

COMMUNICATIONS LIAISON DESIGNATION FORM

In order to ensure that your agency continues to receive updates regarding Customer Service initiatives as well as daily NYC.GOV messages, the Mayor's Office of Operations must be notified if the Communications Liaison (CL) and/or NYC.GOV Administrator designees change.

If you select a new CL (to read more about the responsibilities of the CL please see <http://www.ci.nyc.ny.us/html/style/html/styintro.html#liaison>), please complete the attached form and submit it to:

Marsha Kaunitz
NYC Office of New Media
11 Metrotech Center, 5th Floor
Brooklyn, NY 11201
FAX 718-403-8029
Email: mkaunitz@doitt.nyc.gov

If you select a new NYC.GOV Administrator (the staff member who opens your NYC.GOV mail and ensures compliance with the Citywide Correspondence standards), please complete the attached form and submit it to:

Susan Fein
Office of Management Consulting & Customer Service
Mayor's Office of Operations
100 Church Street, 20th Floor
New York, New York 10007
212.788.1513
FAX 212.788.1675
Email: sfein@cityhall.nyc.gov

If you have any questions, please feel free to contact Susan Fein. Thank you for your continued cooperation.

**COMMUNICATIONS LIAISON/NYC.GOV ADMINISTRATOR
DESIGNATION FORM**

AGENCY:

(Insert name of agency)

Communications Liaison

Name: _____

Title: _____

Address: _____ City: _____ State: __ Zip: _____

Telephone: _____

Fax: _____

Citymail e-mail address _____ Internet e-mail address _____

NYC.GOV Administrator

Name: _____

Title: _____

Address: _____ City: _____ State: __ Zip: _____

Telephone: _____

Fax: _____

Citymail e-mail address _____ Internet e-mail address _____

Agency Head Signature: _____

Date: _____