

PROJECT EXPERTISE

Mail Management and Administrative Services

Featured Clients

Department of Labor (DOL)

TDEC staffs the mailroom for DOL's Office of the Assistant Secretary for Administration and Management Services. In addition to the myriad mailroom services, staff also perform administrative duties.

U.S. Air Force

As part of a multi-year task order, TDEC provides services for Official Mail Center Operations at the Columbus Air Force Base in Mississippi. TDEC associates are responsible for receiving, processing, metering, and distributing mail for all base-supported activities, as well as providing guidance on cost-effective mailing practices.

U.S. Army

TDEC staffs highly trained full-time personnel to provide daily delivery of mail, courier/FedEx, internal mail, and other items of distribution to the U.S. Army Program Executive Office of Simulation, Training and Instrumentation in Orlando, Florida.

Social Security Administration (SSA)

TDEC provides mailroom services to maintain the mail management and administrative program for 16 components of the Denver regional office of the SSA.

Contract Vehicle

GSA Multiple Award Schedule #GS-03F-021DA Category 561499M Mail Management, Systems, Processing Equipment and Related Solutions:

- Process incoming and outgoing mail (pick-up, sort, record, track, receipt, delivery)
- Pouch service
- Document security
- Customer service

Benefits

- Scalable resources
- Improved operational efficiencies
- Reduced operational costs
- Improved constituent service