

OFFICE OF THE CHIEF INDEX

DEPUTY CHIEF OFFICE

Manuals:

Confidential Secretary Desk Reference Manual

BUDGET & FISCAL SERVICES

PO Box 42602 – Olympia WA 98504

Manuals:

Agency Fiscal Procedures Manual

Desk Reference Manual's (each position)

Time and Activity Reporting Manual

TAS Reporting Services Manual

Reports:

Strategic Advancement Forum Report (Bi-Monthly)

Strategic Plan

GOVERNMENT AND MEDIA RELATIONS

PO Box 42600 – Olympia WA 98504

Equipment and Standards Section – PO Box 42600 – Olympia WA 98504

Manuals:

Desk Reference Manual for Confidential Secretary

Equipment and Standards Section Manual

Media Relations Manual

WSP Rules Writing Manual

Reports:

Annual Report

Mid-Year Report

Risk Assessment

Strategic Advancement Forum (Bi-Monthly)

Operations Plan

Washington Administrative Codes (WAC) Quarterly Report

Miscellaneous Records:

Inside out Newsletter