

INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING

JOINT MEETING

6-7 February 1991

NAVAL OCEAN SYSTEMS CENTER, SAN DIEGO, CA

Chaired by: Robert Sellers, DTRC  
Hosted By: Peggy Cathcart, NOSC

Attendees:

See Attachment (1)

Introduction

Bob Sellers called the meeting to order in the Cloud Room in Building 33 at the Naval Ocean Systems Center, San Diego, California

Discussion

1. **Directory:** Tim Calderwood (NRL) requested corrections to update the ILCEP directory.
2. **Center Consolidations:** The group discussed "rumors," but the lack of official news resulted in nothing more than speculation. Concerns existed because of existing hiring freezes, potentially new sponsors who would alter the type of work, and a reduction in the work force.
3. **Welcomes** by Helen Blanchard, Head, Technical Information Division, and Ivor Lemaire, Head Computer Sciences and Engineering Department.
4. **Computer Equipment/Software in Editing and Publishing:** Presented by Bob Pasqueretta, CSC, C-619-553-5565.

Keyboarding should be the input of last resort. Conversions should be utilized whenever possible. Scientists and engineers (S&Es) are using PCs and MACs more often. Dedicated, expensive systems are less popular in the publications work areas and are being replaced with PCs and MACs with improved software transfer capability. Software such as MACLINK, DYNAFILE, WORDPERFECT 5.1 and TOPS were discussed. Scanning was also discussed with serious concerns for storage space requirements for graphics vs. text.

General discussions:

- \* S&Es should be educated to limit software variety.
- \* Publications personnel should format and edit.
- \* Expect more PC inputs due to improved software and WINDOWS.

- \* Bitstream Typeface: improved resolution on HP III.
- \* 300 dpi vs. 600 dpi: 300 dpi generally acceptable; paper quality important; graphics 300 dpi is marginal; NWC testing 900 dpi--looks better, but not three times better.
- \* NRL getting into WP 5.1 because of users and desire to be compatible. Input: 25% WP 5.1; 25% MAC; 50% others.
- \* NPRDC converted to Frame Maker--very good with a lot of power. Continue to look for better conversion systems. Microsoft now being used--considering conversion to WP 5.1.
- \* NRL, Orlando at one time did keyboarding, but usually now receives work from field for editing and format. Looking at WP 5.1 as a replacement because of claims--especially for equations.
- \* NOSC using AT equipment, mostly with WP and some Word Star. Most work is being done on PCs and forwarded to new Kodak printer. Looking at CALS requirements for importing, conversion and transporting. SPARC workstation, scanner and SCHAFFSTALL being used in a closed system for classified work. Next year adding UNISYS and a color printer. Have a need for a MAC.
- \* NWC used Interleaf on SUN systems--testing MAC. Much input on MAC, some on PC. Using SCHAFFSTALL for disk conversions.
- \* NAVSWC use XEROX 6085 systems, capable of various conversions to XEROX. Equations an important factor in selecting XEROX.
- \* DTIC is obtaining much new electronic reproduction equipment.
- \* NMWEA uses Zenith 248 PCs, Ventura software and HP scanners.
- \* NAVSEA COMBATSYSENGSTA uses 386 PCs, Interleaf, WP 5.0, limited Ventura and laser printers.
- \* NOS uses Zenith 248 PCs and WP. DECMATE 2 is used by contractors for typesetting. Setting up XYVISION, the training is slow, output is great and is CALS compatible. Uses NOVELL LAN hookup and HP printers.
- \* DTRC uses a DEC base ETHERNET system, VAX clusters, Interleaf and SCHAFFSTALL. Looking at UNISYS with WP 5.1.
- \* NOTE: The Zenith contract is now with UNISYS. There have been considerable delivery delays because of a large backlog of orders and Persian Gulf priorities. Some concerns: (1) Internal components readily available generics or special?; (2) One person had trouble with disk size compatibility. Looking into this further.

ACTION Members may be interested in outcome of reported disk size compatibility concern.

5. **Personnel:** The editorial series is old and terminology is a problem.

\* DTRC received PMA approval and switched/promoted employees from the 1087 to 1082 series.

\* NRL wants to switch some personnel from 1087 to 1082 series, in an attempt to raise career, and is working with the DTRC PDs.

\* Grade structure poor--need to find a way of retaining personnel.

\* NWC is facing a major department reorganization.

6. **Marketing:**

\* NOSC/NPRDC solicits management support for funding to maintain equipment and software technology at a par with Center S&Es.

\* Strong support by many to provide presentations to their Department's showing detailed analysis of cost savings.

\* Requests for upgrades based on cost savings.

\* Eliminate duplication of services.

\* Use S&Es for their intended purpose.

\* Due to more efficient operation, contracting has dropped significantly, at a cost savings.

\* Cost estimates are being requested more frequently as funds become tighter. Standard jobs can usually be given estimates, but unique jobs are on a per case basis. Customers want to be kept informed of any changes in the cost estimates.

\* Provide cost estimates on a per unit basis vs. total--can be less shocking.

\* NRL provides presentations to new employees. Also invites customers for small group presentations.

\* NOSC sends out "News and Views" information to all hands.

\* NWC wanted to designate a marketing person, but decided to use ALL TID employees for marketing AND also to listen to customers.

\* NRL rotates employees for about 8 hours to other areas to broaden their knowledge in the TID area. When an editor finishes a task, the editor personally take it to the customer to establish/maintain customer contact. Idea is to get TID employees "out" and not always have the customer come to TID.

7. ~~Equipment Needs/Excess~~: Tim Calderwood to be ILCEP POC to provide a list of equipment/software needed or in excess.

8. ~~Copyright~~ presentation by Peter Lapovsky, NOSC, Code 0012, 619-553-3001, DSN-553-3001. Peter gave an excellent presentation on COPY-RIGHTING or COPY-WRONGING.

NOTE: THESE MINUTES CANNOT REPLACE THE NEED TO CONSULT WITH THE LEGAL OFFICE ANY TIME THE SLIGHTEST COPYRIGHT CONCERN ARISES.

\* Copyright laws are defined in Title 17 of US Codes, Section 206, and cover:

- a. Reproduction of copyrighted material
- b. Right to reproduce derivative works
- c. Right to distribute copies to the public
- d. Right to perform work publicly
- e. Right to display work publicly

\* Penalty of copyright infringement if willful with disregard can be up to \$100K plus court and attorney fees. Non-willful penalty can be up to \$20K.

\* Government employees cannot obtain copyright for work as an employee, but may be able to for work outside. However, new ethic laws may change that.

\* Section E data clause should be incorporated in all contracts.

\* Copyright permission should be obtained (royalty-free, if possible) for any copyrighted works the government desires to use.

\* Fair Use is a very important clause for government use of copyrighted media.

- a. Can copy segments (not entire) for classroom use, review, research or teaching

\*\* Consider educational use

\*\* Segment: 1% probably OK, 10% probably not

- b. Consider damage (fairness) to copyright holder
- c. Effective damage on potential market

\* Library copying may be permissible for reproduction of no-longer-available publications for backup, for research, for other libraries if lost or stolen, and no longer available at a reasonable price, or, if it goes to patrons only for study, scholarship or research.

\* Bern Convention does not require copyright notice. Therefore, it may not be known that a copyrighted item is being copied. Must document search to determine.

\* Video copying of a segment (not entire) may be permissible for scholarly teaching. Taping off of TV may be permissible for classroom use if no charge at education or research facility. (Inquire with station.)

9. CALS presentation by Ernest Climenson, NOSC, 619-553-48116, DSN-553-4816. Ernest attempted to Clarify CALS. At this time, we are not in a position to submit a purchase requisition to our managers to "order one."

Computer-aided Acquisition and and Logistic Support (CALS), simply stated, is a highly versatile electronic data exchange intended to reduce lead time, reduce cost, and improve quality.

\* Major contractors like Boeing are the driving force with the government following up.

\* Handouts were provided for CALS references and standards.

\* Software stated to be CALS compliant should be tested by CALS Test Network at Lawrence-Livermore. There is some uncertainty on claims to testing and compliance.

\* Software packages main concern; must be CALS compliant.

\* Hardware upgrades may be required for speed and storage, but many new, powerful PCs may be adequate.

\* CALS is also being established in Europe and Canada.

10. DTIC (Defense Technical Information Center) presentation by Sharon Serzan, Acquisition Section, C-703-274-6847, DSN-284-6847. Sharon provided information on DTIC's transfer to direct control under DoD, new products and services, and she distributed a number of handouts.

\* DTIC collects almost everything from an R&D contractor and in-house, but not administrative. Collects reports, journal articles, proceedings papers, theses, and even specs and standards. Do not destroy information without first checking with the Acquisition Section at DTIC.

\* DTIC will now accept all media formats. However, the DTIC Product Manager should be contacted before sending any non-print formats (DSN-284-7184).

\* New equipment is now available for reproducing non-print media.

\* The Naval Audit Service has completed their audit of Navy STIP. The report is not yet available, but the overall finding is that the Navy continues to not comply with the STIP regulations.

\* There are three new report documentation pages for magnetic tape, videorecording, and computer diskette formats. See new forms in handouts.

\* There are two new standards:

ANSI/NISO Z39.23-1990 Standard Technical Report Number (STRN) format and Creation (see page 3 for new format for report #).

MIL-STD-1806, 1990 Marking Technical Data Prepared by or for the Department of Defense.

\* May have to request NAVPUBS to carefully check when they indicate forms are unavailable Standards are now available from:

Standardization Documents Order Desk  
Bldg. 4D  
700 Robbins Ave.  
Philadelphia, PA 19111-5094  
215-697-2667

or, a faster but more expensive source is:

Transaction Publishers, Inc.,  
Rutgers University  
New Brunswick, NJ 08903  
201-932-2280

\* NTIS is now the source (at a cost) for DoD directives. NAVPUBS no longer handles them. The NTIS phone number is 703-487-4630. DoD activities may also get directives from their claimant publication office, or call HQ, DoD Directives Division, 703-697-4111/DSN-227-4111, for referral.

\* SF 298 is only available from GSA, but is printed in red (copy, if desired). Call 703-557-5927 for information on ordering. The Acquisition Section can supply a complimentary copy.

\* If you want to know the AD# assigned to your document, submit a DTIC Form 50 with document. Copies can be obtained from Selection Section, 703-274-6803, DSN-284-6803.

## 11. ILCEP

### Amendments:

\* "Mission statement" changed to "purpose"

\* "Shall" to "are"

\* Bob Sellers made a motion to pass statements as amended; unanimous vote to pass.

ACTION Monographs

\* "Reviewing the Technical Report" draft distributed for comments. Return to Carmen Scheifers (NPRDC), 619-553-7728, DSN-553-7728, ASAP for inclusion in next meeting.

\* Carmen looking for assistance. Kathy Parrish (NRL) volunteered to assist on next monograph.

\* West Coast/East Coast title to be changed to ILCEP.

\* West Coast has reviewed needs.

ACTION \* East Coast has not reviewed needs, and will get together to do so.

Logo

\* Several logos developed--should "Laboratory" be excluded from ILCEP name due to many pending agency name changes? Deferred until next meeting or until consolidation decisions are known.

12. Publications Competition

\* NOSC and NRL very active

\* Competition amongst what groups? Subject matter?

ACTION \* Dave Woods should investigate if allowed in Navy Incentive Awards system. What can Navy Incentive Awards system do to support?

13. Future Meetings:

ACTIONS

\* Joint meeting approximately 23-24 Oct 91 at DTRC, Annapolis, MD. Chairperson: Ernest Climenson (NOSC)

\* West Coast meeting to be determined for time period between now and Oct 91

\* East Coast meeting, one day, 30 May 91, hosted by Dorothy Murphy (NOS), and chaired by Diane Sullivan (NAVSWC)

\* Future meetings:

a. First day attendance restricted to members only

b. Second day may include guests

c. To be two full days

18 Mar 91

INTERLABORATORY COMMITTEE ON EDITING & PUBLISHING (ILCEP)  
JOINT MEETING 6-7 FEB 91

ILCEP ATTENDANCE LIST

DAVID TAYLOR RESEARCH CENTER (DTRC)

Bob Sellers

DEFENSE TECHNICAL INFORMATION CENTER (DTIC)

Claudia Devlin  
Sharon Serzan

NAVAL SURFACE WARFARE CENTER (NAVSWC)

Karl Hoffmann

NAVAL MINE WARFARE ENGINEERING ACTIVITY (NMWEA)

Ray England

NAVAL OCEAN SYSTEMS CENTER (NOSC)

Peggy Cathcart  
Ernest Climenson  
Bill Penny  
Edith Ratliff

NAVAL ORDNANCE STATION/INDIAN HEAD (NOS)

Dorothy Murphy

NAVY PERSONNEL RESEARCH AND DEVELOPMENT CENTER (NPRDC)

Ruth Ireland  
Roberta Ryan  
Carmen Scheifers

NAVAL RESEARCH LABORATORY - UNDERWATER SOUND REFERENCE DETACHMENT,  
ORLANDO (NRL-USRD)

Delores Pieper

NAVAL RESEARCH LABORATORY (NRL)

Tim Calderwood  
Kathy Parrish

NAVAL SEA COMBAT SYSTEMS ENGINEERING STATION  
(NAVSEACOMBATSYSSENGSTA)

John Kennedy

NAVAL WEAPONS CENTER, CHINA LAKE (NWC)

Byron Butler