**OPS**

 Taking care of the folks – wiping noses

Timesheets

Travel

PTO

Pay - appraisals

Primes, management, T/A’s, RDA’s, sub-agreements

**HR**

 TriNet

Time Tracker

Hiring, firing, recruiting

Resume’s

On-boarding – I9’s

Pay – annual raises

Background checks - Asurint

**Finance**

 Pricing

Raises

Reports

Monitoring Cash flow

Pay bills – draft/sign checks

Taxes

1099’s

**Admin**

 Insurance – workman’s comp

 Unemployment paperwork

Lawyer(s)

Regus

FSO Consultant

Wells – Fargo account management, checking/credit card

**JV**

 OPS & BD on steroids

Separate financials, bank accounts, etc.

**BD**

 Responding to solicitations, data calls, etc.

Teaming (NDAs, T/As, etc.)

Past Performance writeups

Capture

Pipeline – AirTable

SeaPort

**CEO**

 BoD Meetings – schedule, comms with Board members

 Liaison with suppliers

**FSO**

 Maintain logins to numerous websites

 Review periodic emails from the gov’t regarding security training/issues/retain currency

 Maintain clearances, re-investigations

 Employee training – initial, annual

 Support audit(s)

 Manage consultant

 Pay invoices