**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