

**State of Louisiana Office of Telecommunications Management  
Telecommunications Coordinator (TC) Appointment/Update Form (OTM-11)**

**New Telecommunications Coordinator Appointment Request** (Check all appropriate items)

- Include access to the OTM bill online through the OTM Self Service Portal
- I am interested in Telecommunications Coordinator Orientation

**Telecommunications Coordinator Information Update** (Check all appropriate items)

- The information below should be corrected for the current TC
- The TC listed below should be deleted
- The TC listed below should be deleted from the OTM Self Service Portal

**Mr.**    **Ms.**    **Dr.**    **Other** \_\_\_\_\_ (specify)

**Name** \_\_\_\_\_

**LEO Personnel ID (If Available)** \_\_\_\_\_

**Last Four Digits of Social Security Number (If No LEO ID Is Available)** \_\_\_\_\_

**Title** \_\_\_\_\_

**Department** \_\_\_\_\_

**Office** \_\_\_\_\_

**Section** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** Louisiana **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Authority** \_\_\_\_\_  
(agency wide, statewide, etc.)

**Responsible for**       **Voice**       **Data**       **Voice and Data**

**List all OTM cost center numbers under new TC's authority** ( separate sheet attached)

\_\_\_\_\_  
\_\_\_\_\_

This TC is authorized on behalf of the cost centers listed here to make changes and additions for telecommunications equipment and services and to obligate related funds.

**Signature of Appointing Authority** \_\_\_\_\_

**Printed Name of Appointing Authority** \_\_\_\_\_

**Title of Appointing Authority** \_\_\_\_\_

**Signature of Newly Appointed TC** \_\_\_\_\_

**Date** \_\_\_\_\_

RETURN TO:      OTM Information and Training Manager  
                         PO Box 94280  
                         Baton Rouge, LA 70804-9280  
                         Fax 225-342-7810  
                         Or scan and email to [laura.matheme@la.gov](mailto:laura.matheme@la.gov)