

DoD Interlaboratory Committee on Editing and Publishing

Minutes of the Annual Meeting
11–13 April 2000

Hosted by

Waterways Experiment Station
Vicksburg, Mississippi

Introductions

Welcoming Remarks

The DoD Interlaboratory Committee on Editing and Publishing (ILCEP) convened at 0800, 11 April 2000, at Waterways Experiment Station (WES), Vicksburg, Mississippi. Presiding Chairperson was Ms. Kathy Parrish, Naval Research Laboratory (NRL). Ms. Jamie Leach, WES, hosted the meeting. Ms. Leach arranged for the meeting facilities, a tour of the WES Information Technology Laboratory (ITL), hospitality, and afternoon and evening meals.

Kathy welcomed the members and thanked them for taking their time to attend the ILCEP 2000 meeting.

Keynote Speaker

Mr. Tim Able, Acting Director, Information Technology Laboratory, WES, welcomed the participants to the 2000 ILCEP meeting.

Mr. Able said that he felt the committee was meeting in an ideal location because of the history in and around the Waterways Experiment Station. Mr. Able said “the WES Research and Development Center takes great pride in the quality of research they produce for the Defense Department.”

Mr. Able discussed his views of the DoD Scientific and Technical Information Program (STIP). In addition, Mr. Able praised the value editors and publishers add to the scientific and technical information programs.

Announcements/Administrative Matters

Approval of '99 ILCEP Minutes/Mission Statement

Ms. Kathy Parrish indicated the 1999 ILCEP minutes had been distributed to all ILCEP committee members both on the ILCEP web page as well in hard copy. Ms. Parrish said, “the minutes provided a good overview of last year’s meeting.” The minutes are 50 pages long. Ms. Parrish asked those committee members present if there were any corrections to be made to the 1999 minutes.

Ms. Parrish noted that there were duplicate mentions of the words, “DTIC Public STINET—Secure STINET.” Ms. Parrish said she would let Mr. Jim Pierce know that he should strike this duplication from the 1999 minutes. Ms. Parrish also informed the attendees that Mr. Pierce would like to put all minutes of previous ILCEP meetings onto the ILCEP web site. Ms. Parrish said that she had checked her files and found that she had copies of ILCEP minutes back to the 1950s. Ms. Parrish said that she felt that Mr. Pierce might only want those minutes from the 1990s on the Web. Ms. Parrish indicated she would ask Mr. Pierce if this were so. If not, Ms. Parrish said she would send all committee members an e-mail indicating the years in which she was missing ILCEP minutes in the hopes that others would search their records for copies of missing minutes. If any ILCEP committee members found that they had copies of previous ILCEP minutes, they should send them in hard copy or electronically to Ms. Parrish or Mr. Jim Pierce. Ms. Parrish also recommended that at a future meeting, the ILCEP committee take a look at the history of ILCEP.

A motion was made and seconded to approve the 1999 ILCEP minutes, with the one minor correction.

Directory Updates

The ILCEP membership list was distributed to those ILCEP committee members present for verification of information. New members were identified as Mr. William Woodbridge, Army Research Laboratory (ARL; now working for Naval Sea Systems Command); Mr. David Cate, US Army Engineer Research and Development Center/ Cold Regions Research and Engineering Lab; Ms. Julia Sedillo, ARL; and Ms. Charlotte Irby, ARL (now working for the Veterans Administration). Ms. Parrish said that she was pleased with the mix of participation from all services at this year’s ILCEP meeting.

Summary of the NISO/Defense Technical Information Center (DTIC) Z39.18 Workshop—Scientific and Technical Reports Dolores Knight (DTIC)

Ms. Dolores Knight provided a summary of the NISO/DTIC Workshop on Z39.18, *Scientific and Technical Reports*, held 30 March 2000 at Fort Belvoir, Virginia. This workshop was held to (1) determine detail and scope, (2) investigate issues raised by new technologies, and (3) announce the need for committee members to assist with a review/revision of Z39.18. Mr. Kurt

Molholm will chair the committee selected to review this American National Standards Institute (ANSI)/National Information Standards Organization (NISO) Standard.

Formal speakers at the NISO/DTIC Workshop were DTIC Administrator Kurt Molholm and keynote speaker Rebecca Barclay, President, Knowledge Management Associates. Ms. Barclay demonstrated electronic/embedded media reports. Breakout sessions were held to (1) determine if there should be one or two Standards (one for print copy and one for electronic report submissions), (2) determine how to standardize the structure of a digital technical report, and (3) recommend use of a form of structured information system (i.e., XML, etc).

After much discussion, the attendees of the workshop determined that there should be one Standard. A summary of discussion revealed that the Standard could not dictate software to be used but should provide guidance. The Standard should address multimedia. Discussion revealed that archiving is problematic. Other issues discussed were size, bandwidth, hyperlinks, etc. Also discussed was the definition of a “report.” It was determined that this definition should be redefined in the revised Standard. Workshop attendees were also concerned that digital reports did not follow a specific format. It was concluded that XML would be a useful tool for solving archiving problems. Documents would be tagged versus being marked. XML creates smart documentation. It also provides more search options to locate file types.

After much discussion, workshop participants were asked to consider the future. It was agreed that the review cycle of the Standard needed to be improved—five years was too long for a review cycle. It was agreed by all that the Standard should be under constant review. Workshop participants were asked to submit recommended changes to the DTIC /NISO Standing Committee. Ms. Knight announced that the official summary of the workshop and the latest copy of the Standard can be found on URL <http://www.niso.org>. The Standard is also available in hard copy on demand.

Any ILCEP committee member wishing to volunteer for the committee to review the Standard should contact Pat Harris, Executive Director, National Information Standards Organization (NISO), 4733 Bethesda Avenue, Suite 300, Bethesda, Maryland 20814, 301-654-2512, fax 301-654-1721 or e-mail pharris@niso.org. The address to order a hard copy of all NISO standards is NISO Press Fulfillment, P.O. 451, Annapolis Junction, MD, 20701-0451, 301-362-6904, Toll Free 877-736-6476, Fax 301-206-9789 or you may order online <http://www.niso.org>. Hard copies of Z39.18 are available for approximately \$60. (Update: Full text in Portable Document Format is available for free downloading at the NISO web site.)

To get more information on the ANSI Standard revision, one can subscribe to the NISO-L listserv by sending e-mail to listproc@cni.org (note that no subject line is required). In your e-mail, indicate that you wish to subscribe to the NISO-L listserv. Another source is DefNISO-L listserv. Send e-mail to listserv@dtic.mil (note that this one requires no subject either). Indicate that you wish to subscribe to the DefNISO-L listserv. Provide user information such as name, address, telephone number, e-mail, etc.

Open Discussion

Printing (Defense Automated Printing Service (DAPS)/Government Printing Office (GPO))

Ms. Parrish opened the discussion (DAPS versus GPO) by asking the questions “What would organizations do if there were no DAPS? What if DAPS went away as a result of a CA study?” Most ILCEP committee members who used DAPS for printing services agreed that they had problems. Most were getting poor quality. Color and impressions were a problem.

Contractors—Can they become ILCEP members and come to meetings?

There was an open discussion among ILCEP committee members as to whether contractors should become members of ILCEP. The issue raised some concern among members, since a majority of information relayed to members through e-mail and meetings is governmental in nature and not felt to be for contractor release. The issue was tabled with the option to readdress this topic before the end of the 2000 ILCEP meeting.

How to Electronically Submit Technical Reports to DTIC Carol Jacobson (DTIC)

Summary to be submitted at a later date.

Problems Encountered in Electronic Submission to DTIC Carol Jacobson (DTIC)

Summary to be submitted at a later date.

STINFO Listserv Hot Topics Sharon Serzan (DTIC)

Ms. Sharon Serzan’s presentation focused on a mixed bag of topics—a definition of critical technology, definitions of a foreign national, DTIC Form 50, intellectual property—burden of ownership and markings, distribution statements, marketing and DTIC sales, and primary distribution. Ms Serzan opened up her presentation by encouraging all to subscribe to the STINFO listserv.

Critical Technology

Ms. Serzan indicated there are a number of definitions for the phrase “critical technology,” which causes confusion in determining what is export-controlled and what is not. According to Ms. Serzan, the DoD STIP training program currently uses the following definition: Critical Technology is the technology or information on the U.S. Munitions List and the Commerce Control List, and release of the technology or information to other than a designated group will

have a negative impact on U.S. military activities or help potential adversaries overcome military deficiencies. The U.S. Munitions List is under the jurisdiction of the Department of State, and the Commerce Control List is under the jurisdiction of the Department of Commerce.

Definitions of a Foreign National

Foreign nationals are restricted in their access to export-controlled technical information. Ms. Serzan presented some examples of foreign nationals. A foreign national with a green card indicates the person was admitted lawfully into the United States for permanent residence. They are treated as a U.S. citizen and may receive export-controlled information under the definition of a Qualified U.S. Contractor. Three other examples may require a "deemed" export license. According to the regulations, the oral, visual, or written disclosure of technical information to a foreign national may require a "deemed" export license. Employees of a U.S. company owned, controlled, or influenced by a foreign-owned company must provide proof of an export license before discussing or viewing export-controlled technical information. Foreign nationals working for a company within the United States may not view export-controlled technical information without an export license. A determination must be made if an export license is required when a foreign national visits a laboratory within the United States and will have access to technical information. During 1998 and 1999, there were more than 11,500 foreign nationals visiting DoD laboratories, but the Department did not submit a single deemed export license request to the Departments of State and Commerce for review.

DTIC Form 50

Ms. Serzan announced that DTIC was getting closer to creating an alternative to the DTIC Form 50. The DTIC Form 50 notifies the contributor of the AD number assigned by DTIC and indicates that the submitted document is in the collection. Ms. Serzan recommended that all users review their technical report records in the DTIC technical report database upon receipt of the AD number. One needs to verify that the record is accurate and that the abstract and index terms are acceptable. Ms. Serzan also said, "DTIC will edit the abstract and index terms as deemed necessary. Abstracts will be prepared if needed."

(Update: The AD number electronic notification service is now available. Please visit <http://www.dtic.mil/dtic/submitting/index.html> under "How does one go about submitting documents to DTIC, Step 4.")

Intellectual Property and Ownership

Contractual language puts the burden on the contractor to protect its property by marking it properly. Once the contractor's property is marked, DoD has the burden to protect its status. Once a contract is awarded, restrictions can only be based on new information or inadvertent omissions. Ms. Serzan said, "The burden is still on the contractor if prenotification was made but restrictive markings are not there."

Distribution Statements

DTIC has no authority to determine the distribution of someone else's document. If the document submitted has no distribution statement, DTIC will contact the Controlling DoD Office. If no statement is available and DTIC is unsuccessful in contacting the Controlling DoD Office, DTIC assigns Distribution Statement "F" to the document.

Independent Research and Development (IR&D) Database

DoD has no rights to the proprietary records in the IR&D database and therefore cannot tell the owners to mark their records with DoD markings. However, DTIC must protect the information in the IR&D database. The IR&D database is only available to DoD employees.

Marketing and DTIC Sales

One way organizations can market themselves is to advertise the sales of their documents by DTIC. Ms. Serzan mentioned that the Air Force Research Laboratory Wright Site advertises to its community by reporting the Lab reports that make it on the DTIC best sellers lists. DTIC can perform a history run by AD number to determine the number of copies bought and by whom over a period of time.

Primary Distribution

Ms. Serzan addressed two topics. She emphasized that primary distribution includes DTIC, applicable Information Analysis Centers (IACs), and the local technical library. Since contractors run most of the IACs, what they receive on distribution must be consistent with security and other access restrictions. The final topic was a discussion on who should conduct the primary distribution. Ms. Serzan mentioned the Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.235-7011 and the issues surrounding contractors conducting this distribution.

Distribution of Technical Reports

Pat McWilliams (Air Force Materiel Command (AFMC), Wright-Patterson AFB)

Ms. Pat McWilliams distributed a fact sheet that was written by Mr. Joe Burke, Head of Publications at Air Force Research Laboratory, Wright Site (now working for National Air Intelligence Center), to the committee members. The fact sheet contained a proposal to move away from the primary distribution of technical reports in paper to an electronic publications announcement mechanism. Publication announcements would indicate that the reports were now available at DTIC for both public release and limited documents and National Technical Information Service (NTIS) for public release documents. Benefits include print cost savings, reaching more potential readers, and increased visibility for DTIC.

Mr. Burke's fact sheet addressed the lag time of two to three weeks for DTIC processing. Current lag time is two weeks. Ms. Jacobson said that it was her goal to reduce this lag time. Sending documents electronically to DTIC should reduce the time it takes to process a technical

report. Mr. Burke's fact sheet indicated that he announces via e-mail the technical reports published by his activity. In his e-mail, Mr. Burke encourages readers to order documents from DTIC for both public release and limited documents or NTIS for public release documents. An ILCEP member asked how to obtain the AD number. Ms. Jacobson recommended one way would be to subscribe to the DTIC electronic current awareness bibliography service. DTIC would electronically send subscribers copies of citations relevant to their interest or organization.

Ms. McWilliams said, "Air Force Materiel Command has an application in place that provides the proper format for preparing reports." The icon for this application will be loaded onto every computer. Once the report is prepared, the application is programmed so that the report is sent to the STINFO manager, then to the Scientific and Technical Information Transfer (STINT) system, and then electronically to DTIC. Ms. McWilliams said the "application has built-in criteria so that all fields, which are mandatory, would be filled in."

There was discussion within the ILCEP group as to how documents with limited distribution should be forwarded to DTIC electronically. Ms. Carol Jacobson informed the committee members that DTIC currently provides limited documents to registered DTIC users over the DTIC encrypted site, i.e. Secure STINET.

Ms. McWilliams indicated that Wright-Patterson would be the prototype site for DTIC to distribute reports electronically. Problems encountered to date include too much to do, not enough publishing, and shrinking resources, including manpower and budget.

The group also discussed the distribution list in the technical report and other problems, such as shrinking staff, shortage of publishing budgets, and the various ways publications are distributed. Ms. McWilliams reminded the committee members that scientists should be encouraged to publish their work. "Publishing the results of research can bring in dollars to an activity."

The committee agreed that if paper were to go away, there would have to be a policy written about electronic submissions.

Committee members were encouraged to use DAPs for their printing. There was discussion on the topic of electronic knowledge management. The discussion included using portals to link to other agencies and the use of software and/or servers to reduce office storage. Electronic knowledge management also gets the information out to those users who need it. This session closed with discussion about whether printing CDs versus paper copy would save money. It was a consensus of the group that printing CDs could save dollars if an organization published a number of documents.

New DVD Technology Mr. Carol Cini (GPO)

Mr. Carol Cini, (then Acting Director now Director for the Federal Institute for Printing and Electronic Publishing, introduced the committee members to a grocery list of courses offered by GPO. One recommended course was entitled, *Knowledge Navigators*, which introduces users on how to publish electronically.

DVD—Digital Versatile Disc

Mr. Cini gave a brief history of DVD. Audio CD has been around since 1982, CD-ROM came into existence in 1985, and the DVD was created in 1995. Mr. Cini said, “The movie industry was reluctant to put its movies on DVD because people would make copies.” Most DVDs are encrypted so that copies cannot be made. “Quality of DVDs are superb.”

What is a DVD? A DVD is the same size as a CD. A CD has only one layer or side. A DVD can contain data on both sides. A DVD has one to four data layers.

Formats of a DVD include DVD-ROM (read only), DVD-video (movies), DVD-audio (not yet available), DVD-R (record), and DVD-RAM (rewrite). Mr. Cini discussed the DVD specifications, DVD storage capacity, and DVD versus CD. A DVD has menus and simple interactive features (i.e., point and click, etc). DVD-video has copyright protection capability. DVD-video is not issued for government use. It is also not issued to the movie industry. “DVD video will replace the VHS.”

Mr. Cini gave a demonstration of the DVD to include sound, subtitles, camera angles, menus, and programmability. DVD-ROM has no application layer and has been found to be compatible with CD formats. A DVD can include data, graphics, animation, sound, and video. Storage capacity is 4.7 to 17.1 GB.

Mr. Cini said, “The Air Force and the Navy have tried producing a DVD, but GPO was unable to read their products.” Mr. Cini said, “DVD sales have been on the rise since 1998.” Today there are over 3,000 movies available on DVD, and over 1.2 million DVD players have been sold.

Creating Editorial Web Sites for Your Customers Mr. Bill Woodbridge (Army Research Lab, Adelphi, MD)

Mr. Bill Woodbridge opened his presentation by distributing helpful sites for creating an editorial web site. Mr. Woodbridge recommended that when developing a web site, do not reinvent the wheel—instead, use links within the web site as well as to external web sites. Mr. Woodbridge provided a demonstration of a link to the ARL homepage on the ARL Intranet. This link showed pages that explained ARL’s process to prepare and review technical reports.

One drawback Mr. Woodbridge said is that it’s quite “time consuming to maintain a web site.” Another is that it’s costly to develop. There was an open discussion on creating web sites and whether the creator should be a contractor or government employee. Mr. Woodbridge recommended a subject matter expert be consulted. Individuals wishing to create a web site should know what information is important, who your customers are, and how to reach the customer.

Mr. Woodbridge gave a demonstration of FileMaker Pro, an application commonly used by ARL for tracking technical reports and other documents from the time they are brought to the Publishing Branch until they are printed. The application uses relational databases. It is used at ARL to track, among other things, the time spent on the reports, the type of work done on them through editing and production, and the progress of the report between the editor and authors.

The application is also used to generate the report cover, title page, SF 298, as well as labels for distribution.

Web Policies and Free Web Sites Mr. Carol Cini (GPO)

Mr. Carol Cini gave a presentation on web policies and access to free web sites. Mr. Cini distributed a memorandum from the Office of the Attorney General in regards to web policies.

When writing web policies, one must consider users who may have hearing, speech, physical, or visual disabilities. All web sites must have a privacy disclaimer.

In addition to a memorandum from the Office of the Attorney General, Mr. Cini distributed a memo on the use of personal computers (PCs) and a policy on electronic records. Mr. Cini noted that the National Archives is still working on how it will handle electronic records. Mr. Cini said, "The government has had difficulty in keeping good web masters."

Mr. Cini also demonstrated web sites that offer free Internet access, e-mail, voice mail, wake-up service, long distance service, lottery, etc. Free Internet sites include Juno, Alta Vista, Blue Light, Rhino Point, World Sys, etc. Callway.com informs you online who is calling—provides a call-waiting message online. Free e-mail service is available via Hotmail, Yahoo, Excite, Evoice, Efax, etc. Long distance calls are available via dial pad, phone free.com, etc. Lotto sites include I won.com, webstakes, free lotto.com, etc.

The down side to free web sites includes taking time to boot up. There are also security problems in reference to giving out personal information.

A-76—Here Today, Here Tomorrow Dr. C. Robert Nelson (Booz Allen & Hamilton)

Dr. Robert Nelson's presentation evolved from last year's presentation on A-76 studies. Dr. Nelson indicated he retired after 20 years with the Air Force to create his own consulting company. Over the last two years, he has been assisting agencies with over 26 A-76 studies. He has been successful in helping these agencies win 25 of their 26 studies. A-76 studies originated in 1975 and, for the most part, were based on budget decisions.

Dr. Nelson gave a brief overview of the past genesis, institutionlization, circumvention, and conjunction of A-76. Dr. Nelson indicated four things that came together to emphasize the use of A-76 competitive sourcing: (1) balanced budget, (2) personnel reductions, (3) weapon systems operations and maintenance, and (4) the paradigm shift. The present, according to Dr. Nelson, includes initiative No. 32, "increase competition in acquisition by establishing management programs and setting objectives." Dr. Nelson indicated that those agencies that had conducted an A-76 study had reported real savings in lost positions. Dr. Nelson provided a brief on the savings for each defense component thus far as a result of A-76. The unforeseen future includes many budget problems to include a \$9 billion shortfall.

Dr. Nelson recommended the following to win an A-76 study:

- Get good training so you know the process, the law, contracting, and personnel.
- Focus on the market—how, what, why.
- Use all your government resources.
- Get consulting help.
- Do not underestimate the competition.

Life After CA

Mr. Walt Golembewski (Naval Undersea Warfare Center, Newport, RI)

After winning its CA study immediately before the 1998 ILCEP meeting, the Technical Information Services (TIS) Division is now facing a one-year evaluation of its most efficient organization (MEO).

After its win, there was no contractor appeal. In 1997, Mr. Golembewski prepared a transition plan and a technical performance plan. The TIS Division then implemented the MEO based on these plans.

Writers and editors were reclassified to editorial assistants. New position descriptions were written, and employees were assigned these position descriptions. As a result, there was only one adverse action. A new service contract was written, and new workload tracking mechanisms were developed. Quality assurance reduced overtime.

The TIS Division received the results of the CA study in January 1998. An MEO review was posted. There was not much formal guidance on how to defend the division's positions. The MEO was implemented efficiently and costs were predicted. The division's MEO showed the division to be under budget and the performance to be in line with the Technical Performance Plan and hired temporaries. The TIS Division conducted a customer survey five months after the MEO began. The survey showed that the MEO was successful. Performance was in accordance with TIS Division's plan. The MEO provided flexibility, changed the work scope, and provided new programs. As a group, the TIS Division did what it said it would do: "Make the CA study a winning situation for all."

Users Expectations of DTIC

Dolores Knight (DTIC)

A roundtable was held to discuss topics, including collection and dissemination of information and web services, impact of technology on missions, and potential DTIC services.

Ms. Knight asked the committee members how they felt about DTIC taking on the responsibility of handling agencies' "direct" distribution of documents, i.e., primary distribution. Issues of concern were costs, number of copies needed, and registration. There was also concern about how accurate the needed mailing lists would be and how difficult it would be to maintain them.

Ms. Knight said, “Users can get a listing of registered users of DTIC by sending her an e-mail or by calling her.”

Ms. Knight asked the committee members what impact, if any, technology had on their missions. Committee members felt that their organizations needed to produce more audio, video, and DVD. Ms. Knight noted that DTIC did not yet have the capability to do DVD copying. The group discussed the types of mailers used to mail products to DTIC. The most common mailer used for CDs is the jewel case. There was also discussion as to whether customers would pay to have color copies of products. Ms. Knight said, “It would probably cost more to produce color copies and may have an impact on the document cost.” The need to be able to produce documents in color was emphasized heavily by the attendees.

Potential DTIC services, according to Ms. Knight, include providing access through portals, physical preparation of materials for publication, additional billing services for document orders (i.e., internet, bankcards, etc), and getting documents up on activity servers. The ILCEP committee members agreed that there is no value in DTIC providing physical preparation of materials for publication. It was not deemed to be efficient, may cause centralization, and may eliminate DoD positions.

Ms. Knight asked the committee members for their opinions as to what they felt would deter users from contributing to DTIC. Most felt fewer resources were the contributing factor. In addition, there was discussion as to whether organizations were sending journal articles to DTIC. Ms. Knight said, “Over the past few years there has been a decline in the number of journal articles being sent to DTIC.” It was felt that a contributing factor for this decline was that many editorial offices were not seeing the actual article to edit.

Acrobat 4.0 in Real Life Carol Cini (GPO)

Mr. Cini discussed the new features of Acrobat 4.0, including annotations, one-click creation of optimized files, CMYK color options, increased page size, digital signatures, document comparison, web capture, one-step PDF conversion, PDF maker, and structured bookmarks.

Mr. Cini pointed out that PDF originated in 1992. Problems include scanning a mirror image and recognizing different fonts. There have also been printing problems. Mr. Cini added that no quick solutions exist to solve any of the above problems. A pro for creating PDF files includes retention of images. A con includes time consumption. In addition, Mr. Cini reported that a PDF file is not accepted as a permanent record. Acrobat 4.0 has added annotation tools that allow one to mark up text and attach notes to a PDF file. It also allows a user to optimize a PDF file, depending on the file’s target-output device. New features of Acrobat 4.0 include—

- color options,
- increased page size,
- digital signatures (windows only) (allows users to display such signature information as name, reason for signing the document, and date and time it was signed),

- document comparison (compares two different versions of the same document by opening the PDF files in tiled windows side by side),
- web capture (allows user to convert a web page or entire site to a PDF format that maintains graphics, fonts, colors, etc),
- one step PDF conversion (drag and drop),
- PDF maker (conversion of Word, Excel, or PowerPoint file to PDF), and
- structured bookmarks.

New features of Capture 3.0 include a personal edition, which retails for \$699 and an Enterprise version, which retails for \$7,000 and supports multithreading of conversion workstations to handle high-volume jobs. There are also no more separate click charges for each page a user converts.

Open Discussion

Ramona Bernard (Naval Air Warfare Center, China Lake, CA)

During the open discussion, Ms. Kathy Parrish, NRL, gave an overview of the technical report format used by NRL to publish its reports. Ms. Parrish demonstrated a CD, which included video just published by NRL. She pointed out that the document was identified as a CD by putting the term “CD” behind the report number. She also indicated NRL’s preference for mailing CDs was via a cardboard mailer.

Ms. Ramona Bernard polled the committee members present to determine who worked with PCs and who worked with MACs. Ms. Bernard indicated her activity had been mandated to use PCs. A majority of the committee members indicated that they were working with PCs because they had no MAC support. Ms. Bernard was quick in pointing out that Microsoft 2000 has not been found to be user-friendly. Acrobat 4.0 is not compatible with Microsoft 2000.

Ms. Bernard asked the group how they identified CDs attached to a document. There was an open discussion on how to identify “CD” in the report number.

Ms. Bernard indicated DTIC needed an infrastructure to let the customer choose the way a document could be ordered—paper versus electronically. Ms. Jacobson, DTIC, indicated DTIC added an identifier to the report number. This identifies the type of multimedia (i.e., video, CD, etc).

ILCEP Business

Kathy Parrish (Naval Research Lab, Washington, D.C.)

Ms. Parrish asked the committee members if they felt the ILCEP meetings should continue as an open forum. All agreed they felt the open forum was good—liked the interaction among members.

Ms. Parrish asked if contractors should be allowed to attend the ILCEP meetings. Because of the nature of the topics discussed, it was recommended that future ILCEP meetings be held for a period of three days (1 1/2 days open to contractors, the other 1 1/2 days closed to contractors). Ms. Parrish indicated she would take this recommendation back to Mr. Jim Pierce and also poll those on the ILCEP membership list for their opinions and/or concerns. Ms. Parrish also asked those present if they felt three days were sufficient to conduct the meeting or if more time were needed. Most felt three days was an adequate amount of time.

Ms. Parrish indicated that the Navy would be hosting next year's ILCEP meeting. Ms. Sharon Serzan, DTIC, graciously offered to chair the meeting, and Ms. Parrish indicated she would volunteer to co-chair. Ms. Parrish pointed out that the ILCEP charter does not allow associate members to chair meetings. Committee members present voted to allow Ms. Serzan, an associate member, to chair next year's meeting as an experiment. The members will then vote on whether to amend the ILCEP charter to allow associate members to chair meetings.

Tour—Waterways Experiment Station's Information Technology Laboratory

To conclude a wonderful week in Vicksburg, Mississippi, Ms. Jamie Leach, WES, provided the group with a tour of the Waterway's Experiment ITL. Mr. Tim Ables presented an overview of ITL. The group toured the Tri-Service Computer-Aided Design and Drafting/Geographic Information Systems (CADD)/GIC Technology Center, the Scientific Visualization Center/Advanced Technology Mini-Lab, and the Joint Computing Facility.