

MINUTES
Interlaboratory Committee on Editing and Publishing
West Coast Meeting
Naval Ocean Systems Center (NOSC), San Diego, CA
18-19 April 1990

Chaired by: Byron Butler, NWC
Hosted by: Peggy Cathcart, NOSC

ATTENDEES

See Attachment (1) for a list of attendees.

INTRODUCTION

Byron Butler called the meeting to order at 0830 in the McLean Laboratory, Building 1, Bayside, Conference Room A549 of NOSC.

1. Welcome by Helen Blanchard, Head of TID, NOSC

Helen Blanchard welcomed everyone to NOSC and reaffirmed the value of the ILCEP meetings and the importance of the issues ILCEP addresses to the Navy as a whole.

Ivor Lemaire, Head, Engineering and Computer Sciences Department also welcomed ILCEP and provided a tour of the department.

DISCUSSION TOPICS

1. Defense Technical Information Center (DTIC)

Carol Jacobsen discussed DTIC's plans for handling multimedia products. DTIC will accept scientific and technical information in other formats besides microfiche and hard copy and additional types of information besides technical reports, etc., e.g. (video, magnetic media).

Carol has looked at 36 product software experiments in determining how best DTIC will meet demand for multimedia products. Presently centralized unlimited distribution multimedia products is only available through the National Technical Information Service (NTIS).

DTIC is reviewing three draft equivalents to the Report Documentation Page (SF 298) for submitting scientific and technical information in (1) video, (2) magnetic tape, or (3) floppy diskette formats.

There is a need to submit information in a combination of formats with the intent to keep them together for retrieval (e.g. hard copy and floppy diskette representing Navy developed software with supporting documentation). In cases like this, DTIC presently prepares separate accession numbers, one for the software diskette and another for the hard copy of the operating manual.

Automated Document Information Program. DTIC maintains a history file that shows who has requested a particular product. Currently, requesters can obtain a hard copy or fiche for \$.35. Non-print media is not available at this time. Future plans include obtaining digitized, scanned, or print on demand information via the electronic document system. DTIC will also have the capability to track changes and revisions. Additionally, a decision support system will review a document and determine what level of scanning is required taking into consideration type, half-tones, and line art. Carol reported that there are free services available through DTIC (e.g., all types of bibliographies, video, DTIC Digest newsletter).

2. Navy Reorganization Issues

Art Senhen, a NOSC senior management analyst, gave a presentation on changes in the Navy organization and the impact of total quality management (TQM). The organization changes have come about as a result of the Defense Management Review and the Goldwater, Nickles Act-- Defense Reform Act of 1986, which criticized management (acquisition) within the Department of Defense (DoD). Secretary Cheney, a strong supporter of the Act, has begun a strong reform. He created a senior Assistant Secretary of the Navy for Research, Development, and Acquisition (ASN (RD&A)) position that combined the old positions of Assistant Secretary of the Navy for Research and Engineering and Shipbuilding and Logistics. With this change, 78 major programs were removed from top management and placed under program managers and program executive officers. Cheney's objectives were to provide for authority, accountability, and efficiency. An additional new position, still to be filled, is Assistant Secretary of the Navy for Installations, Environment, and Safety (ASN (IE&S)).

The acquisition area has been the focus of TQM under the direction of Secretaries Howard and Betti. TQM is the application of quantitative methods and people to control and improve:

- Materials and services supplied to the organization.
- The processes resulting in products and services of the organization.
- Meeting the needs of the customer, now and in the future.

Several Laboratory demonstration projects are under consideration to determine what works in the reform process (e.g., NWC and NOSC demonstration projects). The demonstration projects focus on personnel and procurement processes. Art discussed NOSC's efforts in the procurement area that is concentrated on measuring the process and reducing the time to procure. NOSC is looking at system contracting that will enable a 24 hour response time on 90 percent of the procurements (primarily small purchase items) and up to 30 day response time on 5 percent of the procurements. NOSC is looking at reducing delays in the Commerce Business Daily process by announcing commodity areas.

3. New Computer Equipment, Software, and Processes

Bob Pasqueretta of Computer Sciences spoke about the evolution of computers and what we can expect in the future. Bob says the next generation of computers will provide integrated text and graphics, sound, be intuitive and mouse driven, allow video tape image input, and have built in networking all for \$3,000!

4. Naval Undersea Warfare Engineering Station (NUWES)

Mel Patterson and Don Ehlinger from NUWES, Bangor, Washington presented an overview of their Automated Logistics Publishing System (ALPS). This system is dependent on a triad working relationship between NUWES (interacts with customer and provides electronic input), Navy Publishing and Printing Service (NPPS) (prints final product), and VITRO (a contractor provides graphics and editing support). NUWES produces 1600 manuals a year. The ALPS system is composed of several Sun workstations running Interleaf publishing software, a US Lynx media conversion system, a Kurzweil K-5100 scanner, and Kodak 4650 (600 dpi) and 5400 printers. Their personnel are comprised of 13-15 publishing system specialists (GS-5/7) spread between three shifts.

5. Navy Publishing and Printing Services

Wanona Crum shared with ILCEP that the Government Printing Office has a Navy Troubleshooter to help with problems arising with contracted printing quality and timeliness. NPPS also attempts to improve contracted printing by providing clear guidance/specifications to the printer during prebid meetings.

Carmen Scheifers (NPRDC) asked about the status of the automated publishing link between Peggy Cathcart's (NOSC) Kodak/Interleaf publishing system and NPPS Point Loma Branch's Xerox 9700 high speed copier. Xerox has told Wanona that an extra \$45K for 2-3 PC workstations and software *may* be necessary to transfer data between the publishing and printing systems.

6. Scientific and Technical Information Program

Dave Woods gave an overview of what is happening in the STI Program. The Defense Management Review (DLA) is looking very seriously at every issue facing DoD, including the importance of information and data in conducting reviews and making decisions.

On Work Unit Assignment Summaries (DD-1498s), the Navy represents one-half of the data base inputs compared with the Army and Air Force. Dave provided statistics showing submissions by the R&D laboratories and several other activities. He indicated that the DTIC statistics on literature searches performed with the start of each new R&D project does not track with his statistics on DD-1498 submissions. Jerry Brooksher (OPTEVFOR, PAC) indicated that the DD-1498 system seems to be missing the operational testing and evaluation (6.4) work.

The R&D laboratories should submit their report products to the DTIC data base as in many cases the report(s) represent the end-product of research work. Dave pointed out that headquarters people look at this information to determine what is being produced with the R&D dollars that are sent to the laboratories.

7. Copyrights and Proprietary Data

Peter Lipovsky with the NOSC, Office of Legal Counsel for Patents provided an excellent overview and summary of copyright and proprietary data laws. Copyrights fall under Title 17 of U.S. Code Section 106.

The owner of copyrighted material has 5 rights:

- Reproduction.
- Preparation of derivatives (e.g., paper copies, movie, software).
- Distribution of copies.
- Performance (including literary, musical, drama).
- Display of pictures, art, sculpture, and anything listed under performance above.

Penalties for unauthorized use of copyrighted material include willful (up to \$100K per work) and nonwillful infringement.

Government employees are restricted from copyrighting U.S. government work that is part of their official duties.

There are some exceptions where the government can copyright. The government can obtain the right to use a government contractor's copyright in the following instances: (1) unlimited copyright with contractor's permission, (2) restricted copyright (e.g., making backup copies of software), (3) limited copyright in instances where the contractor has used private funds. The *Special Works Clause* and *Doctrine of Fair Use* also allow the government to use copyrighted material under limited circumstances.

In March 1989, the United States became a member of the 1887 Bern Convention. The significance of the Bern Convention is that no notice of copyright is required and copyright is effective on the date of creation.

The NOSC Office of Legal Counsel for Patents provides advice and assistance to NOSC and NPRDC personnel in matters dealing with all intellectual property issues including, copyrights, patents, trademarks, and tradeseconds.

8. Navy Publications Contest

Dave Woods asked if ILCEP would be interested in setting up a Navy Publications Contest. A major benefit would be helping to get research documented and submitted to DTIC. It was decided that an East/West Coast Subcommittee was needed to develop a framework for the Contest. Byron Butler and Jerry Brooksher volunteered to solicit input from the ILCEP membership and report back at the next East/West ILCEP meeting. Some suggestions included:

- Limiting 1-2 entries per activity.
- Types of publications (journal articles, scientific articles, technical reports, manuals).
- Navy-wide implementation.
- Awards for (author, and writer)--no contractor submissions.
- Award for best would include trophy and \$5K; award for nomination would include a certificate.

9. ILCEP Business

Mission Statement. The revised statement was presented by Linda Oestreich and Carmen Scheifers for discussion. Several changes were suggested and will be compiled by Linda Oestreich and submitted to the Subcommittee Chair before the next East/West ILCEP meeting. The Mission Statement consists of purpose, background, functions, membership, meetings, officers, and amendments. The Subcommittee for Mission Statement Development is: Tim Calderwood (NRL), Chair, Dorothy Murphy (NOS), Diane Sullivan (NSWC), Linda Oestreich (NOSC), and Carmen Scheifers (NPRDC).

Logo. Four logos (see Attachment (2)) were provided to ILCEP West members by Linda Oestreich for review. Members were surveyed as to their preference. Linda Oestreich will provide the results at the next East/West ILCEP meeting.

Flyer. The flyer remains to be developed. It is awaiting the revision of the mission statement. A committee will be formed to develop the flyer after the mission statement and logo are approved. The flyer will be a three-panel document, covering the history of ILCEP, what we do, and will incorporate the new logo.

Monographs. Carmen Scheifers and Linda Oestreich reviewed the monographs and identified several for updating.

Monograph Title	Author(s)	Issue Date
Reviewing the Technical Report	Carmen Scheifers Linda Oestreich	FY91*
Titling Technical Reports for Optimum Use and Retrieval	Linda Oestreich Carmen Scheifers	FY91*
Index of Publications and Printing Regulations/Instructions	Peggy Cathcart	TBD
Funding Technical Editing and Publishing Activities	Peggy Cathcart	TBD
Technical Writing Courses	Linda Oestreich	TBD
Electronic Publishing	Ernie Climenson	TBD

*Draft monographs will be provided at the next East/West ILCEP meeting.

Next Meetings.

Combined--7-8 November 1990 at NOSC, Cloud Room

Peggy Cathcart, Host; Bob Sellers, Chair

West Coast--April 1991 at Naval Undersea Warfare Engineering Station, Bangor, Washington

Mel Patterson, Host; Chair TBD

ADJOURNMENT

The meeting was adjourned at 1210 on 19 April 1990.

Respectfully submitted,



CARMEN C. SCHEIFERS
Recorder

ATTENDEES
Interlaboratory Committee on Editing and Publishing
Combined West Coast Meeting
18-19 April 1990

Jerry Brooksher, COMOPTVFOR, PAC
Byron Butler, NWC
Peggy Cathcart, NOSC
Ernie Climenson, NOSC
Don Ehlinger, NUWES
Ruth Ireland, NPRDC
Carol Jacobsen, DTIC
Linda Oestreich, NOSC
Mel Patterson, NUWES
Edith Radliff, NOSC
Bobbie Ryan, NPRDC
Carmen Scheifers, NPRDC
Dave Woods, STIP

Attachment (1)