

# **DoD Interlaboratory Committee on Editing and Publishing**

Minutes of the Annual Meeting  
17-19 April 2001

Hosted by

Air Force Research Laboratory  
Human Effectiveness Directorate  
Warfighter Training Research Division  
Mesa, Arizona

## **DAY 1 -**

### **Welcoming Remarks**

The DoD Interlaboratory Committee on Editing and Publishing (ILCEP) convened at 0800, 17 April 2001, at the Air Force Research Laboratory (AFRL), Human Effectiveness Directorate, Warfighter Training Research Division, Mesa, Arizona. Presiding Chairperson was Ms. Sharon Serzan, Defense Technical Information Center (DTIC). Co-chairperson was Ms. Kathy Parrish, Naval Research Laboratory (NRL). Recording Secretary was Ms. Judy Pawlus, U.S. Army Research and Materiel Command. Ms. Elizabeth Casey, AFRL, hosted the meeting. Ms. Casey arranged for the meeting facilities, a tour of AFRL, hospitality, and afternoon and evening meals.

Ms. Serzan welcomed the attendees and thanked them for taking the time to attend the ILCEP 2001 meeting. Today's session was open to government employees only.

### **Keynote Speaker**

Colonel Jerald L. Straw, Commander, Warfighter Training Research Division, welcomed the participants to the 2001 ILCEP meeting. Colonel Straw said he was a "firm believer in writing things down and that editors and publishers were an important part of accomplishing the mission of the laboratory." He indicated "it was important documents be accurate and readable. He also indicated documents should be written so that others will understand them." He felt it important that information be "cross fed among services."

**Survivor: The Outsource Edition (Video Teleconference)**  
**Mr. Joe Burke, National Air Intelligence Center**  
**Ms. Wilma Hall, Air Force Research Laboratory, Wright Research Site**

A video teleconference was held with Mr. Joe Burke, former AFRL STINFO, and Wilma Hall, AFRL Editor. They discussed the behind the scenes happenings during the AFRL Wright Site commercialization study (August 1998-April 1999), its aftermath, lessons learned, and issues concerning contractors and access to restricted information. In the case of the AFRL Wright Site study, the government bid was runner up to a lower bid by AdTech, which started editing AFRL Wright Site reports in January 2001.

To assist other agencies who may undergo an A-76 study, copies of the following are available through DTIC:

The A-76 Performance Work Statement for AFRL Wright Research Site at Wright-Patterson Air Force Base, Ohio

Unlimited version: ADM001152

Limited/Government Only: ADM201107

**ILCEP Business**  
**Conducted by Sharon Serzan, Defense Technical Information Center**

- **Self introductions**

- **Directory updates**

The ILCEP membership list was distributed to attending members for verification of information.

- **Approval of 2000 minutes**

A motion was made and seconded to approve the 2000 ILCEP minutes.

- **History of ILCEP/Web archive of minutes**

Ms. Serzan proposed that a history of ILCEP be written. The Committee was established in 1956 by Navy West Coast laboratories. Over its long history, ILCEP has continued to thrive and expand, with Air Force, Army, and other Department of Defense (DoD) organizations as current members. Before this meeting, Ms. Serzan contacted Mr. Byron Butler, a retired ILCEP member, to ask if he would be interested in serving as the Committee's historian. He could not accept at this time.

Even if the history is not written, ILCEP needs to establish an archive of meeting minutes and other relevant material. Ms. Parrish offered to coordinate this effort. She has a lot of ILCEP material, old and new, in her work office files. Others may also have relevant documents. Ms. Parrish offered to inform the membership of what documents she has on

file and to ask other members to forward to her material they have in their files. The attending members decided that the ILCEP web site should contain all the meeting minutes. Ms. Serzan indicated that although the new chairperson will head up the task of ensuring that an archive is established, she would like to assist to ensure this task is completed.

**- ILCEP member Web pages**

Mr. Jim Pierce, Navy Operational Test and Evaluation Force, asked the attending members to provide him the URLs to their Command homepages so that he could create links from the ILCEP web site. He will request the same of the non-attending members.

**- ILCEP letterhead**

During the last year, Ms. Serzan had a situation in which she wished there was an ILCEP letterhead. Ms. Parrish showed the attending members two samples that she had created. As a previous chairperson, she also felt it would benefit the group to have ILCEP letterhead to send correspondence. Ms. Parrish asked that the attending members look at the two samples and provide her with their comments.

**- 2002 ILCEP Chair, Secretary, and meeting location**

Ms. Serzan asked the attending members to think about chairing or hosting the 2002 ILCEP meeting. A secretary will also be required for the 2002 meeting. Mr. Pierce recommended that a meeting checklist/guideline be prepared. Since ILCEP is a voluntary organization, a checklist should be of great value for future planning. The attending members thought this was a good idea.

The idea of implementing a meeting registration fee was discussed. A fee was charged in the past. The attending members agreed that this should be considered for the 2002 meeting.

**- Gavel**

Ms. Parrish and other attending members thought it would be a good idea for the chairperson to have a gavel. Ms. Ramona Bernard, Naval Air Warfare Center, offered to procure the gavel.

**- ILCEP charter**

Ms. Serzan pointed out that the ILCEP Charter states that membership is “open to heads of editing and publishing organizations of Department of Defense scientific and technical activities.” The membership has changed over the years and now includes editors and other publications staff from DoD activities. The attending members voted to amend the charter wording to reflect the current composition.

The subject of contractor membership and meeting attendance was discussed. Contractors have always held positions in DoD publications offices. There are publications offices today that do not contain any government employees. The 2001 meeting was the first one contractors have attended. Ms. Serzan did some research in preparation for this discussion. Two regulations in particular – DoD Directive 5105.18, *DoD Committee Management Program*, and DoD Directive 5105.4, *Department of Defense Federal Advisory Committee Management Program* – were reviewed. Based on this review, Ms. Serzan recommended that the membership remain open to DoD employees only. The attending members voted to keep the current membership.

The attending members agreed that contractors in DoD publications offices should be encouraged to attend ILCEP meetings. The first day of this meeting was restricted to government employees while the rest of the meeting was open to contractors. The attending members liked this arrangement, allowing for ILCEP business to be conducted or sensitive information to be shared on the first day.

The attending members also agreed that publications staff from other federal agencies should be allowed or invited to attend ILCEP meetings. The National Park Service was represented at this meeting. Ms. Kathy Mayer, Naval Aerospace Medical Research Laboratory, recommended that the Committee establish relationships with groups similar to ILCEP.

Ms. Serzan opened a discussion on the number of representatives from each member organization. The charter states that each member organization is limited to two voting representatives. The attending members voted to keep the number at two. However, the meetings are open to more personnel from member organizations. It was also voted to amend the charter to indicate that non-members may attend the meetings.

The representatives from DTIC and the Government Printing Office, Institute for Federal Printing and Electronic Publishing, have always been associate members of ILCEP. The attending members voted to make them regular members.

#### **-ILCEP brochure**

Ms. Parrish suggested that a brochure be produced as a marketing tool. She offered to work on it. Ms. Mayer agreed to help.

#### **-2001 meeting minutes**

Mr. Pierce asked that the minutes be distributed in a timely manner. He recommended 120 days. As well as posting on the ILCEP web site, a CD will be produced, containing the minutes and presentations. There will be two versions – public release and limited. (Update: NRL will produce the CD and DTIC will replicate and disseminate the CD.)

## **Tour of Air Force Research Laboratory**

To conclude a wonderful day at AFRL, Ms. Casey had arranged for a cookout with staff from AFRL and a tour of the facilities. During the tour, attending ILCEP members were able to view actual distributed mission training research taking place in flight simulators, participated in a demonstration of night vision goggle technology, and visited the laboratory's multimedia production center.

The last two days of the meeting were held at the Best Western Inn and Suites, Gold Canyon, Arizona.

## **DAY 2 -**

Ms. Serzan opened Day 2 of the ILCEP meeting by welcoming contractors to the meeting. This is the first ILCEP meeting that contractors have attended.

### **Keynote Speaker**

**Dr. Robert T. Nullmeyer, Warfighter Training Research Division**

As keynote speaker, Dr. Nullmeyer, Research Psychologist, Warfighter Training Research Division, began the second day of presentations. Dr. Nullmeyer discussed one of his ongoing programs, emphasizing the value that scientists and engineers place on editors and publishers in documenting results of their research and technology efforts.

### **Announcements/Administrative Matters**

**Conducted by Sharon Serzan, Defense Technical Information Center**

Ms. Serzan provided a brief overview of the ILCEP business that was conducted the previous day. There was a brief open discussion among ILCEP members in reference to the length of future ILCEP conferences.

The ILCEP membership list was again distributed to the attending ILCEP members for verification of information.

The attending members agreed that three full days per year were necessary to complete ILCEP business, make presentations, and discuss issues.

### **Accessible Web Sites**

**Carol Cini, Director, Institute for Federal Printing and Electronic Publishing,  
Government Printing Office**

Mr. Cini opened his presentation by informing ILCEP members that Section 508 of the Rehabilitation Act Amendments of 1998 requires individuals with disabilities, who are members of the public seeking information or services from a Federal agency, to have

access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. Mr. Cini said, “for authors and webmasters, meeting this challenge would mean making accessibility a design objective. Electronic formats, such as HTML, are not automatically accessible. Whether information is presented in HTML or not, the key to making Web-based information accessible is to create content in such a way that it can be properly interpreted by assistive technologies, such as screen readers, used by individuals with visual disabilities.” Mr. Cini provided an online demonstration on how an organization can convert their data to comply with Section 508.

**United States Government Information Dissemination Policies**  
**Judy Russell, Deputy Director, U.S. National Commission on Libraries and Information Science**

Ms. Russell discussed some of the findings, conclusions and recommendations of a study entitled “A Comprehensive Assessment of Public Information Dissemination” conducted by The U.S. National Commission on Libraries and Information Science. She said “the study makes 16 strategic and 20 other recommendations for reform of federal laws and policies for dissemination of public information. It includes a legislative proposal for the Public Information Resources Reform Act of 2001.”

**Luncheon Keynote Speaker**

Mr. George Johnston, a noted Arizona historian (and former publisher), entertained the meeting attendees at a luncheon with anecdotes about the legend of the Lost Dutchman's Mine and with his personal experiences traveling in the Superstition Mountains.

**Efficient, Effective and Totally Electronic**  
**Claire Duong (nee Lam), Defense Technical Information Center**  
**Patricia McWilliams, Air Force Materiel Command**

Ms. Duong's presentation focused on the many ways DTIC can help manage our collections more effectively and efficiently in today's paperless environment. She addressed electronic document submission, color, file formats, multimedia, automated AD number feedback and online dissemination.

Ms. McWilliams' presentation focused on the new web-based document submission system called Scientific and Technical Information Transfer - Technical Report (STINT-TR). Ms. McWilliams said “the system was developed by the Air Force and will be offered DoD-wide.”

**Open Discussion**  
**Conducted by Kathy Parrish, Naval Research Laboratory**

Ms. Parrish led an open discussion on the following topics:

- **2000 GPO Style Manual** – The consensus seems to be that most writer/editors are not using this new manual as their main point of reference. Most of us are using the latest version of *Webster's New Collegiate Dictionary* or the *Chicago Manual of Style*. Some felt that the 2000 version had not been updated very much from the 1984 version.
- **Printing** – Most of the members at the meeting still use DAPS and GPO as their main printing sources. The service received from these two sources varies among the services and DoD activities; some is good, some leaves a lot to be desired. We all recognized that the law still binds us to use DAPS and GPO, or their contractors, to handle our printing requests.
- **Distribution on CD -ROM vs Paper** – There seemed to be an equal division among activities posting publications to the web, printing on paper, and using CD-ROMS to distribute publications. Money and budgets seem to be one of the driving factors.
- **Multimedia Reports** – Some of the activities are using CD-ROMS to publish multimedia reports with links, video clips, and sound. Some of these reports also have data files. If multimedia is used in a report, DTIC would like us to fill in a DTIC Form 530 (June 1994) vs the Standard Form 298 (Rev. 8-98).
- **Going Paperless** – Are we really going paperless? We don't think so. In fact it sometimes seems computers are responsible for generating MORE paper, but this is principally in the office environments. In many field activities, digital is the name of the game. Many of the Navy ships now have their manuals on CDs, and the Army is doing many of their manuals in SGML or XML. But we don't feel that paper will ever go away.
- **PDF vs Hard Copy as the Final Product** – Portable Document Format (PDF) is being used for some final copy, for web versions of publications, and some printers are printing from it. But it does have its drawbacks. One is that, if a PDF file is used for a publication, it cannot be easily downloaded and manipulated. Of course, this is exactly what some authors want, but in other cases, authors publish data files or tables that they intend to be useful to the reader to be able to download and plug in the reader's own values.

**What's New at the Document Automation and Production Service (DAPS)  
Mr. Robert Finch, Army/Air Force Corporate Account Executive, Headquarters,  
Document Automation and Production Service**

Mr. Finch discussed the latest DAPS business model, innovations, and E-business initiatives developed to assist government agencies in their quest to become paperless. In 1949, DAPS was chartered to support the printing and document related needs of federal and military agencies. Over the years, DAPS has developed initiatives such as digital warehousing; document conversion; electronic output media; and equipment management

to satisfy their customers' requirements to meet the ever-growing technological demands of the printing enterprise. Unlike most government activities, DAPS was conceived to function like a commercial business, with operating expenses funded solely by sales. From a single production facility at the Pentagon, DAPS has grown to more than 250 worldwide locations, in close proximity to DoD and federal government organizations around the globe.

### **DAY 3 -**

#### **Accessible PDF Files**

**Mr. Carol Cini, Director, Institute for Federal Printing and Electronic Publishing, Government Printing Office**

Mr. Cini's presentation focused on the numerous ways PDF files can be made accessible to individuals with disabilities. He said “Adobe has been offering accessibility solutions since 1997, when it introduced the access. Adobe.com Web site offering free services that convert Adobe Portable Document files into HTML or plain text for easy interpretation by assistive technologies.”

(Footnote: Since the meeting, Adobe announced that they would not be able to make PDF forms and tables accessible by the June 21 deadline. They hope to have this problem resolved by the end of summer.)

(Update: No resolution yet.)

#### **Preservation of Digital Information**

**Connie Wiley, Defense Technical Information Center**

Computers have forever changed the way we create, manage, distribute and access information. Digital technology—used to generate, amend and copy information, to search text and databases and to rapidly transmit information worldwide—has changed the way we think and work. Unlike text on paper, digital information can only be accessed after a number of technical operations have occurred in the background. These background operations as well as characteristics of the information itself make preserving access to that information over the long term such a challenge.

Maintenance of access requires taking steps, including:

- Incorporating preservation standards in new technology,
- maintaining the context and functionality of the content, and
- compiling metadata for resource discovery, file access, and technical description of the file; for location and opening of files now and later.

Several preservation related projects are in progress at DTIC. Among these preservation projects, a few stand out. The Handle System®, one form of uniform resource name

(URN), is being implemented at DTIC. The Open Archival Information System (OAIS), a model for management of digital objects and their metadata, is being examined for its potential application to DTIC requirements.

Resources can be described in many different metadata formats. To resolve the differing formats used to exchange digital information, a metadata registry or “official list” of metadata formats and data element definitions is needed. DTIC is participating in formulation of a metadata registry.

EXtensible Markup Language (XML) makes data completely interoperable and facilitates its preservation. DTIC is studying the use of XML for tagging information to make it readable by multiple systems, which enhances the likelihood that the data will be preserved.

Publishers can assist in the preservation effort by:

- adopting uniform guidelines for making information persistent and interoperable throughout their communities.
- developing a better understanding of how their information relates to that of others, such as determining precisely what an object is, what part of it is important to retain, the value of the page’s look and feel, the relative value of information/length of time it should be retained, and the priority of information. And, publishers can communicate requirements to DTIC so that new programs can be developed to fulfill publishers’ needs.

### **NISO Z39.18 Revision**

**Ramona Bernard, Naval Air Warfare Center**

**Maureen Long, Naval Research Laboratory**

NISO Z39.18, *Scientific and Technical Reports – Elements, Organization and Design* is in revision. Ms. Bernard and Ms. Long discussed their participation on the National Information Standards Organization (NISO) committee charged with the revision, which will incorporate guidance on reports originating in digital formats. The committee is pondering how to accommodate the myriad forms technical reports can take. There was an open ILCEP discussion as to whether digital report formats could be standardized to facilitate ingest, storage, secondary dissemination, and retrieval.

### **Open Discussion**

**Conducted by Ms. Kathy Parrish, Naval Research Laboratory**

Ms. Parrish led an open discussion on the following topics:

- **Posting Source Code to the Web** - Ms. Parrish asked if anyone had ever handled the approval of source code to be published to the web. A scientist at NRL would like to publish an article containing C++ source code for their unclassified foundation

libraries and wondered how to get it approved. Ms. McWilliams suggested it be approved through NRL's patent attorney's office.

(Footnote: Ms. McWilliams' suggestion turned out to be a good one. One of NRL's patent attorneys and the lead source code author met and resolved this issue. There was a question about licensing, but it turns out that, because we are government, we cannot hold the license on this particular source code because it provided extensions and tools to already existing software and did not fall into the category of a "new invention" or anything that could be patented.)

- Ms. Pawlus asked whether anyone within ILCEP uses a software package where the report comes into the organization electronically from a university or college and is then edited electronically and then sent to DTIC electronically via the Air Force's STINT software. No one indicated they had such software.
- **Electronic Publication Announcement** - Ms. Shirley Walker, Air Force Research Laboratory, asked if anyone had pursued Mr. Joe Burke's, Ms. Patricia Lewandowski's, and Ms. Carolyn Ray's (all of Air Force Research Lab, Wright-Patterson AFB) idea that was brought up right before the 2000 ILCEP meeting in Mississippi. The gist of it was to save printing money and yet still meet the intent of the various DoD instructions for disseminating scientific and technical information. An electronic publication announcement would replace the traditional primary distribution list. It could be mailed to R&D organizations, researchers, and companies with a possible interest in the technical report's content. Scientists and engineers interested in ordering public release documents would be encouraged to order them through NTIS or to view the full text version of public release reports at DTIC's website, Scientific and Technical Network (STINET). Qualified users of DTIC's Secure STINET website could similarly view full text versions of limited documents. DTIC would provide paper copies of reports as required to qualified requestors. Any paper or microfiche copying would be done at the requestor's expense and not the agency's.

The only meeting attendee to respond was Ms. Jamie Leach, Waterways Experiment Station. She said it was working very well.

### **E-Books: What You Need to Know** **Jeremy Frumkin, Metadata Librarian, University of Arizona**

Mr. Frumkin conducted a discussion on E-Books. The following were addressed:

- definition of an E-Book
- how e-books are used, both portably and on the desktop
- rights issues that e-books bring up, e.g, right to copy, print, transform, display, license, buy

He also briefly touched on authors' rights and the standards that e-books use, such as the open e-book standard.

**Electronic Technical Manuals**  
**Josie Moreno, Naval Surface Warfare Center**

Ms. Moreno gave a demonstration of how the Ships Technical Information Deficiency Evaluation System (TIDES) works for making electronic comments during production of a technical manual (TM) or for a customer electronic TM deficiency evaluation report (E-TMDER).

**The Navy/Marine Corps Internet (NMCI) Worldview from the Bottom**  
**Dr. Alan D. Gifford, Naval Undersea Warfare Center**

Dr. Gifford discussed the NMCI integrated computer network that will replace the numerous existing shore-based command data networks throughout the Department of the Navy. Advantages of the integrated computer network include increased security, worldwide accessibility, and interoperability with the other military services. Dr. Gifford explained how at the worker-bee level, this initiative stands to alter our desktops in procurement, installation, configuration, and maintenance of typical publications production information technologies, and how careful planning is proceeding at Navy commands targeted for initial implementation.

**ILCEP Business**  
**Conducted by Sharon Serzan, Defense Technical Information Center**

**Summary:**

The following were voted on and passed:

- Current membership will remain open to DoD employees only.
- The number of voting representatives from each member organization will remain at two.
- Membership is open to publication staff from an organization and not just the heads of such organizations. The charter will be amended. (POC: Ms. Serzan)
- DTIC and GPO are now full members of ILCEP instead of associate members. The charter will be amended. (POC: Ms. Serzan)

The attending members agreed that contractors and other federal agencies involved in publications are welcome to attend the ILCEP meeting. Also, ILCEP should interact with similar groups.

The writing of an ILCEP history will be pursued. To prepare for this, an archive of meeting minutes and other relevant material will be established. (POC: K. Parrish and C. Cini)

In addition to posting the 2001 minutes on the ILCEP web site, a CD containing the minutes and the presentations will be produced. There will be two versions – public release and limited. (CD POC: NRL and DTIC; Web POC: J. Pierce)

An ILCEP letterhead will be developed. (POC: K. Parrish and S. Serzan) (Update: The membership has now received two color PDF versions of a letterhead to review.)

An ILCEP gavel will be procured. (POC: R. Bernard)

Member organization web sites will be linked to the ILCEP homepage. (POC: J. Pierce)

A brochure will be produced as a marketing tool. (POC: K. Parrish and K. Mayer)

A registration fee will be considered for the 2002 meeting. (C. Cini, S. Serzan, and D. Green)

A meeting checklist/guidelines will be developed to assist future hosts/chairpersons. (POC: S. Serzan)

### **Designation of 2002 Chair, Co-chair, and Secretary**

The Chairperson for the next meeting is Mr. Carol Cini, Government Printing Office, Institute for Federal Printing and Electronic Publishing, and Co-chairperson is Ms. Sharon Serzan, Defense Technical Information Center. The Secretary is Mr. Jim Pierce, Navy Operational Test and Evaluation Force.

### **Designation of 2002 host/location**

After a discussion, it was proposed that the U.S. Naval Academy host the 2002 ILCEP meeting. (Update: The Naval Academy will be the host.)

### **Adjournment**

The meeting was adjourned at 4:30 p.m., Thursday, April 19, 2001.

### Meeting Attendees (33):

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