

Administrative Services

Meeting Your Needs Nationwide

NISH National Office
Vienna, VA

NISH Regional Offices

East
Vienna, VA

South
Kennesaw, GA

North Central
Des Plaines, IL

South Central
Arlington, TX

Pacific West
San Ramon, CA

Northwest
Seattle, WA

NIB National Office
Alexandria, VA



AbilityOne.org
(800) 999-5963



Operate at Peak Efficiency

Making sure that Federal agencies, departments, bases and facilities operate at peak administrative efficiency requires full-time attention. Proper, detailed record keeping and recovery involve massive coordinated efforts. AbilityOne has provided administrative support to Federal and military organizations for over two decades and currently operates in more than 80 locations nationwide.

Our comprehensive administrative services include office operations, clerks, support staff, and technical and computer support. AbilityOne nonprofit agencies are experienced in the latest technologies and software, and provide a variety of affordable options to meet your requirements. Plus, AbilityOne can perform any of these services on a temporary basis through GSA's basic ordering agreement:

- Call centers
- Full-service copy centers
- Mailroom, digital mail, secure mail and mail delivery services
- Receptionists
- Help desk services
- Clerks, including accounting, mail, medical record and general
- Warehousing
- Shipping and receiving
- Fulfillment
- Moving services
- Data entry
- Programming
- Technical support
- Word processing
- Scanning and digital content management
- Microfilming and imaging
- Indefinite Delivery Indefinite Quantity (IDIQ) services
- Secure document destruction

Whatever your needs may be, we regularly work with our Federal customers to provide custom administrative services. Our team of experts will work with our national network of NPAs to find a solution that fits your needs including on-the-job training assistance for administrative personnel.



“Working with [the AbilityOne Program] not only is something that feels right, but also it is right on the bottom line. We have 22 years of continuity on our contract and that is something unique in government service contracts.”

**Jim Foley, Chief of Facilities
and Administrative Management
U.S. Environmental Protection Agency's Region II**