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## Why Publish a Report?

Publication provides the following benefits:

- Supports the U.S. Army Edgewood Chemical Biological Center (ECBC) mission to be “...*the nation’s provider of innovative solutions to counter WMD threats*” and ultimately helps protect our soldiers
- Archives your technical report with the ECBC library and Defense Technical Information Center (DTIC)
- Allows your research findings to be shared with and cited by other scientists, which can help prevent duplication of effort
- Permits a foundation for the development of further research
- Raises awareness about the research capabilities of ECBC and your abilities as a scientist
- Fulfills sponsor requirements
- Helps with Factor IV review



## What Can TRO Do for You?

The Technical Releases Office (TRO) staff will edit and polish your report so that it meets the following criteria:

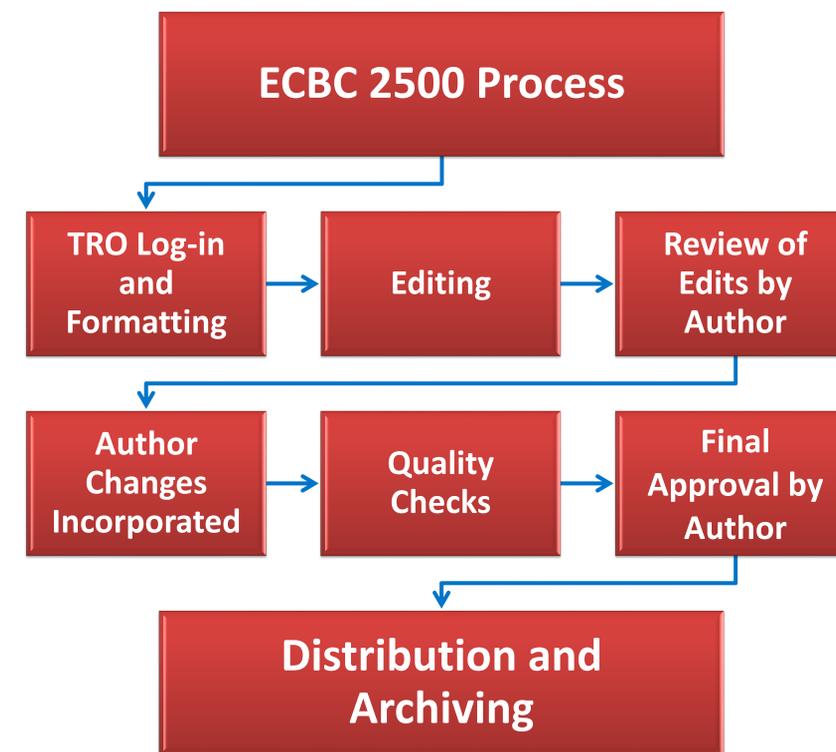
- Conformance with Department of Defense regulations, ECBC standards, DTIC requirements, and ACS Style Guide
- Presence of appropriate distribution statement, disclaimers, preface, and SF298
- Application of appropriate, correct, and consistent security markings
- Use of proper sentence structure and tense, along with consistent, succinct, and appropriate language to enhance readability and convey your message effectively
- Application of correct spelling, grammar, capitalization, hyphenation, and punctuation
- Use of appropriately formatted tables and clear figures with proper placement
- Publication and distribution of your technical report to DTIC, ECBC library, Defense Threat Reduction Agency, Department of Homeland Security, and anyone you choose

The TRO staff also offers the following services:

- Additional help in the form of regular “ScripTips” that give authors hints on ways to improve their writing
- Writing workshops that explain our process, the necessary parts of a technical report, how distribution statements work, and how to use the ECBC templates

## What Is the TRO Process?

Publication of a technical report follows these steps:



## Who Is TRO?

The TRO staff is a team of five experienced technical writers/editors and production specialists. We provide help with writing, publishing, distributing, and archiving technical reports. Although we typically become involved in the report production process once a report clears the 2500 approval process, we are available at any time to assist with queries about report organization, formatting, writing, and editing. TRO provides services to all ECBC staff in support of our shared mission.