

# BUSINESS OPERATIONS/ADMIN. SUPPORT



L&A offers an exceptional cadre of highly qualified and technically proficient personnel with the relevant expertise to provide superior quality and cost effective administrative support services for organizational activities. Our professional, customer-focused personnel are a significant resource for successful leaders to meet mission objectives at every level of program and office management.



## Capabilities

Our clients rely extensively on our ability to provide flexible, responsive support covering a broad range of areas including:

- Executive Administrative Support
- Technical Writing/Editing
- Business Systems Development
- Purchase Request/Invoice Processing
- Federal travel voucher processing
- Program Management Analysis
- Budget Planning/Execution and Analysis
- Acquisitions/Funds Management Support
- Federal Payroll Data Processing

## Project Experience

Our unique and highly capable administrative support personnel have been utilized throughout the NNSA complex to assist managers achieve their critical mission goals, to include:

### Office of Acquisition and Project Management NA-APM

- Management analysis and executive administrative services supporting NA-APM-1, NA-APM-10 and NA-APM.
- Management, executive administrative and management analysis supporting NA-APM-142 and the Management and Operations Policy and Oversight Branch.
- Administrative and program support for the Management and Operations Contracting Division
- Administrative and management support for the Office of Enterprise Project Management
- Administrative services supporting the Office of Project Analysis, Oversight and Review

### Office of Secure Transportation NA-15

- Management administrative services supporting OST ADA and Senior Office Managers
- Management administrative services supporting Directors, Agent Operation Commands
- Technical writing/editing services supporting NA-151, NA-152, NA-155 and NA-156
- Budget Analysis, Project Management and Business Systems Development supporting funds management for OST Budget Planning and Execution Division
- Acquisition, purchase request and invoicing services supporting OST Resources Division
- Payroll data and travel voucher processing for 500+ federal employees

LONGENECKER & ASSOCIATES, INC.

[www.Longenecker-Associates.com](http://www.Longenecker-Associates.com)

Office Locations: Las Vegas, NV; Washington, DC; Idaho Falls, ID; Richland, WA; Oak Ridge, TN  
Northern New Mexico; Aiken, SC; Vienna, Austria



Experience

Performance

Integrity

STRATEGY AND EXECUTION – Business Ops & Admin