

**State of Louisiana Office of Technology Services Network Services
Telecommunications Coordinator (TC) Appointment/Update Form (NS-11)**

New Telecommunications Coordinator Appointment Request (Check all appropriate items)

- Include access to the OTS-NS bill online through the OTS-NS 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 OTS-NS 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 OTS-NS 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: OTS-NS Information and Training Manager
PO Box 94280
Baton Rouge, LA 70804-9280
Or scan and email to laura.matherne@la.gov