



# Business Operations Services:

*“Soaring to New Heights”*



USSMC understands that companies of all sizes can experience internal stress, which can take its toll on business operations. In many cases, the managers have trouble identifying the cause of the problem within the organization; and before a blink of an eye, the company suffers. If these stresses are not identified quickly, the effects may be seen through high employee turnover, sudden cash flow problems, poor management/employee relationships, and in numerous other ways. USSMC can help you to stay on top of your operations needs through the following Management Assessments to assist your company's smooth operation.

- **Organizational, Human Resources & Program Development, Strategic Planning Development**
- **Small Business Executive Development**
- **Procurement/Contracts Support**
- **Proposal Development**
- **Quality Improvement & Program Evaluation**
- **Developing Policy & Procedures Manuals**
- **Court Reporting and Transcription Services**
- **Administrative, Human Resource Placement Services, Program and Project Management Support**
- **Financial Planning, Cost Benefit Analysis & Budget Support**
- **Case Management Development**
- **Requirements Validation Analysis**
- **Mediation/Arbitration**
- **EEO Counseling & Investigations**
- **Business-Related Law**
- **Emergency Preparedness**
- **Information Security and Risk Management**
- **Asset Management/Property Management**
- **Knowledge Management Correspondence/Editor/Technical Writing**
- **Business Process/Systems Re-engineering**
- **Research and Audit Trials**

**We also offer Administrative and EEO services.**



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