Organizational Update

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JPL Overview

The Jet Propulsion Laboratory (JPL) is

- A federally funded research and development center
- Managed by the California Institute of Technology (Caltech) in Pasadena, California, under a prime contract with the National Aeronautics and Space Administration (NASA)

JPL has

- 5,000 employees and onsite contractors in La Cañada Flintridge, California
- 107 buildings and 25 modulars on 177 acres in the foothills of the San Gabriel Mountains

JPL conducts

- Research dedicated to solar system exploration
- 20 spacecraft and 10 instruments performing active missions
Section Organization

Technical Information

Documentation Services
- Document Review
- Proposal Support
- Technical Writing and Editing

Graphics Services
- Graphic Design
- Online Forms
- Multimedia Publishing
- Printing, Copying, and Duplicating

Photographic/Imaging
- Still Photography
- High-Speed Video
- High-Definition Video
- Vending
### Section Funding Sources

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<th>Group</th>
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<th>Service Center</th>
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Section Highlights and Challenge

Highlights

- In FY 2010, combined three service centers into one, resulting in
  - Reduced overhead costs, including administrative costs
  - Shared responsibilities and end-to-end workflow
  - Improved communication and collaborative teaming
- Are collaborating with Project Formulation and Strategy Office to design and write a strategic vision document for JPL
- For the third year in succession, designed, edited, and produced an award-winning *JPL Annual Report*
- Quadrupled the access speed and storage capacity of the Photolab image server and enhanced the server’s secure-backup and power-outage-protection capabilities
- From April 2008 to July 2011, captured more than 1,000,000 high-resolution images (over 14 terabytes of image data) of Mars Science Laboratory assembly activities
- Provided documentation support to two proposals (one Discovery, one Explorer) that have advanced to Step 2
- For the second year in succession, cleared over 5,500 technical documents and websites for public release
Section Highlights and Challenge

**Highlights (cont’d)**

- In FY 2011, increased volume and revenues of commercially printed (GPO) products by more than 10 percent over FY 2010
- In January 2012, will implement NASA-wide ACES contract for copiers and multifunctional devices (MFDs); includes more than 200 networked machines
- Expanded expertise to include HTML5, WordPress, and cgi-scripting; focused on online surveys, search engines, data management, and conference websites
- Redesigned JPL-internal section website

**Challenge**

- Increasing the business base and improving capabilities within a tight budgetary environment
Welcome to the Technical Information Section.
We are Documentation, Graphics, and Photographic/Imaging services. We help you deliver expertly written, designed and produced products that tell your stories, to internal customers, external partners, sponsors, stakeholders, and the many others who need that information.

We help you communicate with
- Editing capabilities
- Meeting support
- Proposal preparation
- Document review services
- Graphic design
- Website development
- Photography and imaging
- Forms, maintenance
- Commercial printing
- Duplicating
- Office copiers

As JPL's institutional publishing resource, providing you with proven, expert service is our goal. Let us help you tell your story....
Images of 2011