsible for damages incurred from

digging activities aboard the Installation. ALL Organizations must also contact 811 for the location of commercial services aboard base.

(11) Will request new or modified ELMR system service by submitting enclosure (2).

(12) Will request RF Spectrum support utilizing the below process:

(a) Requestors will submit enclosure (3) to the MCIEAST Spectrum Management Office (SMO). Standard processing time for frequency authorization is 90 to 120 calendar days to allow for processing through the Navy and Marine Corps Spectrum Office, Atlantic (NMCSO LANT.)

(b) External requestors must submit a Feasibility of Support Message to MCIEAST-MCB CAMLEJ G-3/5 for coordination. Once the frequency is allocated and assigned, the MCIEAST-MCB CAMLEJ SMO will provide a RF Assignment to the requestor. Standard processing time for frequency authorization is 90 to 120 calendar days to allow for processing through NMCSO LANT.

(13) Submit an Electromagnetic Interference (EMI) Form, enclosure (4), when EMI is suspected.

(14) Submit an Electromagnetic Environmental Effects (E3) Study using Enclosure (5) whenever installing or employing a radio frequency emitting device (antenna or transmitter) to ensure appropriate review of potential Hazards of Electromagnetic Radiation to Ordnance (HERO), Hazards of Electromagnetic Radiation to Personnel (HERP), and Hazards of Electromagnetic Radiation to Fuel (HERF) characteristics and risks are identified, documented, and mitigated:

(a) An E3 study is required for all spectrum-dependent equipment, to include Wi-Fi and Distributed Antenna System wireless technologies. The purpose of the study is to minimize and mitigate harmful hazards of electromagnetic radiation to Ordnance (HERO), Personnel (HERP), and Fuels (HERF).

(b) E3 compliance is also a requirement by the Base/Station Explosive Safety Officer.

(c) Requesting organizations will submit a E3 study request, as described in enclosure (5), to the Naval Surface Warfare Center Dahlgren Division (NSWCDD) prior to installing spectrum-dependent equipment.

(d) In some cases, requesting organizations will be required to provide funding to NSWCDD for E3 studies. In general, funding will be necessary for fixed systems that require HERO emissions control bill updates, systems with extensive HERP/HERF

restrictions, or systems are to be installed in 10 or more fixed locations. Funding is generally not required for low-power systems such as Wi-Fi devices to be installed in non-ordnance buildings. Specific funding requirements will be provided by NSWCDD upon review of the E3 study request.

(e) The MCIEAST Spectrum Management Office will assist with drafting E3 study requests, as required.

c. Coordinating Instructions

(1) Classes of Telephone Service

(a) Class DSN. Telephones authorized for conducting official government business. This class of service provides access to the Defense Switched Network for DoD station to station calls within the Continental United States (CONUS) only. DSN Worldwide (OCONUS) service will only be provided for Class A telephones.

(b) Class A (Official). Telephones authorized for conducting official government business. This class of service provides access to the Public Switched Telephone Network (PSTN), and may be tailored to meet the user's requirements. Acceptance of collect calls is not authorized.

(c) Class A Restricted (Official). Telephones authorized for conducting official government business but will be limited to the local PSTN area and 1-800 dialing. Acceptance of collect calls is not authorized.

(d) Class B (Unofficial). Telephones authorized for conducting unofficial business. This service may be reimbursable by the user to the government depending on the category of business being conducted and may be tailored to meet the user's requirements. Access to the PSTN may also be authorized.

(e) Class C (Official Restricted). This class of service is for official government business but is restricted to on-station calling only. Acceptance of collect calls is not authorized.

(2) Allocation of Class A Telephone Service

(a) In order to properly manage voice services leaving the Base and to prevent denial of service for official traffic, single Billing Account Codes (BAC) will be allotted a proportionate amount of commercial or DSN access based on the official mission of the organization. Official customers are highly encouraged to use the DSN for calls between DoD installations. Class A lines should be limited to 15% as a standard proportion. Requests for additional access will be considered upon receipt of a TSR from the unit TCO.

(b) TSD Personnel will conduct an annual audit of each BAC to ensure optimum operating capacities are maintained.

(3) Telephone Charges (Official)

(a) The ability to place officially approved commercial long-distance calls in CONUS will be provided to Class A subscribers. Commercial long-distance calls placed to OCONUS that are not for official business will be billed to the customer's BAC for payment.

(b) Collect calls and third-Party billing charges are not authorized. Should such charges be incurred, the unit commander will be required to reimburse the MCIEAST-MCB CAMLEJ G-8/Comptroller's office upon notification.

(c) Toll Free Service fees may be provided for official requirements when justified for official tenant missions. Incurred charges may be reimbursable depending on the agreement between the tenant organization and MCI East via the G7 Support Agreements Branch.

(4) Charges for Class B Telephone Service

(a) Non-Appropriated Fund activities and subordinate unofficial commercial entities will reimburse the MCIEAST-MCB CAMLEJ G-8/Comptroller for telephone service in accordance with references (e) through (h) and paragraph 4(c) of this section. When applicable, reimbursement will include infrastructure support, basic service charges, toll free services, relocation, reconnection, and toll charges that are incurred by use of the telephone service. The MCIEAST-MCB CAMLEJ G-8/Comptroller will manage all charges and reimbursable accounts.

(b) Unofficial commercial entities requiring telephone service will request services through submission of a TSR in person at Building 25, or via email to the TSD organizational mailbox MCB_CAMLEJ_TSR@usmc.mil. To qualify for reimbursable service the applicant must be authorized to conduct business from a fixed location aboard the Installation. The effective billing period is considered to be from the date of installation until receipt of a request for termination of service. Requests to terminate service must be received via TSR by the same means outlined above 45 days prior to the requested service termination date.

(c) Unofficial Telephone Subscribers

1. Unofficial telephone subscribers are required to pay for service one year in advance to the MCIEAST-MCB CAMLEJ G-8/Comptroller's Office.

2. Bills that are not paid promptly, per MCIEAST-MCB CAMLEJ G-8/Comptroller, will result in immediate service termination after notification by the Comptroller.

3. Service subscribers who are delinquent on payment of their telephone bill will receive a warning letter from the MCIEAST-MCB CAMLEJ G-8/Comptroller's office advising of the intent to terminate service within a specific time due to non-payment. After the advised time ends with continued non-payment, service will be terminated without warning.

4. Unofficial telephone subscribers will have their accounts cleared before vacating quarters or facilities. Requests to terminate service must be made by submitting a TSR at Building 25 a minimum of 10 days before vacating. If a termination TSR is not submitted, the customer will continue to incur charges.

5. Unofficial telephone service is provided by MCIEAST-MCB CAMLEJ TSD without guarantee of quantity or quality of service external to the MCB CAMLEJ/MCAS NR complex. TSD will not provide service rebate for any service outage external to the Installation.

6. Toll Free Service shall not be provided to unofficial subscribers.

(5) Monitoring Conversations

(a) Unless authorized by statute, regulation or lawful authority, the use of electronic and/or mechanical monitoring and recording devices to intercept voice telephone conversations and communications is unauthorized and will not be connected to telecommunications equipment or facilities that are part of the base telecommunications/IT network.

(b) Unless authorized by statute, regulation, or other lawful authority, monitoring of telephone conversations by administrative assistants, executive assistants, or other personnel for recording appointments, planning, helping with commitments or assuring adequate follow-up is permitted only after callers have been notified and given their approval.

(6) Requests for Service

(a) It is the responsibility of the unit commander to limit unnecessary moves or relocation of terminal equipment for reasons of convenience.

(b) A TSR must be submitted at least 45 days prior to the requested date of service installation, movement, or disconnection. This advance submission is necessary to provide adequate time to investigate the request, order and receive materials, and to prioritize and schedule work. TSR's will be processed in the following order:

1. Mission essential/MSC directed.
2. Unit deployments and unit returns.
3. Fiscal accounts.
4. Field exercises.
5. New circuit installations.
6. All others not listed.

(c) Points of contact listed on the TSR will be notified of all actions and requirements associated with the request. The point of contact listed on the TSR must be knowledgeable of the request to be able to discuss it in detail and walk the TSD field representative through the work area(s) to be affected.

(7) Requests for Telephone Call Records. Due to the protected nature of telephone call records, "Detailed Call Records" will only be provided under the following circumstances:

(a) Criminal Investigative Division or Naval Criminal Investigative Service with a digitally signed email from the Special Agent in Charge to the Director, TSD.

(b) Investigating Officers from commands with court-martial convening authority. The IO must provide an appointment letter from the Commanding Officer/CG and must request in writing or in digitally signed email to the Director, TSD.

(c) With a Freedom of Information Act (FOIA) Request through the FOIA Coordinator, MCIEAST-MCB CAMLEJ G-1. The FOIA Coordinator will define the scope of the request to the Director, TSD.

(8) Requests for Voicemail Password Reset. Users shall dial (910) 451-1114 Option 1 during normal business hours from the phone that requires the password reset. If the user is teleworking or otherwise unable to dial from the base provided phone, an email request to [MCB CAMLEJ TSR@usmc.mil](mailto:MCB_CAMLEJ_TSR@usmc.mil) from an official email account may be accepted once verified as an authorized user of the phone.

(9) Telephone Service in Support of Deployed Units, Exercises and Operations

(a) Units may use the DSN service to place Health, Morale, and Welfare calls. When used from OCONUS, usage is governed by reference (g) and must be approved by appropriate Combatant Commander. Individuals may use DSN to place Health, Morale, and Welfare calls by

dialing 312-751-6262. Calls should be limited to 15 minutes in duration and may not incur a toll charge to the government.

(b) A Class C DSN line is installed in the vicinity of each Training Landing Zone and range. A TSR is required to activate/deactivate services at training locations. It is the using unit's responsibility to extend service from the pedestal to the location where the service is required within the training area. It is advised that units conduct an operational check of the line at least two days before service is required. If using unit observes any issues with service, the unit should contact the TSD Trouble Desk immediately at (910) 451-1114 Option 1.

(c) Units requiring additional service should submit an additional TSR as outlined previously in this Order.

(10) Unit Directory Information. Commands are responsible for the accuracy of their respective telephone directory information. Changes to the organizational listing must be submitted to TSD and will be published in the annual directory reconciliation. Changes will be submitted no later than 15 January and the directory will be electronically published in July. Changes will be submitted by TSR to properly account for changes that can affect the 911 system.

(11) Leased Telecommunications Service

(a) Telephone service for military activities operating outside the boundaries of Camp Lejeune are leased from the Local Exchange Carrier serving the area.

(b) Any changes to leased service must be accomplished by contract modification or separate contract. All changes will be in accordance with the references.

(c) Special Purpose circuits, as well as private or commercial networks, will be distributed by TSD personnel, and will be billed a flat monthly fee per circuit.

(12) Field Use Restrictions

(a) Field wire/cable will not be placed on base utility poles, on any building in a temporary or expedient manner without the approval of the Director, TSD. Request for temporary installation will be submitted by TSR. If approved, installation will be supervised by a TSD investigator.

(b) Any wire/cable suspended more than three feet above the ground will be secured to a steel messenger cable.

(c) The use of overhead steam lines, power cables, or fences to support wire/cable is prohibited.

(d) All field wire/cable crossing over roads will be placed in a "speed bump" type cable guard. Loose cable across any roadway is prohibited.

(e) All wire placed along paved roads will be placed on the back slope of the ditch and will be removed immediately following the exercise conclusion.

(13) Maintenance of Telecommunications Equipment and Facilities

(a) The Base Telecommunications Infrastructure (BTI) is maintained and operated by the MCIEAST-MCB CAMLEJ G-6, TSD. All equipment and devices connected to the BTI are the property of the CG MCIEAST-MCB CAMLEJ. Only authorized members of TSD will service, install, move, remove and/or interfere with any component or facility of the BTI.

(b) Detection of illegally installed, relocated, or tampered with telecommunications terminals, instruments and equipment may result in the immediate termination of service. Service will be restored at the discretion of the Director, TSD upon receipt of a TSR explaining the circumstances of the offending action, corrective actions and requesting restoration of service.

(c) Only TSD provided telephones/telecommunications instruments/equipment, or those approved by the Director TSD, will be connected, or attached to the BTI. Cordless phones are by nature a security risk, are prohibited for discussion of Personally Identifiable Information (PII) or Health Insurance Portability and Accountability Act (HIPAA) information and are prohibited without written authorization from the TSD Director. Unauthorized equipment found connected or attached to the BTI will be disconnected and confiscated. Equipment will be returned, and service will be restored at the discretion of the Director, TSD upon receipt of a TSR explaining the circumstances of the offending action, corrective actions and requesting restoration of service. Confiscated equipment will be tagged with date equipment was confiscated, building/facility number, customer name, and phone number. Unauthorized equipment will be held by TSD for a period of 30 days. If TSR for the restoration of service and/or return of unauthorized equipment is not received within 30 days from the date of confiscation, the equipment will be disposed of.

(d) Digging, excavation, or driving posts or pilings is prohibited without the approval of the Director, TSD and requires all appropriate digging permits to be approved prior to requesting approval from the Director, TSD and shall be conducted as detailed in section 4b (10)h of this order. Work must be started within 14 days of utility locates being performed.

(e) Multiple devices on the same telephone line are not authorized. Requests for multiple appearances of the same phone number on different devices may be authorized when feasible.

(f) Report telephone troubles found during regular business hours by calling (910) 451-1114 option 1.

(g) Spaces within buildings reserved for the use of TSD and other G-6 divisions will not be used by the building tenant for any reason. This includes Telecommunication Rooms (TR) and the equipment racks and cabinets within the space. When G-6 equipment enclosures are located within a workspace, a three-foot clearance will be maintained by the tenant. This space will be marked by TSD with black and yellow surface marking tape.

(14) Telecommunications Pathways, Spaces, and Cabling

(a) In an effort to ensure standardization, quality of materials, commonality, efficiency in maintenance, and efficiency in acquisitions, all parts and materials installed in telecommunications pathways and spaces require approval of the Director, TSD prior to installation. Substitute, non-standard configured parts and materials will not be approved for use, nor will they be supported by TSD personnel in the event of failure unless codified in a Support Agreement.

(b) References (c) and (d), as well as all other applicable references will be adhered to for all telecommunications and IT installations, upgrades and repairs conducted aboard the MCB CAMLEJ/MCAS NR complex.

(c) TSD does not perform conduit installation for Protected Distribution Systems or any other application requiring anything more than a jack to ceiling installation. Requests for conduit installation, other than military construction or renovation, should be sent to the servicing Facilities Maintenance organization with a previously approved floorplan from TSD.

(d) Distribution of all infrastructure and telecommunications circuits will be from Area Distribution Nodes aboard the Installation. There will be no services extended from buildings aboard the Installation. Commands, tenant organizations, visiting agencies/organizations and installation sponsors shall perform the requisite amount of planning, engineering, and design to prevent last minute requirements and subsequent deviation from this policy.

(15) Telecommunications Restoration Priorities

(a) Emergency Telephones, including Fire Department, Police Department, and Armory Intrusion Detection System lines.

(b) Critical Circuits as identified by MSC's.

(c) Duty/Watch phones.

(d) Building-wide outages.

(e) All other outages not listed or categorized.

(16) Secure Telephone Equipment. Organizations with classified spaces should only use Telephone Security Group approved devices. Organizations shall coordinate with TSD prior to procurement of any telephone equipment. Requesting organization is responsible for procurement and sustainment of the Telephone Security Group approved sets.

(17) Telephone Instruments. Types and quantities of telephone instruments will be determined by the available infrastructure supporting the customer's building. Requests for specific instruments (Voice Over Internet Protocol, Analog Sets) will be considered during the investigatory and planning process but cannot be guaranteed. Requests for specific instruments will not be entertained if the facility's existing telecommunications infrastructure requires significant modification to support the request.

(18) Telephone Operators. The telephone system has operators on duty from 0700 - 1800 Monday through Friday. These operators reside aboard Marine Corps Air Station Cherry Point. Operators are instructed to be courteous and respectful. Operators are prohibited from entering conversations other than those of an official nature. Operators do not provide personalized services such as time checks or wake-up calls.

(19) Obscene/Abusive/Threatening Telephone Calls. Obscene/Abusive/Threatening phone calls are illegal and will be reported to the Provost Marshalls Office by dialing 911.

(20) Nuisance Calls. Nuisance calls are defined as general harassing calls of a non-threatening nature that disrupt the routine use of the voice services provided by TSD. These may include spam, telemarketing, and hang-up calls. Nuisance calls shall be reported during normal business hours to the TSD help desk at (910) 451-1114 option 1. The calls will be investigated and validated by TSD to determine an appropriate action to reduce or eliminate the disruption.

(21) Physical Security. Physical security measures commensurate with all Marine Corps Mission Assurance and Physical Security orders will be implemented by TSD to prevent, mitigate, or

minimize the effects of any unintended destruction or malicious attack on telecommunications and information systems.

(22) Parking for TSD Vehicles. Per reference (i), TSD vehicles are allowed to park on the grass or other non-designated parking areas when other parking is not available or feasible in the performance of their duties. Careful consideration is given prior to vehicles traveling or parking in any undeveloped areas.

5. Administration and Logistics

a. Comments or Recommendations for Improvement. Comments or recommendations regarding telecommunications service and policies should be submitted through the Interactive Customer Evaluation website found at https://ice.disa.mil/index.cfm?fa=card&sp=11069&s=113&dep=*DoD&sc=2

b. Requests for Service

(1) TSR. Moves, adds, or changes to telecommunications service are requested via enclosure (1) and will be submitted via the unit appointed TCO to [MCB CAMLEJ TSR@usmc.mil](mailto:MCB_CAMLEJ_TSR@usmc.mil).

(2) DISA Support. All tenants requiring DoD Information Services Agency Services aboard the installation shall coordinate requests with the TSD Node Site Coordinator for local support via the [TSR MCIEAST@usmc.mil](mailto:TSR_MCIEAST@usmc.mil) mailbox. Failure to coordinate services ahead of time will result in delayed implementation of services.

(3) REMAC Service. REMAC Codes must be requested via TSR. The request must include the name, rank, and last four numbers of the EDIPI number of the individual to whom the code will be issued and must contain the telephone number the service is associated with.

(4) ELMR System Service Requests. New or modified ELMR System service will be requested by submitting an MCIEAST ELMR System Service Request using enclosure (2) to MCIEAST_ELMR_SERVICE_REQUEST@usmc.mil.

(5) RF Spectrum Requests. RF Support will be requested via the following process:

(a) MCIEAST users initiate spectrum support requests via enclosure (3). Request form is sent to [MCIEAST Spectrum@usmc.mil](mailto:MCIEAST_Spectrum@usmc.mil) and routed to the MCIEAST-MCB CAMLEJ SMO. Standard processing time for spectrum assignment is 90 to 120 days due to the requirement to process through the NMCSO LANT.

(b) External users must submit a Feasibility of Support message to MCIEAST-MCB CAMLEJ G-3/5 for coordination. Once received by the MCIEAST-MCB CAMLEJ SMO from the G-3/5, the timelines identified in the previous section apply.

(6) EMI Resolution Requests. If RF interference is encountered or suspected, organizations will submit enclosure (4), to MCIEAST Spectrum@usmc.mil.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ Departments, MCB CAMLEJ, MCAS NR personnel and tenant commands.

b. Signal. This Order is effective the date signed.



D. K. BURROWS
Chief of Staff

Distribution:

A/C (plus H&S Bn, MCAS NR, and WTBN)

Reporting Requirement: DD-1746-01

TELECOMMUNICATIONS SERVICE REQUEST (TSR)

DATE OF REQUEST	DATE TO BE COMPLETED BY	PRIORITY <input type="checkbox"/> YES <input type="checkbox"/> NO	PRIORITY JUSTIFICATION (IF YES)					
UNIT NAME		NAME AND TELEPHONE NUMBER OF REQUESTOR						
VIA:		<p>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.</p> <p>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.</p> <p>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.</p> <p>4. To submit a customer comment card, please visit our ICE web link at: https://ice.disa.mil/index.cfm?fa=card&sp=11000&s=113&dep=DoD&so=2</p>						
TO: COMMANDING GENERAL, MCEAST-MCB CAMLEJ ATTN: G-6, TELECOMMUNICATIONS SUPPORT DIVISION PSC BOX 20005 CAMP LEJEUNE, NC 28542		ATTN: TELECOM SUPPORT DIVISION, OFFICER.						
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 <input type="checkbox"/> ON <input type="checkbox"/> BY				
FOR INVESTIGATOR USE ONLY								
	TERMINAL	LOCATION	CA	PAIR	LUG	X-CONN	BLDG	CKT-DESIG
IN								
OUT								

ELMR Service Request (ESR)

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 mcieastelmservicerequest@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

<u>Contact Information</u>			
<u>Name</u>	<u>Phone</u>	<u>Email</u>	<u>Date</u>
<u>Unit/Organization:</u>		<u>Section</u>	
<u>ELMR Service Requirement</u>			
<u>Do you require another organization's Talk Group/Channel?</u> <input type="checkbox"/> No <input type="checkbox"/> Yes			
<u>If yes, from what organization?</u>			
<u>DESCRIBE SERVICE REQUEST IN DETAIL AND PROVIDE JUSTIFICATION</u>			
<u>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.</u>			
<u>RADIOS REQUIRING SERVICE</u>			
<u>(Please attach an additional page if more space is required)</u>			
<u>RADIO MAKE</u>	<u>RADIO MODEL</u>	<u>RADIO SERIAL #</u>	
<u>Ex: Motorola</u>	<u>Ex: XTS-2500</u>	<u>Ex: 407CJM0001</u>	
<u>RADIO LOCATION (If installed in a building)</u>			

14 MAR 2025

<u>Unit</u>	<u>Section</u>	<u>Bldg #</u>	<u>Room #</u>
VEHICLE (If a mobile radio)			
<u>Plate #</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>

PART 2: TEMP LOAN REQUEST

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

Enclosure (2)

MCIEAST-MCB CAMLEJ Spectrum Radio Frequency Request

Instructions

- Standard processing time for frequency authorizations is **60 to 90 days**, once they are submitted from this command to the Navy and Marine Corps Spectrum Office Atlantic (NMSCO LANT). **Increased lead-times may be required in support of complex systems** (e.g. Experimental systems, Unmanned Aerial/Ground/Unmanned-Underwater-Vehicle systems (UAS/UGS/UUV), Counter-Radio-Controlled-Improvised-Explosive-Device-Electronic-Warfare (CREW) systems, Electronic Attack (EA) and Electronic Warfare (EW) systems)
- **One Worksheet for each frequency per Transmitter**. If more than one worksheet is required for a project then identify the entire project in the Project/Circuit Number block of each worksheet.
- Submit completed requests to the unclassified MCIEAST-MCB CAMLEJ Spectrum Management Office (SMO); MCIEAST_Spectrum@usmc.mil.
- All classified requests must be sent via a classified network (e.g. SIPRNET).
- Contact the MCIEAST SMO if you have any questions regarding this form.
[Mr. Mark Johnson: DSN: 751 / Commercial: \(910\) 451-2731 / Email \(NIPR\): mark.johnson2@usmc.mil / Email \(SIPR\): mark.johnson@usmc.smil.mil](mailto:mark.johnson2@usmc.mil)
[Mr. Matthew Bishop: DSN: 751 / Commercial: \(910\) 451-5788 / Email \(NIPR\): matthew.g.bishop@usmc.mil / Email \(SIPR\): matthew.g.bishop@usmc.smil.mil](mailto:matthew.g.bishop@usmc.mil)

Administrative Information

Command Name (Unit/Organization/Activity)	
Point Of Contact POC Name, Rank/Title, Commercial and DSN Telephone number, email, and official mailing address.	
Project/Circuit Name Provide project or circuit name	
Classification Will this record be classified? Mark sections with classification markers (e.g. (U) for Unclassified, (C) for Confidential, and (S) for Secret.) Note: All classified requests must be sent via a classified network (e.g. SIPRNET).	
Usage Period List the amount of daily Use (e.g. 24 hours, nightly, etc.).	
Required Start Date What is the earliest date frequency support is required.	
End/Completion Date What is the last date frequency support is required?	
Temporary/Permanent How long do you require the frequency for? Is this request for a Permanent or a Temporary Assignment? (Temporary Assignments are not to exceed 90 days)	

Enclosure (3)

Transmitter Information

<p>Frequency What is the frequency band for the assignment? (e.g. 225-400 MHz). If you require a specific frequency or frequencies list them here.</p>	
<p>Number of Frequencies How many frequencies needed to support the requirement? Note: Keep in mind the more frequencies requested increases the coordination time.</p>	
<p>Station Class (e.g. Fixed or Mobile)</p>	
<p>Bandwidth What is the bandwidth? (e.g. 5KHz, 25KHz, 50KHz) What type of transmission is the system? (e.g. AM or FM)</p>	
<p>Transmitter Power What is the maximum transmitter power?</p>	
<p>Transmit State/Country</p>	
<p>Transmit Location Provide the name of the location (e.g. e.g. Co Lejeune, Cherry PT, etc.).</p>	
<p>Transmit Coordinates What is the Latitude/Longitude of the transmit antenna? (Degrees, Minutes, and Seconds).</p>	
<p>Transmit Radius What radius will the transmitter operate in? (In Kilometers or Miles).</p>	
<p>Transmitter Details What transmitter will be used (e.g. Equipment Nomenclature, Manufacturer Model/Part Number, or DD-1494 (J/F-12 number). Note: IAW DoD Instruction 4650.01, all RF Equipment used by the DoD must have spectrum certification (DD-1494) completed prior to its use. Contact Program Manager (PM) or manufacturer to ensure this process has been completed for each RF system.</p>	
<p>Number of Transmitters How many transmitters will be used?</p>	
<p>Pulse Details If the system utilizes pulse modulation, what is the pulse repetition rate(s)? Does this system contain side lobe suppression?</p>	
<p>Transmit Antenna Type What type of transmit antenna will be used (e.g. Parabolic, whip, etc.)?</p>	

Enclosure (3)

Transmit Antenna Details What is the Nomenclature and/or Manufacturer Model/Part Number?	
Transmit Antenna Gain What is the transmit antenna gain in dB (e.g. 3dB)?	
Transmit Antenna Feed point Height How high is the transmit antenna above ground? Specify meters or feet Above Mean Seal Level (AMSL).	
Transmit Antenna Direction Is the transmit antenna directional, non-directional, or does it rotate? If Directional provide the direction relative to true north.	
Transmit Antenna Polarization How is the transmit antenna polarized (e.g. horizontal, vertical, etc.)?	

Receiver Information

Note: Include all receiver equipment and locations that will be receiving from the transmitter identified. List each receiver and its detailed information separately as follows; R1, R2, R3, etc.

Receive State/Country	
Receive Location Name Provide the name of the location (e.g. Cp Lejeune, Cherry PT etc.).	
Receive Coordinates What is the Latitude/Longitude of the receive antenna. (Degrees, Minutes, and Seconds).	
Receive Radius What radius will the receiver operate in? (In Kilometers or Miles)	
Receiver Details What receiver will be used? (e.g. Equipment Nomenclature, Manufacturer Model/Part Number, or DD-1494 (J/F-12 number) if known. Note: IAW DoD Instruction 4650.01, all RF Equipment used by the DoD must have spectrum certification (DD-1494) completed prior to its use. Contact Program Manager (PM) or manufacturer to ensure this process has been completed for each RF system.	
Number of Receivers How many receivers will be used?	
Receive Antenna Type What type of receive antenna will be used (e.g. Parabolic, whip, etc.)?	
Receive Antenna Details What is the Nomenclature and/or Manufacturer Model/Part Number?	

Enclosure (3)

<p>Receive Antenna Gain What is the transmit antenna gain in dB (e.g. 3dB)?</p>	
<p>Receive Antenna Feed point Height How high is the receive antenna above ground? Specify meters or feet Above Mean Seal Level (AMSL).</p>	
<p>Receive Antenna Direction Is the receive antenna directional, non-directional, or does it rotate? If Directional provide the direction relative to true north.</p>	
<p>Receive Antenna Polarization How is the receive antenna polarized (e.g. horizontal, vertical, etc.)?</p>	

Additional Information

<p>Space Station/Satellite Operations Does your requirement involve space station or satellite operations?</p>	
<p>Paired Frequency(ies) List paired frequencies to this request.</p>	
<p>Supplemental Details Give full detailed and specific description of your requirement for usage of this requested frequency and how you intend to use it (e.g. what, how, when, where, mission, exercise, or test supporting).</p>	
<p>Geographical Area If applicable use to identify geographical area for operations (i.e. transmitting in warning area xxx bounded by coordinates, etc.)</p>	
<p>Area of Inclusion/Exclusion If applicable use to include/exclude states for an area of operation. Must be justified.</p>	
<p>Aircraft Elevation If this request is for aircraft, how high will it fly and what is the radius of operation (Elevation in Feet and radius in Kilometers)?</p>	

<p>Remarks Amplifying information. Provide any additional comments that will assist in the coordination of this frequency request.</p>	
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MCIEAST-MCB CAMLEJ Electromagnetic Interference Report

- Submit completed reports to the unclassified MCIEAST-MCB CAMLEJ Spectrum Management Office (SMO); MCIEAST_Spectrum@usmc.mil
- All classified reports must be sent via a classified network (e.g. SIPRNET).
- Contact the MCIEAST-MCB CAMLEJ SMO if you have any questions regarding this form.
DSN: 751/Commercial: (910) 451-2731/5788.

Command Name Unit/Organization/Activity	
Point Of Contact POC Name, Rank/Title, Commercial and DSN Telephone number, email, and official mailing address.	
Classification Mark sections with classification markers (e.g. (U) for Unclassified, (C) for Confidential, and (S) for Secret.) Note: All classified requests must be sent via a classified network.	
System/Systems Affected (e.g., AN/GPN-30, Land Mobile Radio, etc.)	
Frequency/Frequencies Affected Listed in MHz	
Start Date & Time	
Stop Date & Time Or state on-going	
Location Provide the name of the location (e.g. Camp Lejeune, MCAS Cherry Point, etc.)	
Location Coordinates What is the Latitude/Longitude of the receive antenna. (Degrees, Minutes, and Seconds in DMS format).	
Characteristics Continuous, Intermittent, Random, Varied, etc.	
Performance Effects Usable, Unusable, Garbled, etc.	
Actions Taken To; Identify, Mitigate, Nullify, and Resolve Include clear, concise description of steps taken to mitigate or nullify, isolate source(s) of and resolve interference.	

[Electromagnetic Environmental Effects Study Request Guide](#)

Electromagnetic Environmental Effects (E3) Study: Required to ensure safe separation distance is maintained from all; Ordnance Handling & Re-fueling operations. E3 certification is also required by the Station Explosive Safety Office (ESO).

E3 studies can be initiated by submitting a **Guidance Request** to Naval Surface Warfare Center Dahlgren Division (NSWCDD) via the Navy E3 Team Online site: <https://e3.nswc.navy.mil>

When logging in to the E3 site for the first time, users will need to request a E3 Team Online account using the link provided on the E3 Team Online home page.

The below information is required to complete the Guidance Request.

1. Device Name:

Example: CISCO Access Point

2. Model #:

Example: 9124

3. Modes of Operation:

Example = 802.11 g/n/ac

4. Xmit Power (in watts):

Example = 250mW (24dBm)

5. Antenna Height(s):

Feet / meters

6. Antenna Information:

6.a. Model:

6.b. Type:

6.c. Freq:

6.d. Gain:

6.e. ERP:

7. Physical Location:

7.a. Air Field: Example: MCAS Beaufort, SC

7.b. Transmitter Location Coordinates (Degrees/Minutes/Seconds):

(Provide coordinates for each separate Building, Structure, Tower, etc.)

Enclosure (5)