



# Just the Facts

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## Document Development

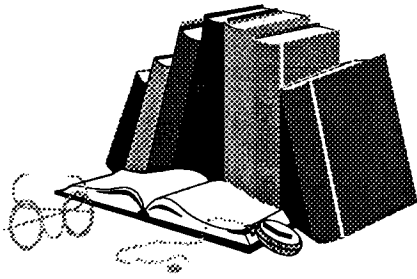
The Document Development Branch was created in 1979 with one editor dedicated to occupational and environmental health documents. Today, our mission has expanded. Our nine-member staff of professional writers and editors develop and publish Army regulations; DA pamphlets/circulars; technical bulletins, medical; technical guides; technical reports; newsletters; media releases; marketing literature; promotional information; fact sheets; and triservice documents in support of the Army's health promotion and preventive medicine programs worldwide.

### *As Facilitators we:*

- ▶ Enhance the document development process through the use of innovative technologies and methodologies.
- ▶ Provide technical reviews of each document we produce.
- ▶ Are the lead office for editing the Center's technical reports.
- ▶ Keep abreast of current issues by reviewing notices, rules, regulations, and occupational and environmental health reports.
- ▶ Attend technical courses and symposiums on topics such as lead, industrial hygiene, and ergonomics.
- ▶ Focus on customer satisfaction and provide continuity among the publications we produce.

### *Our Services include:*

- |                |                |
|----------------|----------------|
| ✎ Writing      | ✎ Design       |
| ✎ Editing      | ✎ Consults     |
| ✎ Layout       | ✎ Copy Editing |
| ✎ Publishing   |                |
| ✎ Interviewing |                |
| ✎ Proofreading |                |



- ◆ Writing/Editing
- ◆ Publications
- ◆ Customers
- ◆ Quality Service/Satisfaction

### *Document Development*

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*Our Customers are:*

*DOD/DA Officials*

*Office of The Surgeon General*

*U.S. Army Medical Command*

*Medical Centers/Health Service Support Areas*

*Medical Department and Dental Activities*

*Military Hospitals and Health Clinics*

*Program Manager for Rocky Mountain Arsenal*

*Major Command and Installation Commander/Support Staff*

*U.S. Army Center for Public Works*

*U.S. Armed Forces Epidemiologic Board*

*U.S. Army Environmental Policy Institute*

*DA Lead Team*

*USACHPPM Staff*

*Navy and Air Force*

*Private Agencies*

*Unions*

*Our Goals are:*

- ➔ To be the driving force in keeping the writing, editing, and publishing process state-of-the-art.
- ➔ To provide an open communication link between the author and the audience.
- ➔ To be the database that obtains and distributes publishing information.
- ➔ To disseminate information from DOD/DA level to the installation level.
- ➔ To continuously improve the Center's publication process.
- ➔ To speed and enhance the document review process through technological advances.

*Our Future includes:*

- ❖ Developing a curriculum for an in-house writing seminar, available upon request, that provides information on Army writing styles for a variety of document types.
- ❖ Providing our customers with a complete database of writing and editing information on our worldwide web home page.
- ❖ Developing a writer's guide.
- ❖ Expanding our knowledge, skills, and avenues of communication worldwide.
- ❖ Expanding our customer base.

*We promise to meet future technological and communication challenges.*

Visit our home page.

<http://chppm-www.apgea.army.mil/IMO/DDB/DDB.htm>