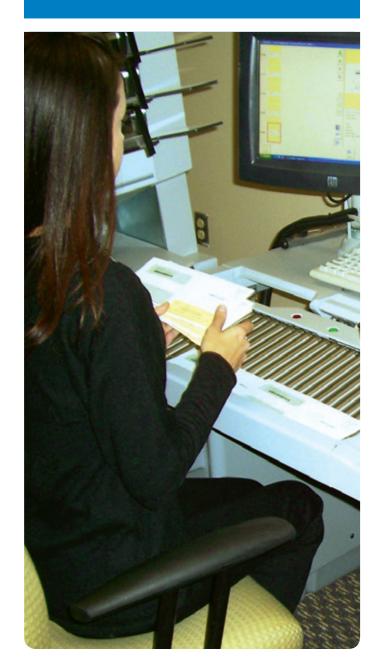AbilityOne Secure Mail/Digital Document Services are performed at approximately 250 government facilities nationwide. Working with 125 nonprofit contractors, more than 1500 qualified individuals who are blind or have significant disabilities, including veterans with disabilities, are supporting these top quality 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
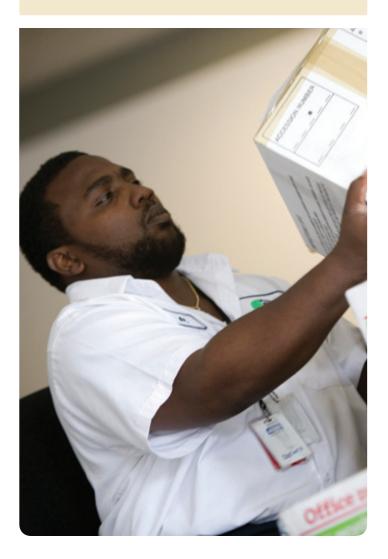
NIB National Office
Alexandria, VA

AbilityOne
PROGRAM ★

AbilityOne.org
(800) 999-5963

0410-500

Secure Mail / Digital Document Services

AbilityOne
PROGRAM ★

Moving Mail and Records Management Services into the Future

AbilityOne nonprofit contractors have provided mail and records management services for more than three decades, serving some of our nation's most sensitive Federal agencies and facilities. Focused on security, safety, advanced information technology, business continuity, as well as cost savings through consolidation and streamlined acquisition, our dependable, world-class workforce provides services throughout the Federal government and in the commercial sector.

AbilityOne consolidated services began in 2003 and have increased annually due to ease of management and reduced administration costs. In addition to our basic service offerings, our electronic records services allow authorized users to view and download mail and internal documents from locations throughout the world. Spanning the life cycle of paper-based and electronic information, services include:

- Inbound mail processing and delivery
- Address hygiene—data management to eliminate returned mail
- Computer-based accountable mail/package tracking (dock to desk)
- Outbound mail (U.S. and international)
- Data/document transfer including secure chain of custody
- Data management including retrieval/extraction
- Digital mail (hybrid mail, electronic mail, on line postal service)
- Digital and hardcopy document storage
- Electronic health records
- Facility/space planning
- Hardcopy and digital/electronic document distribution/mailing & fulfillment
- Print and copy services
- Privacy/security that meets HIPAA requirements
- Screening including CBRNE (chemical, biological, radiological, nuclear and explosive hazards)
- Scanning, indexing, verification, coding
- Secure destruction (hardcopy and electronic)

Focused on enhancing, linking and securing all pieces of the life cycle of mail and record management, AbilityOne Secure Mail/Digital Document Services has moved beyond traditional mail and hardcopy document management services to provide technological advancements and strategic sourcing for operating efficiencies and cost savings. Our nonprofit contractors support best practices in all service delivery.

"Just a note to let you know how pleased we are with the [AbilityOne] mail center operation contractors… our mailroom operation is now functioning better than ever and the employees are such a pleasure to work with! This program works!"

Charles Coffey
Veterans Administration Medical Center, Denver, CO