



INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING
MINUTES OF JOINT MEETING
U.S. Naval Academy, Annapolis, MD
October 23-24, 1991

INTRODUCTION

The meeting of East and West Coast participants was called to order by chairperson Ernest Climenson at 0840 on Wednesday, 23 October 1991. Approximately 26 participants were present (see attached list).

Ron Schmidt, head of the Technical and Administrative Services Department, DTRC, keynoted the meeting. He said the ILCEP organization provides a good forum to share technical information and management ideas related to publishing and attendees should take ideas back to their organizations and put them to work. "Our future is linked to managing change and we should expect a lot of change during the next 5 years." Mr. Schmidt said that government organizations will not be able to disregard change. Budgets are going to be cut; in order to survive, we all need to do business in a different way in keeping with the times.

Mr. Schmidt stressed the importance of Total Quality Leadership, (TQL). Although his department dropped from 131 to 90 employees, they have expanded services with an organization based on product lines. Emphasis is placed on team readiness, customer focus, customer service, and administrative support. The department has fewer managers and employees go through fewer layers of management to effect changes. The primary focus is on the customer.

APPROVAL OF MINUTES OF THE LAST MEETING.

Minutes of the February 1991 Joint Meeting held in San Diego were approved with one correction which was provided to the drafter of those minutes for action.

DIRECTORY OF MEMBERS.

The most current list was routed for attendees to update or correct their information.

NAVY REORGANIZATION ISSUES

Some Laboratories Being Consolidated. NOSC is expected to become NCCOSC Research, Development Test and Evaluation Division (NRaD) on 1 January 1992. NWC will become part of the Naval Air Warfare Center--Weapons Division. NSWSES, Port Hueneme, will be combined with five other organizations. NSWC will become the R&D division of a new center. The Naval Oceanographic and Atmospheric Research Laboratory, Stennis Space Center, Mississippi, will become part of NRL. Reorganization should be an important topic of future ILCEP meetings.

Impact of reorganizations on TID functions.

- DTRC. More effort may be focused on technical manuals.
- NOSC. Changes are in the works. Looks like the need for more marketing of services.
- NPRDC. Budget and people reductions are expected, but improved technologies and equipment will help the situation. Some customers are helping TID functions by providing resources to upgrade and replace equipment.
- NSWC. Sees the need for creative solutions to tough problems ahead. Expect less management structure; will probably need to share workload and contract more.
- NWC. TID reorganized in preparation for consolidation. Five divisions combined into three service-oriented divisions, plus the addition of an administrative support group that handles records management and mail services.

NPPSO REORGANIZATION.

Information relative to the planned reorganization was presented by Russell Bishop, NPPS, Annapolis. The new organization may be called the Defense Printing Service and will include Army and Air Force printing facilities. The General Accounting Office (GAO) deferred the change until at least December pending further study of the issues. Overall the change is supposed to save \$260M. Two more central divisions have been established within NPPS and GPO is still in the loop.

The expected impact is to provide better response to customer needs by expanding services and bringing new technology into play. A lot of the Army shops lack high speed duplicating and printing equipment so these shops need to be upgraded. Service should be better under the new structure with more available locations. Army and Air Force may lose some facilities. DTIC fears that some of their sophisticated equipment will be moved out and relocated according to this plan.

Mr. Bishop also indicated that he has both a forms and a book and pamphlet contract available through his shop.

PERSONNEL ISSUES

Tim Calderwood (NRL) distributed copies of GS-7 and GS-9 position descriptions (PDs). These are for the 1082 (writer/editor) series, but written for employees working in composition and layout. In the editorial section, growth and experience moves 1082s to 1083 (technical writer/editor) positions. He also distributed copies of the new 1082 editor/compositor PD.

ETHICS ACT

Byron Butler reported on the latest in a proposed change to the Ethics Act that would prevent government employees from participating in the activities of professional organizations during regular working hours. It would also prohibit supervisors and managers, under certain circumstances, to authorize training sponsored by such organizations.

PUBLICATIONS MANAGEMENT

Fiscal Impact of current situation. Some projects are pulling back their funds and work from TID. We need to help our customers obtain support and funding for their work. A lot of customers are asking for cost estimates before work is started--even for very small efforts. Some TID's are asked to bid against contract performance in situations where the project has direct access to a contractor.

Commitment of management to publishing function. There is a better chance of the function being supported if it is understood. This means talent to accomplish a function, the time to accomplish each step of the procedure, and the cost to produce the product. A problem common to many of the laboratories but more prevalent in some is the issue of local management not understanding the separate roles and capabilities of editorial people versus computer-trained people.

Contracting for publications production. NSWC is trying some editing on contract. NOSC has been using a cost plus fixed fee contract for some time in various capacities and is looking at a new one that may turn out to be an 8A (minority-owned business) set-aside contract. NWC uses contract support for composition, keyboarding, and illustration. A few contractor writer/editors, illustrators, and composers are working on-site under the guidance of TID organizations. Similar contractor resources are available to all of NWC off-site. NRL has been able to order editorial services on the government bank card.

Liaison with publications organizations. The Federal Publishers Committee, based in Washington, D.C., was mentioned as one source of information regarding publishing, printing, technology, and standards in the Federal Government.

CUSTOMER RELATIONSHIPS

Marketing Strategies. NSWC stressed the need for publishing people to be marketers; in performing well for the customer we help sell ourselves and our capabilities. We also need to be sensitive to the needs of the customer and, when appropriate, do more than just editing or composing if the service will enhance the effort for the customer. NRL tells the customer "yes" to requests for a different service; then they do whatever it takes to complete the job. They also publish the titles of unclassified formal reports in their newspaper. NOS and NWC offer disk conversion services.

Service Centers. Some activities charge by the unit, like a page, or an hour. Some activities tack on administrative charges to each unit of production. Typically, the service center approach results in a lower cost to the customer.

Coalitions to obtain resources. Several TID groups develop advocates in the technical community to support their need for new and improved equipment. DTRC and NPRDC customers support their TIDs with funds for new equipment. Carmen Fendelman networks with the NPRDC technical board to ensure publishing and presentation needs are identified. They have shared software licenses in exchange for hardware.

Visibility. DTRC is beginning to get business back from the technical customers who no longer want to fool with keyboarding and other functions. Visibility sometimes occurs by having a unique resource to get something done, like on-line access to a high speed electronic printer or the ability to easily convert from one program to another. Most ILCEP organizations control the publication numbering systems at their activities.

Expansion of the customer base. NWC has taken on writing and editing of new and changed instructions. This is a growth area due to the consolidation. NOSC advocated going directly to the customer to stay in touch with a publishing project and to immediately iron out any misunderstandings, before the customer comes to them with a problem.

Quality vs. cost and time. Quality often depends on how much money a customer has available and what the customer wants, not necessarily needs. A light and quick edit is one way of cutting costs; however, this approach should only be offered to customers whose writing capabilities are known. Otherwise, the product could be poor and the blame placed on the editing.

COMPUTER-AIDED ACQUISITION AND LOGISTICS SUPPORT (CALs)

Joe Garner, Advanced Information Systems Branch, DTRC, reviewed the scope, goals, problem areas, potential savings, implementation strategy, etc. for Computer-Aided Acquisition and Logistics Support (CALs). He discussed IETM, an interactive electronic technical manual system, where the first thrust will be towards repair and maintenance manuals. Such a manual will be in a database format rather than a page format. User will have random access to text and applicable graphics.

The CALs test network was established to test, evaluate, and demonstrate the use of digital information using CALs standards. So far, four firms producing publications systems, have participated in the CALs test program: Interleaf, Xyvision, AGFA Compugraphics, and Datalogics. Joe reviewed some of the advantages and disadvantages of the systems tested to date.

A major update on CALs will be available at a future user conference/Expo to be held in San Diego in late 1992.

DTIC UPDATE.

Sharon Serzan discussed various aspects of the changing scene at DTIC, including the new organization under OSD. Sharon is now part of the Directorate of User Services, DTIC-B and serves as the STI Training Program Manager in the Programs and Network Services Division.

The Work Unit Information System, (WUIS), redesign is being changed again to reflect fewer fields.

The DTIC Annual Conference will be held in Alexandria in November 1991.

The average processing time for technical reports has been reduced from 35 to 20 days.

Due to changes in the copyright law, DTIC now has a licensing agreement to send journal articles to registered DTIC users.

There are about 200 titles of non-print products now in DTIC. Handouts describe the media DTIC can accept and the recent availability of the Technical Report Database on CD-ROM. Sharon asked us to let her know if there are other media we want them to accept.

Until DIA says otherwise, DTIC will accept reports containing WNINTEL (intelligence) information as long as the report carries an "E" distribution statement.

EQUIPMENT

Current Hardware and Software issues. Several of the labs are using the Shaffstall disk conversion device. The current model 6000 device seems to provide clean conversions for a lot of different applications. The Kurzweil scanner, used by several ILCEP organizations, seems to be the best of the best in providing clean scans that require little clean-up.

DTRC is running Framemaker on a NeXT computer. They also buy scanning services on contract for \$4.50/page from a firm in Virginia. For an additional charge of \$35/hour, the vendor will make changes and updates to the document file.

TID at NRL use mostly IBM equipment, but there is a growing base of MacIntoshes at the Lab. NRL has Framemaker loaded on a Mac to support customers.

NOSC has ordered Sparc workstations to run the new 5.0 Interleaf on their KEEPS system.

NPRDC and NSWC are running Framemaker on Sun workstations and on Macs.

The publications graphics group at NWC has upgraded the resolution and speed of an Apple Laserwriter NTX printer to 300 x 1200 dpi by adding a printer controller manufactured by Xante Corp. The upgrade cost \$2,500 and is available for different models of the Laserwriter.

Savings through technology and procedures. At NPRDC, Carmen justified a savings of over \$70K in maintenance by changing out Xerox stations for Sun workstations. At NOS, Dorothy Murphy documented a per page savings in the preparation of tables and justified an upgrade to a computer application.

ILCEP BUSINESS

Overview of STIP meeting, May 1991. Bill Penny was prepared to summarize notes from the meeting as well as a report from the STIP director, Dr. Dave Woods, since he could not attend ILCEP. In the interest of time, it was decided to include Dave's notes, and Byron's STIP meeting summary, as attachments to the minutes of this meeting.

Review of ILCEP purpose statement. Another draft of the statement that describes ILCEP's purpose was handed out and discussed. It appeared that a statement dealing with membership, and the section on meetings, was not in the latest draft. Diane Sullivan said she would check the previous draft, make changes, and send a new draft to Tim Calderwood who will send it to the membership.

ILCEP monographs. Kathy Parrish reported on her work with Carmen Fendelman in getting "Reviewing the Technical Report" ready for publishing. Funds are needed to print this monograph. Pam Jones, NATC, is working on an index of publications and printing regulations that may be a future monograph. Kathy Parrish is interested in picking up on a monograph started earlier titled "The Long and Short of Technical Writing." There is also interest in developing a monograph on funding technical editing and publishing activities that would include information on service center funding. Carmen suggested that, in the tight fiscal climate today, ILCEP might want to focus its monograph efforts toward subjects that relate more to our customers than to ourselves.

ILCEP logo. Various versions of logos for ILCEP were discussed. Four suggested designs were voted on and that design designated #2 received the most votes. It was decided to modify it slightly to reflect the outline of the U.S. (rather than the representation of the world) and to start using the logo on stationary and other communications of the group during the next year.

ILCEP and Navy Publications Contest. Byron Butler reported that, at this time, he cannot coordinate such an effort. The group discussed that, given the consolidation taking place now, ILCEP might want to see how the various organizations shake down before embarking on a contest. The STIP director feels that after the consolidation takes place, a structure might evolve that would lend itself to organizing a competition into logical categories.

TECHNICAL MANUALS

Technical Manuals Subgroup. Members representing DTRC, NMWEA, NSWSES, NOS, and NOSC (see attached attendance list) met for approximately one hour on October 24 to discuss primarily NAVSEA technical manual (TM) requirements and issues. A proposal for future meetings as outlined below was formulated for presentation to the main body.

Future Meetings. As a result of the breakaway, it was suggested and agreed that the Technical Manuals Subgroups would hold a separate meeting the afternoon of the day before each regional ILCEP meeting. Issues and discussion items would be summarized and brought to the joint meeting each year. Dorothy Murphy will be the lead contact for the manuals subgroup on the east coast. Ernest Climenson will be the lead contact for the west coast subgroup.

FUTURE MEETINGS

The next joint meeting. A tentative date of 7 and 8 October 1992 was selected for a meeting at NPRDC in San Diego. Carmen Fendelman will host and Tim Calderwood will chair the meeting.

The next east coast meeting. Tim Calderwood will host and chair a meeting on 8 and 9 April 1992 at NRL (now scheduled for 2 April). The 9th will be devoted to the full spectrum of ILCEP business and the Technical Manuals Subgroup will meet for half a day on 8 April (rescheduled for 1 April).

The next west coast meeting. Bill Penny will host and chair a meeting at NOSC, San Diego, on 22-23 April.

ADJOURN

After thanking the DTRC hosts for their efforts in supporting the Annapolis meeting, Ernest Climenson adjourned the meeting at 1625.

INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING
UNITED STATES NAVAL ACADEMY
OCTOBER 23--24 1991

CONFERENCE PARTICIPANTS

NAME		ORGANIZATION	PHONE
Ernest Climenson	TM ¹	NOSC	(619) 553-4807 DSN 553-4807
Lionel Wyld		NUSC	(401) 841-2406
Lynne Mattingly		NATC	(301) 862-7705
Karen Brown		NATC	(301) 863-1704 DSN 326-1704
Sharon Serzan		DTIC	(703) 274-3848 DSN 284-3848
Ray England		NMWEA	(804) 888-3725 DSN 953-4771
Carol Whitley	TM	NMWEA YKTN	(804) 888-3745 DSN 953-4451
Carmen Fendelman		NPRDC	(619) 553-7728 DSN 553-7728
Bill Penny		NOSC	(619) 553-4791 DSN 553-4791
Larry Taylor		NCSC	(904) 235-5288
Byron Butler		NWC	(619) 939-3668
Kathleen Parrish		NRL	(202) 767-2782
Irene Barren		NRL	(202) 767-1287
Tim Calderwood		NRL	(202) 767-2379
Lisa Climenson		FCDSSA SD	(619) 553-9469
Karl R. Hoffmann		NAVSWC	(301) 394-4446

¹ Participated in technical manuals session.

			DSN 290-4446
Bob Sellers		DTRC - Annapolis	(301) 267-2656
		- Carderock	(301) 227-1047
Troy A. Sutton	TM	NSWSES	(305) 982-0777
Linda H. Jenkins		NOARL	(601) 688-5429
•Russell Bishop		NPPSBO - Annapolis	(301) 267-2693
			DSN 281-2692
Gordon Birkhimer		NPPSDBO - PAX River	(301) 863-1738
			DSN 326-1738
Yvonne P. Byrd		DTRC - Carderock	(301) 227-1146
			DSN 287-1147
Constance A. Applegate (Connie)		DTRC - Carderock	(301) 227-1146
			DSN 287-1146
Carol R. Naas	TM	DTRC - Carderock	(301) 227-1070
			DSN 287-1070
Diane R. Sullivan		NAVSWC - Dahlgren, VA	(703) 663-8921
			DSN 249-8921
Dorothy A. Murphy	TM	NOS, Indian Head	(301) 743-6735
			DSN 364-6735