

**Résumé of
Walter W. Rice**
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Title

Technical Writer/Editor (Senior Professional Staff)

Status

Regular, full-time employee of The Johns Hopkins University Applied Physics Laboratory (APL)
SECRET security clearance

Education

<u>Institution</u>	<u>Course</u>	<u>Year</u>
The Johns Hopkins University	M.L.A., History of Ideas	1982
The University of Baltimore	B.A., History	1974
The Johns Hopkins University	Certificate in Environmental Studies	1999

Employment Summary

- Thirty-one years in technical communications field, 22 of which were with Federal Government, primarily Department of Defense.
- Employed by following agencies/organizations (in reverse chronological order) in position indicated:
 - APL – senior technical writer/editor.
 - Titan Corporation – functional subject matter expert (technical communications).
 - Naval Surface Warfare Center, Carderock Division (NSWCCD) – technical writer/editor (physical science and engineering); team leader.
 - Naval Facilities Engineering Command (NAVFAC) – construction specification writer/editor; construction criteria manager.
 - Navy Tactical Support Activity – technical writer/editor (engineering).
 - Office of the Federal Register – legal publications specialist.

Achievements/Affiliations

- Author of *How To Prepare Defense-Related Scientific and Technical Reports: Guidance for Government, Academia, and Industry*, John Wiley & Sons, Inc. (Wiley-InterScience), 2007. [Wiley::How To Prepare Defense-Related Scientific and Technical Reports: Guidance for Government, Academia, and Industry](#); [Amazon.com: How To Prepare Defense-Related Scientific and Technical Reports: Guidance for Government, Academia, and Industry: Books: Walter W. Rice](#); [How to prepare defense-related scientific and technical reports : guidance for government, academia, and industry \[WorldCat.org\]](#)
- Appointed Stuart S. Janney Fellow by APL Subcommittee of the Sabbatical Fellows and Professors Program.
- APL's Applied Information Sciences Department, mentor.
- Society for Technical Communication, member and winner of Award of Excellence for Technical Publications in 2007-2008 Online Communication, Technical Art, and Technical Publications Competitions.
- University of Baltimore, mentor to graduate students in Publications Design Program.
- Anne Arundel Community College, adjunct instructor, course title: "Technical Writing: Documenting Defense Research" (Fall 2008)

Software Skills

- Regularly use Microsoft Office Suite and Interleaf/Quicksilver.
- Occasionally use Adobe Acrobat.

Employment History

The Johns Hopkins University Applied Physics Laboratory (APL) (November 2000 – Present)

- Senior technical writer/editor in Air and Missile Defense Department (AMDD) of APL. AMDD tests and evaluates operational capabilities of Department of Defense systems engaged in ship self-defense, ballistic missile defense, and cruise missile defense in over-sea and over-land environments.
- Responsible for writing/editing scientific and technical reports, white papers, engineering specifications, proposals, journal articles, brochures, presentations, memorandums, book chapters, and letters for AMDD, as well as other departments of APL.

Titan Corporation (October 1999 – November 2000)

- Maintained and developed company's role as provider of technical communications products, including telecommunications regulations, computer-user documentation, scientific and technical reports, technical manuals, and engineering specifications.
- Prepared U.S. Army organizational messaging letters of instruction dealing with Defense Message System (DMS), including certification hierarchy and certification authority; mail lists and mail list agents; operational policy; registration hierarchy, policy, and procedures; and security policies and procedures.
- Prepared step-by-step procedural user's guide for Microsoft Outlook DMS and Lotus Notes DMS.
- Prepared proposals; served on "red team" developing response to U.S. Customs Service request for proposal.
- Maintained working relationship with former colleagues at NSWCCD; edited and published scientific and technical reports on Navy's environmental quality program.

Naval Surface Warfare Center, Carderock Division (September 1988 – September 1999)

- Provided technical editing and desktop publishing services to authors, i.e., engineers, biologists, chemists, etc. Technically edited and published documents addressing topics ranging from cathodic protection systems to paints and coating processes to environmental protection initiatives. Also wrote technical video scripts and speeches.
- Navy representative on National Information Standards ad hoc committee responsible for developing and maintaining American National Standard ANSI/NISO Z39.18–1995, “Scientific and Technical Reports—Elements, Organization, and Design.” ANSI/NISO Z39.18–1995 was adopted by Department of Defense and is authorized for use by Department of the Navy.
- Formally trained in team leadership; assigned work to illustrators and photographers.

Naval Facilities Engineering Command, Chesapeake Division (January 1986 – September 1988)

- Responsible for preparing guide specifications, which are used in design and construction of naval facilities and which, in final form (as section within project specification), constitute essential element of construction contract.
- Prepared guide specifications on subjects ranging from general contractual paragraphs to building materials to medical equipment.
- Served as construction criteria manager; responsible for coordinating completion of division-wide construction criteria documents by assigning work to engineers and architects.

Navy Tactical Support Activity (May 1983 – January 1986)

- Responsible for preparing naval warfare publications, specifically air tactical manuals.
- Completed manuals dealing with various types of fixed- and rotor-winged aircraft.

Office of the Federal Register (August 1977 – May 1983)

- Edited and indexed Presidential documents, including Executive orders and proclamations, and other executive agency materials for inclusion in FEDERAL REGISTER.
- Prepared *Public Papers of the Presidents*, *U.S. Government Manual*, and *U.S. Statutes at Large*.