

Instructions for Telecommunications Coordinator (TC) Appointment/Update Form (NS-11)(Rev. 04/2018)

Submit a separate form for each TC affected by the action. Questions about the form may be directed to OTS/NS Information and Training at 225-342-1000 or _doa-ots-ns-informationandtraining@la.gov.

New Telecommunications Coordinator Appointment Request Check to appoint a new TC. Check the appropriate box to request TC Orientation and/or access to the agency's OTS/NS bill online.

Telecommunications Coordinator Information Update Check to update information for an existing TC. Check the appropriate box to correct information for a current TC, delete a current TC entirely, and/or delete a TC from web billing.

Check the appropriate box to indicate the courtesy title of the new TC or the TC whose information is being corrected. Indicate Mr., Ms., Dr., or other. If other, specify what courtesy title should be used in addressing the TC.

Name Name of the TC affected by the above indicated action.

LEO Personnel ID or Last Four Digits of Social Security Number This information will be used for security purposes. If you use one of the following applications, provide your LEO personnel number:

- ISIS (Integrated Statewide Information Systems) Human Resources Payroll—Employees under the DOA payroll system, who enter their time on the ISIS LEO interface
- LEO (Louisiana Employees Online)—Employees who log onto LEO for any reason
- LSIP (Louisiana Secure Information Portal)—Employees who log onto the LSIP

Your personnel number consists of either a P or M followed by 8 digits (for example: P00012345).

If you do not have a LEO personnel number, provide the last four digits of your Social Security Number and a security ID number will be set up for you.

Title Civil Service or working job title of the TC.

Department Department of the TC.

Office Office within the department.

Section Section within the office.

Address TC's street or post office address.

City City of the mailing address.

Zip Zip code of the mailing address.

Telephone TC's telephone number, including area code.

FAX FAX number of the TC.

Email TC's email address.

Authority	Scope of the TC's authority, for example agency-wide, department-wide, specific location, statewide, or specialized line of service.
Responsible for	Mark the appropriate box to indicate whether the TC will be handling orders for voice, data or both voice and data.
List All OTS-NS Cost Center Numbers Under New TC's Authority	All OTS/NS cost center numbers for which the newly appointed TC will be responsible. Attach a separate sheet if needed.
Signature of Appointing Authority	Signature of the person authorized to appoint the TC. This is the person who has final hiring and firing authority for the agency, and is usually the department or agency head. This action cannot be activated without this signature.
Printed Name of Appointing Authority	Printed name of the appointing authority.
Title of Appointing Authority	Title of the appointing authority.
Signature of Newly Appointed Telecommunications Coordinator	Signature of the newly appointed TC.
Date	Date the form was signed.

Questions about the form may be directed to OTS/NS Information and Training at 225-342-1000 or _doa-ots-ns-informationandtraining@la.gov.

Submit the form to: OTS/NS Information and Training Manager
 PO Box 94280
 Baton Rouge, LA 70804-9280
 Or scan and email to laura.matherne@la.gov