

EXECUTIVE STAFF TIMELINE

Immediately (by middle of Feb)

- [Sign bond as AOS](#)
- [Appointment letter, bond for Deputy Chief Auditor](#)
- [Contract, signature forms](#)
- Arrange offices, parking
- Open Ceremonial Office
- Brand (logo, letterhead, etc.)

First 60 Days (by middle of Mar)

- [Identify designees](#)
- [Signature authority](#)
- Select state vehicle
- Swear in SIU
- Official photo
- Website updates
- AP Day
- Update Employee Policy Manual
- Weather emergency list
- Workshop costs
- Prepare for LGOC in March

First 90 Days (by middle of Apr)

- [Sinking Fund Report](#)
- Gather NASACT information

Each bullet item will [hyperlink](#) to narrative explanation, or specific instructions online.