VIZO Technical Services, LLC

Technical Writing, Editing & Engineering Documentation for NOAA and Federal Programs

SBA WOSB certification pending | UEI: Y59BGH144A85 | CAGE: 265D1 | SAM: Active

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COMPANY OVERVIEW

VIZO Technical Services is a woman-owned, fully remote firm that writes and edits technical documents for federal agencies and the prime contractors that serve them, across engineering, environmental, and policy programs. VIZO focuses only on documentation (handbooks, plans, policies, procedures, and technical reports) and teams with primes to add senior-level writing and editing capacity without adding staff. The principal brings more than 15 years of experience and pairs a B.S. in Engineering Technology (Electrical and Electronics) with a Master of Urban Planning and Environmental Policy. She has edited NOAA Administrative Orders for publication, written and edited engineering documentation and technical publications, performed environmental site assessments, and conducted technical reviews of NEPA documents.

CORE COMPETENCIES

- **Handbook, Plan & Report Publication:** Substantive and structural editing, formatting, and publication-ready production of handbooks, plans, policies, and technical reports to agency or series style standards (e.g., Federal Meteorological Handbook format), with multi-reviewer comment-matrix reconciliation.
- **NOAA Policy & Administrative Order Editing:** Editing and formatting NOAA Administrative Orders, companion policy guides, and scientific-integrity policy packages to NOAA Directives System format, including SME interviews, citation and link checks, and cross-document consistency.
- **Engineering Documentation & Technical Publications:** Equipment repair manuals, PLC programming overviews, field transmitter calibration SOPs, valve isolation/removal procedures, multi-pin terminal spec sheets, design validation summaries, process flow diagrams drawn from P&IDs, and Bills of Materials (BOM).
- **Environmental & Regulatory Documentation:** Phase I and Phase II Environmental Site Assessments (ASTM E1527-21, E1903-19), technical review and QA/QC of EAs and EISs, stormwater (MS4) plan review, compliance monitoring SOPs, and federal/state regulatory summaries.
- **Document Control & Program Documentation:** Standard operating procedures, FOIA and records management procedures, statement of work (SOW) development and editing, version-controlled templates and repositories, milestone tracking and client status reporting, change-management documentation, and proposal technical editing.

DIFFERENTIATORS

- **Engineering + Policy Expertise:** Documents technical, scientific, and regulatory content in one pass, so engineers and policy staff review drafts that are already technically sound.
- **Federal Editorial Rigor:** Applies the GPO Style Manual, NOAA Directives System (NAO 200-1) format, Federal Plain Language Guidelines, regulatory citation tracking, and Section 508 accessibility (tagged PDFs, alt text).
- **Principal-Level Delivery:** The principal does the work herself, from critical milestone edits to multi-reviewer comment reconciliation.
- **Secure Remote Integration:** Microsoft 365, SharePoint, Teams, Visio, Acrobat, and InDesign, with version-controlled workflows.

PAST PERFORMANCE (Core Experience of the Principal)

- **NOAA Administrative Orders:** Edited for publication 10+ NOAA SOPs, policies, and Administrative Orders, including NAO 216-115B (Research and Development in NOAA), 216-107A (NOAA Policy on Cooperative Institutes), 202-735D-2 (Scientific Integrity), 217-112 (Facilities Management Manual), 202-715B (NOAA Alternative Dispute Resolution Program Policy), and 201-116B (Policy for Naming NOAA Ships).
- **Federal Strategic Planning (DHS FLETC):** As a subcontractor, consolidated multi-office input into one close-out narrative per strategy for the FLETC Strategic Plan, FY 2016–2018; final sections delivered one day ahead of the target date.
- **SCADA/OT & Field Systems:** Consolidated technical input from 5+ engineers into a unified technical manual with network architecture visuals for controlled review cycles.
- **Environmental Compliance & Site Assessment:** Performed Phase I ESAs and conducted Phase II ESAs with contractor field and laboratory support; verified findings, sampling locations, and results in EAs and EISs; authored compliance SOPs; completed regulatory applicability reviews for 50+ tenant operations across nine industrial sites.
- **Large-Scale Operations Documentation:** Developed and QA/QC'd a 150-page operations training manual covering 10+ chemical manufacturing process units.
- **Port Planning & Public Information:** Turned public meeting input into a published figure in the Port of New Orleans PIER Plan; researched and verified the emissions and fuel-savings figures in the Port NOLA Clean TRIP fact sheet.

Experience gained before forming VIZO. Engineering samples are sanitized; NOAA policy samples are public; samples on request.

NAICS & PSC CODES

541330 – Engineering Services (documentation) | **541611** – Administrative Management & General Management Consulting
541620 – Environmental Consulting | **541690** – Other Scientific & Technical Consulting | **561410** – Document Preparation
541990 – All Other Professional, Scientific & Technical Services
PSC R425 – Support – Professional: Engineering/Technical | **R406** – Support – Professional: Policy Review/Development
R408 – Program Management/Support | **R699** – Administrative: Other | **R707** – Contract/Procurement/Acquisition Support
R499 – Other Professional Services | **B510** – Special Studies/Analysis: Environmental Assessments