

MANAGING AN OFFSITE MAIL CENTER OPERATION

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AGENDA

1. Is an Offsite Mail Center right for you?
2. Things to consider.
3. Questions/Comments.



Is an Offsite Mail Center Operation right for you?

What are some of the reasons that you might consider having your mail processed Offsite?

- Threat level has been elevated by DHS
- Limited space for increase of employees
- Limited space for expanding Equipment
- Agency moving to a smaller building
- Keeping your agency running even when the unexpected happens



Things to consider.

There's an App for that!

The Interagency Security Committee's (ISC) mandate is to enhance the quality and effectiveness of security in and the protection of buildings and nonmilitary federal facilities in the United States. All nonmilitary federal facilities in the United States will implement ISC standards regardless if the facility:

- Is government-owned, leased, or managed.
- Will be constructed or modernized.
- Will be purchased.



Things to consider (cont.).

Standards

- **January 2016/10th Edition – The Risk Management Process for Federal Facilities, Appendix A: Design-Basis Threat Report (FOUO)**
- This report creates a profile of the type, composition, and capabilities of adversaries. This document can be updated easily and correlates with countermeasures in [The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard](#). To keep pace with the changing nature of threats to federal facilities, updates to the Design-Basis Threat report are made annually.



Things to consider (cont.).

Standards (cont.)

- Users with a need-to-know may access this standard. To request access, please send an e-mail to ISCAccess@hq.dhs.gov with your full name and contact information, including email, agency name, and reason for access.



Things to consider (cont.).

Standards (cont.)

- **January 2016/2nd Edition – The Risk Management Process for Federal Facilities, Appendix B: Countermeasures (FOUO)**
- This document establishes a list of countermeasure options for federal agencies to consider when determining how to mitigate threats to federal facilities nationwide. It correlates to Appendix A: Design-Basis Threat Report of [The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard](#). To keep pace with the changing nature of threats to federal facilities, updates to the Countermeasures appendix will be made annually.



Things to consider (cont.).

- Using a site that is within a 5-10 mile radius of your location
- Cost of Facility (think about your COOP or ALT work Site)
- Sharing cost of facility/staffing with other agencies
- Cost of additional equipment (computer systems, software, etc.)
- Scanning and e-mailing regular could save money
- If mail is scanned and e-mailed, what about storage of original mail, how long will it be stored, what about file disposition
- Several agency's working together could save money on postage
- Mail related Certifications (CMDISM/EMCM) and Skill level of personnel add value



Questions

