

HOW CAN WE HELP?

BACHELOR HOUSING - THREE-STEP - RESOLUTION PROCESS

ANY RESIDENT SUGGESTION, CONCERN, OR COMPLAINT IS IMPORTANT. IF YOU ARE NOT SATISFIED WITH ANY SERVICE, WE HAVE A THREE-STEP ISSUE RESOLUTION PROCESS:



STEP 1

IDENTIFY ISSUE

Contact:

Facilities Maint. Trouble Desk
Mon-Fri: 0800-1700
DSN: 253-3131, Option 2

From JN Cell: 082-779-3131
From US Cell:
011-81-827-79-3131

After working hours, please
contact:

From JN Cell: 082-779-3131
From US Cell:
011-81-827-79-3131



STEP 2

ISSUE INCOMPLETE OR NOT SATISFIED

Call the Bachelor Housing
Management Section at:

DSN: 253-5783
From JN Cell: 082-779-5783
From US Cell:
011-81-827-79-5783

STEP 3

ISSUE UNRESOLVED

USMC/USN UNIT COMMANDS

POC: _____
Contact No.: _____
Email: _____

MCASI BACHELOR HOUSING CONTACT INFORMATION

SECTION	LOCATION	BLDG	PHONE	HOURS
MAIN OFFICE	MCASI	1503	253-5783/7368	Mon-Fri: 0800-1630
OFFICERS	BOQ	1190, 1191, 1193 & 1122	253-4836	Mon-Fri: 0800-1630
SNCO	BEQ	1189, 1120, 1121 & 1123	253-4829	Mon-Fri: 0800-1630
E-5 > BELOW	BEQ	1503	253-5782	Mon-Fri: 0800-1630