

Communication Services

Service Area	Skills Provided	Staff Member(s)
DPCPSI Newsletter	Writing, researching leads and interviewing DPCPSI and NIH staff members.	Jennifer Gorman Wright Cynthia Schoonover
Freedom of Information Act (FOIA)	Coordinating FOIA requests for DPCPSI between the NIH FOIA Office and all DPCPSI Offices or providing assistance identifying the appropriate DPCPSI office FOIA contact. Answering questions, providing timelines, information and resources as needed.	Jennifer Gorman Wright
Media Services	<p>Answering press questions, processing interview requests or clearance questions and assistance identifying the appropriate DPCPSI press office contacts.</p> <p>Answering media inquiries about chimpanzee research, contact Renate Myles in the Office of Communications and Public Liaison/OD at renate.myles@nih.gov, 301-435-3638.</p>	Jennifer Gorman Wright
Office Communications	Developing strategic communications plans, policies and procedures related to DPCPSI communication needs. Answering and clarifying questions related to DHHS/NIH and DPCPSI communications and assistance identifying the appropriate DPCPSI communications contacts. Responding to general OAMC office communication needs.	Jennifer Gorman Wright Cynthia Schoonover Lisa Strauss
Public and DPCPSI Staff Information and Inquiries	Creating a variety of communications products in support of the DPCPSI mission that include print and electronic materials; Web site information; internal publications/Web site resources, such as the DPCPSI Spotlight newsletter and the DPCPSI intranet. Contact us at: oamc@od.nih.gov	Jennifer Gorman Wright, Cynthia Schoonover, Lisa Strauss
Social Media	Managing Facebook – policies, permissions, privacy, PIA, documentation, posting and creating pages.	Lisa Strauss
Technical Writing and Editing	Writing and editing a variety of documents for print and Web, includes researching, interviewing, and photography. Samples available by request.	Cynthia Schoonover
Website Content	Writing, researching, database management, including photography and creating short videos for Web.	Cynthia Schoonover Lisa Strauss
Website Design and Usability	Creating architectural designs incorporating industry standards of usability, including 508 compliance and other technical considerations.	Cynthia Schoonover
508 Compliance	Coordinating, policies, converting files and checking compliance.	Cynthia Schoonover Lisa Strauss

