

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California  
Department of Technology  
CALNET Program

Category	Chapter Title	Chapter Number
<b>Agency Telecommunications Services</b>	<b>Chief Agency Telecommunications Representative Designation Instructions and Form</b>	<b>0300.1</b>

The [Chief Agency Telecommunications Representative \(CATR\) Designation Form \(CDT-965\)](#) is used to notify the California Department of Technology – CALNET Program (CALNET) of any additions or deletions to an agency’s designated CATR, or changes to their information. [State Telecommunications Management Manual \(STMM\) Chapter 0300.0](#) includes information about the form and about the responsibilities of the CATR and ATR.

## CDT-965 CATR DESIGNATION FORM AND INSTRUCTIONS

### **PURPOSE:**

Use the CATR Designation Form to add or change your agency’s\* designated CATR, or their related information.

\*Agency is defined as any state government agency, department, office, board or commission.

### **BACKGROUND AND INFORMATION:**

State agencies are required to provide an updated CATR Designation Form whenever there is a change in an agency’s CATR/ATR designation(s).

The updated information is used by CALNET Program to maintain a current list of authorized CATRs and ATRs, and indicates the appointed CATRs have been cleared to act on behalf of the agency. This list is provided to the CALNET vendors so that they can determine who is authorized to place orders and expend funds for telecommunications products and services. These updated designations will also ensure timely receipt of pertinent information regarding CALNET Contracts and other telecommunications and network services information.

This information will be provided by e-mail, so it is important CATRs keep all e-mails updated. Additionally, CATRs or other interested parties are encouraged to visit the CALNET website CALNET News page and subscribe to obtain automatic notification of new information.

A new form should be submitted any time the following changes occur:

1. A new CATR is appointed. (Each agency must have one CATR at the supervisory level or above.)
2. A CATR or ATR needs to be added or removed from the list.
3. There is a change to any of the information for a CATR or ATR (e.g. change of address, phone number, e-mail address).

Refer to the [State Telecommunications Management Manual \(STMM\), Chapter 0300.0](#) for more information on CATR responsibilities.

**INSTRUCTIONS:**

1. Download the CATR/ATR Designation Form from the CALNET homepage.
2. Check the appropriate box(es) under "Action." The instructions in the left hand column designate the fields to be completed. Fill out all appropriate fields on the form for CATR/ATRs. Please print clearly.
3. The form must be signed and dated by the CATR or the supervisor/manager of the CATR.
4. Email or mail the completed form as directed on the [CALNET CATR/ATR Designation Form CDT-965](#).

**CALNET CATR/ATR DESIGNATION FORM CDT-965**  
**CHIEF AUTHORIZED TELECOMMUNICATIONS REPRESENTATIVE (CATR)**  
**AUTHORIZED TELECOMMUNICATIONS REPRESENTATIVE (ATR)**

Procedures can be found in STMM <a href="#">300</a> and <a href="#">300.1</a>	Action	Action
<b>Instructions:</b>	<b>CATR</b> (check one box below)	<b>ATR</b> (check one box below)
Complete 1-8 to add new CATR/ATR	<input type="checkbox"/> <b>Add CATR</b> (one per agency)	<input type="checkbox"/> <b>Add ATR</b>
Complete 1,4,6 and 8 to remove CATR/ATR	<input type="checkbox"/> <b>Remove CATR</b>	<input type="checkbox"/> <b>Remove ATR</b>
Complete 1-8 for new changes	<input type="checkbox"/> <b>Change CATR</b>	<input type="checkbox"/> <b>Change ATR</b>
<b>1. Name:</b>		
<b>2. Title:</b>		
<b>3. Telephone Number:</b> (Include area code & extensions)		
<b>4. Email:</b>		
<b>5. Address:</b> (Include Street or PO Box)		
<b>6. State Entity:</b>		
<b>7. Unit Name:</b>		

**8. Approval:** The signature of the CATR or CATR's Supervisor/Manager below authorizes the identified CATR/ATR above to order CALNET services/equipment and to sign the Telecommunications Service Request (Form 20) or STD. 065 on behalf of the identified Department above. The signature may also represent a change or removal of a CATR/ATR.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Submit Form: Email:** [CALNETHelp@state.ca.gov](mailto:CALNETHelp@state.ca.gov) **Mail:** California Department of Technology PO Box 1810 Rancho Cordova, CA 95741-1810 **ATTN:** CALNET Program  
**Questions:** (916) 657-9150

**CALNET CATR/ATR DESIGNATION FORM CDT-965**

Please complete the form below for additional assignments. (If necessary, submit multiple forms)

Complete 1-8 to add a new ATR	<input type="checkbox"/> <b>Add ATR</b>	<input type="checkbox"/> <b>Add ATR</b>	<input type="checkbox"/> <b>Add ATR</b>
Complete 1,4, 6, and 8 to remove ATR	<input type="checkbox"/> <b>Remove ATR</b>	<input type="checkbox"/> <b>Remove ATR</b>	<input type="checkbox"/> <b>Remove ATR</b>
Complete 1-8 for new changes	<input type="checkbox"/> <b>Change ATR</b>	<input type="checkbox"/> <b>Change ATR</b>	<input type="checkbox"/> <b>Change ATR</b>
<b>1. Name:</b>			
<b>2. Title:</b>			
<b>3. Phone:</b>			
<b>4. Email:</b>			
<b>5. Address:</b>			
<b>6. State Entity:</b>			
<b>7. Unit Name:</b>			

**8. Approval:** The signature of the CATR or CATR's Supervisor/Manager below authorizes the identified CATR/ATR above to order CALNET services/equipment and to sign the Telecommunications Service Request (Form 20) or STD. 065 on behalf of the identified Department above. This signature may also represent a change or removal of a CATR/ATR.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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