

# **INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING**

Minutes of the Combined East and West Coast Meeting  
17-19 October 1995  
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION  
Patuxent River, Maryland

## **INTRODUCTION**

### ***Welcoming Remarks***

The combined Interlaboratory Committee on Editing and Publishing (ILCEP) convened at 0800, 17 October 1995, at the Naval Air Warfare Center Aircraft Division (NAWCAD), Patuxent River, Maryland. Chairperson was Byron Butler, Publications Officer for NAWC Weapons (WPNS), China Lake, California. Karen Brown, Technical Publishing Team Leader for NAWCAD, was host for the meeting, arranging for facilities, local speakers and tours, hospitality, and messaging services. Byron thanked Karen and her staff who worked so hard to prepare for the meeting.

### ***Keynote Speaker***

Karen Brown introduced Keith Fairfax, Deputy, Naval Test Wing Atlantic, guest and opening speaker for the meeting. Mr. Fairfax emphasized the need to maintain high standards and quality. He encouraged attendees to ply the publishing craft well by offering value-added products and services to our customers. He pointed out that there is a new group of customers who read products electronically. Today's challenge is to design products that are easy to read in electronic formats. Also, because of our customers' need to market their products, technical information department (TID) organizations should give them the tools they need to succeed. Decision-makers need good, reliable information upon which to make good decisions. TID has the challenge of providing this information. Mr. Fairfax also stressed the importance of archiving, particularly as it pertains to older aircraft systems that stay in the inventory longer (many are over 30 years old) and are still active. There is a tremendous need to have access to old data in order to maintain these aircraft. As new technical information is developed, it must be designed for archiving and easy retrieval in the future. These issues are increasingly important as budgets become tighter.

## **ADMINISTRATIVE MATTERS**

### **Agenda, Minutes, Directory Updates**

The proposed agenda was reviewed; no significant changes were suggested. Byron circulated a sign-in sheet for attendees to indicate their name, activity, and other data. Updating the directory of members was discussed. Tim Calderwood distributed copies of the ILCEP membership list and asked attendees to make corrections. He will update the list using information from the sign-in sheet, and distribute it to the membership. Minutes of the previous meeting were mailed to the ILCEP membership before the meeting and included in the packet of material each attendee received. Byron asked attendees to review the minutes of the 18-20 October

1994 meeting and give to him before the close of the meeting. Byron then asked for volunteers to take notes of various meeting topics from which a set of minutes can be written.

### ***INTRODUCTION OF MEETING ATTENDEES***

Attendees introduced themselves, giving some background on their activity, their position in the activity, some feelings about major concerns they have about publishing in today's environment, and comments about positive trends in the field. Attendees offered a variety of comments regarding issues that, from their viewpoint, have impacted DoD publishing, especially in their activity. Downsizing the publishing function (loss of staff), higher average age of employees, not being able to hire new employees (maybe more contracting), constantly changing laboratory organization, lack of (or absence of) overhead funding for training and travel, and uncertain status and organization of the publishing function were some of the more important issues and concerns. On the positive side, some ILCEP representatives are enjoying good support from management, have been able to upgrade their equipment and facilities, are now connected to networks and on-line services, or are producing more brochures and flyers as customers see the need to compete for scarce funding.

### **DEFENSE TECHNICAL INFORMATION CENTER (DTIC) UPDATE**

--Recorded by Linda Creason

#### ***DTIC Overview***

Timothy McCleerey, Office of User Services

Mr. McCleerey discussed DTIC's move of their main office to Fort Belvoir, VA. The Annual User's Meeting will be October 30 to November 2 in Alexandria, VA. DTIC is celebrating its 50th anniversary and will be issuing a book and a videotape on the occasion of this event. He discussed the Electronic Document Management System (EDMS). Documents are no longer put on microfiche to store, but are scanned and stored on optical disks.

DTIC now has a "home page" which has increased visibility. There have been many new inquiries as a result of the "page." Tim showed examples of home pages and discussed Navy guidelines. Other innovations are the Enhanced TR Database on CD-ROM, available by subscription; the TR Graphical User Interface (GUI), a new product; and Golden Gate, through which users of networks can access DTIC services.

#### ***DTIC Acquisitions***

by Frank Scott

DTIC is trying to expand its collection from mostly research and development (R&D) information to information covering the life cycle of a product. A structured approach has been developed to do this. Collection will be emphasized in three areas: mission; acquisitions life cycle; and policy development. Various strategies will be used to obtain publications in each area. The benefits of the new collection plan are:

- The structured approach shows not only what to collect but where to find it.
- There should be a synergy as information users leverage one another.
- DTIC will be a “one-stop shopping center” for DoD technical information.

### ***Submission of Electronic Materials***

by Carol Jacobson

We need to send only one copy of a report to DTIC now since they have started using the EDMS. DTIC plans to collect reports via the EDMS, but they are limited to unclassified, unlimited documents so far. Two prototype efforts are ongoing with several partners.

DTIC’s challenge is to deal with the number and variety of their customers. There is a lack of standardization and a lack of understanding of technology. They now employ various collection and transmission means and use various formats.

Future plans are to (1) increase the number of partners; (2) integrate with the EDMS (cease producing paper copies); (3) move to an SGML environment, and (4) move to all electronic submissions.

## **TECHNICAL MANUALS BREAKOUT SESSION**

Recorded by John Biagioni

Individuals attending this session presented an overview of the efforts of their activity in the area of interactive electronic technical manuals (IETM), reviewing problems encountered. They reported the process for reviewing and updating IETMs at various activities and said that no guidelines have been formulated by NAVSEASYS COM in this area. There is a working group under Chris Geiger at Naval Surface Warfare Center, Port Hueneme Division (NAVSURFWARCEN PHD) involved in the development of a Concept of Operations and Development for IETMs. No session participants have experienced direct involvement with this group at the moment; proposals are still being developed.

The software being used by Naval Undersea Warfare Center, Newport, RI (NUWCNPT) Code 8313 in the development of its IETMs for the Cruise Missiles Project Office involves standard generalized markup language (SGML) tagging of the document for inclusion in its TOMIS database. The database uses Oracle as its program. Graphics are scanned in CGM or PCX formats. CAD files in TIFF are also used. The manual text is tagged using Arbortext’s Adept Publisher and is run on a UNIX platform. Access is made from a UNIX terminal or an X Windows Emulator capable machine. The recommended package for our use is X Reflections. Connection is via a TCP/IP hookup.

Developments in the electronic aspects of printing were also discussed. No action items were identified in this session.

## **TECHNICAL REPORTS BREAKOUT SESSION**

Facilitated by Tim Calderwood; recorded by Jim Pierce.

Concerns in the area of technical reports are broken into the following areas:

### ***Divergent Staff Duties***

Activities do or deal with:

- Less publishing due to cost issues
- Formatting for electronic documents
- Time issues, caused by reformatting, the review process, or critical deadlines
- Incompatibility issues; i.e., Macs vs. PCs
- Standardization; controlling software use
- Color vs. black and white printing
- Rewriting and editing; how much is needed?

### ***Less Publishing***

- Majority of activities are doing less publishing due to lack of funds and increased use of home pages on the world wide web, which provides easy access, is cost effective, and requires no editing.
- There has been an overall decrease in the number of technical reports. To make up for the decrease, NUWC Newport will do command history and bibliographies of journal articles by workload.

### ***Formatting Electronic Documents***

(Creates special problems)

- Newer software is not always user friendly, requiring specialized training.
- How do we change detailed tables to make them readable for screens? MIL Handbook requirements won't allow landscaping, and there seems to be no solution to the problem. Sometimes we need to do what makes sense, regardless of the requirements.
- Commands need to look for new ways to help the customer.

### ***Time Issues***

(This area was not specifically covered, but the following apply to most activities.)

- Reformatting Issues. Correcting formatting problems in documents can be hair-pulling experiences that eat up extraordinary amounts of time. Originating activities need to be aware of requirements and ensure the job is done right the first time.
- Review Process. Most activities have an extensive review process. How do you decide who should review publications? Examining the process to determine who adds the most value can sometimes cut the number of reviewers in half.
- Critical Deadlines. Most originators delay handing their work over to reviewers and publishers, creating the "critical deadline." Many other factors, some mentioned above, also contribute to the deadline problem. This means that editors don't get the time they need for a proper review. We've all run up against this situation, and we can only do the best job possible with the time we are given.

## ***MACs vs. PC***

Common problems and solutions discussed:

- Only two session members were considered “advanced” software users. This is common for most commands.
- The average user does not learn and apply all features of the software.
- Converting documents between various platforms and software causes problems, especially when graphics are involved.
- Should we do away with Macs? Some trade magazines have proposed this.
- Some use Interleaf RTF for transferring. MSWord can be converted this way by creating style sheets.
- Some commands offer multiuse platforms and several “levels” of software, such as basic word processing, MSWord, PageMaker, etc. The customer then has a choice.
- Scanning documents can also be a viable option for translation.

## ***Standardization***

Controlling software use:

Some commands strongly encourage standardization of products used for publication, which can be a real money saver. Others use what they are comfortable with, regardless of cost. Maybe the real question should be, “is standardization coming within DoD?”

## ***Color vs. Black and White***

If you have numerous color drawings for publication, how do you keep the cost down? Do you use black and white for the printed version, and send color graphics to a network? Should you put them on CD ROM or disk? How do you tell users where to find them?

Digital color printing is geared to short runs and offers high quality at a reasonable cost (0.50 cents per page). However, it was mentioned that with graphics on a network, quality would be dependent on the output device being used to print; results might be uncertain.

## ***Rewriting and Editing — How Much?***

Most customers don’t like to have their work changed to any great extent. So how do you handle suggested changes?

- Ask questions, product-by-product, to determine how much you can change.
- Stay away from happy-to-glads and personal preferences.
- Use ANSII standard to avoid formatting problems when dealing with performance specs done on contract .

## ***Cross Training Issues***

- GS-12s doing GS-6 work
- Standards of work may go down
- Promotions may create hardship problems
- Union problems (illegal contracts)
- May have to use ladder positions (GS-7, 9, or 11) rather than editorial assistants

## **ORGANIZATIONAL ISSUES AND THEIR EFFECT ON NAVY PUBLISHING**

recorded by Lionel Wyld

Byron Butler opened by asking where, in this BRAC-tainted environment, any attendees saw a solution to the general drawdown malaise. He expressed concern that within NAWCWPNS, and elsewhere, as displaced publishing people look for jobs in other parts of the laboratory, the central publishing facility concept will be destroyed.

Karen Brown and Byron commented on organizational issues under an eight-competency structure, which seems limited to NAWC. At China Lake reorganization is proving particularly disastrous since the technical information (TI) function now reports to an associate division head, resulting in loss of status and visibility for the function. At NAWCAD, all writers are in a team. As their team leader, Karen is involved with four supervisors and their staffs, yet is not their supervisor.

Diane Sullivan and Peggy Swansburg of Naval Surface Warfare Center, Dahlgren Division (NSWCDD) thought that the new de-emphasis on publishing may result in little incentive for engineers to write, since publishing professional articles is no longer taken into account in promotions; e.g., Larry Martin and Dorothy (NSWC Indian Head) reported a merger of the former TI division with computers, with a loss of "technical" emphasis in the information function. They will need more people, but are left alone and their budget has been untouched over the years. They also have taken on outside clients, indicative of a trend in our field. Diane saw no problems occurring because of reorganization; the work and the visibility are the same "regardless of where they sit."

Maria Banker of the Naval Research Laboratory (NRL) Stennis, MS, noted it seems they change codes every other month, and TI has been a section, branch, and office. Lionel Wyld of the Naval Undersea Warfare Center (NUWC) Newport, RI, said the Publications Branch has been similarly beset with numerous code, name, and organizational changes, though none really affect workload or visibility. Joyce Skoien of Naval Facilities Engineering Center (NFESC) said their TI function has added the mail room and thinks TI will be called Visual and Printed Information Center in another year. She cited problems with the financial system, which appears to be a not uncommon situation at ILCEP member organizations. Edith Ratcliff of Naval Command and Control and Ocean Surveillance Center (NCCOSC) Research, Development, Test & Evaluation Division (NRaD) also experienced several TI reorganizations, and constant stress and strain over lack of hiring and the need for TI to make a profit as a service cost center. She said it was all "pretty depressing." Kathy Parrish of NRL Washington, DC, where TI is also a service cost center, said pubs do make a profit, but photo and graphics do not; this year TI took over the mail room to help make ends meet. Two instances surfaced where the technical library was now under TI.

Tim Calderwood of NRL Washington, DC, observed that with constant drawdown all agencies may well be left with a sole civil service "smart buyer" to hire contractors to do all the TI work. Bob Flora (NCCOSC NISEAST DET Norfolk VA) and NSWC Dahlgren members expressed concern that the only civil service staff left will be the contracting officer's technical representatives (COTR).

In summary, the concerns are fairly common among ILCEP member activities: continuing drawdown, with no chance to hire new “young blood” as replacements; more and more contracting out; the need to seek clients outside one’s immediate agency; and frequent internal mergers or other changes, with actual or potential loss of visibility and stature for the technical information function.

## **DOD SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM (STIP)**

Recorded by Sharon Serzan.

Sharon Serzan, Program Manager, DoD STINFO Manager Training Course, presented summary statistics for the last three years. Highlights include:

- Number of Classes 40
- Number of Students 402
- Percent by Service
  - Air Force 40%
  - Army 24%
  - Navy 10%

Sharon introduced the next two speakers, Mr. Bryan Johnson, Army STINFO Program manager, and Dr. Chuck Chatlynne, Air Force STINFO Program Manager. Mr. Johnson and Dr. Chatlynne were invited to attend the meeting and give presentations on their respective programs.

Mr. Johnson mentioned that there are some 80 STINFO managers and 100 Work Unit Information System (WUIS) focal points across the Army. He briefly described the major duties of the STINFO manager. Mr. Johnson then described the evolution of the Army Research Laboratory (ARL), where he is located, from the traditional USG laboratory to a Federated laboratory. A Federated laboratory is comprised of partnerships between ARL and other government agencies and the private sector. This presents new challenges to the STINFO manager.

Dr. Chatlynne mentioned that there are some 57 STINFO managers and 31 WUIS focal points across the Air Force. He briefly described the major duties of the STINFO manager and talked about current issues in the STINFO community. Dr. Chatlynne also discussed the various regulations that govern the AF STINFO program.

### ***Changes in DTIC Submission Requirements***

For a number of years, DTIC required two copies of each submitted technical document. This requirement has changed as DTIC moves to an electronic environment. Two copies of **classified** documents are still required, but only one copy of each unclassified submission, which includes public release and limited distribution documents.

### ***Ordering ANSI/NISO Standards***

There are two recommended ways to order ANSI/NISO Z39.18-1995, *Scientific and Technical Reports-Elements, Organization, and Design* and ANSI/NISO Z39.23-1990, *Standard Technical Report Number (STRN) Format and Creation*.

1. Defense Printing Service:  
DoDSSP—Customer Service

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

Special Asst. Desk: (215) 697-2667/2179  
Tellespecs Ordering: (215) 697-1187 through 1198  
Fax Ordering: (215) 697-2978  
Home Page: <http://www.dtic.dla.mil/dps-phila>  
(Note: DoD activities can order up to five complimentary copies of specs/standards.)

2. NISO Press Fulfillment:  
NISO Press Fulfillment  
P.O.Box 338  
Oxon Hill, MD 20750-0338  
(800) 282-6476  
(301) 567-9522  
Fax: (301) 567-9553

(This is only one commercial source for NSIO standards, but they stock all the standards and are less expensive than other sources.)

## **DEFENSE PRINTING SERVICE DOCUTECH DEMO**

Submitted by Karen Brown

The group convened in Visual and Technical Information Branch building 405, where Defense Printing Service Detachment Branch Office (DPSDBO) is a tenant. Gil Kruemmel, Director, Defense Printing Service Detachment Office, Washington Navy Yard, kicked off the demo by opening the floor to general questions about printing services. Gil answered questions about GPO's inability to give meaningful printing estimates. He said they are working on methods to get the estimates closer to the actual cost and advised using term contracts for recurring print jobs. Bob Flora indicated that he was getting estimates from DPS for jobs to be done in-house, then committing the funds based on the estimate, only to find that some jobs are being contracted at a much cheaper price. In the meantime, the originally estimated funds are tied up until the job is charged out. Kathy Parrish asked if anyone was still following the Graphic Design Standard, to which Gil replied that no one is "policing" it. Joyce Skoien said that Port Hueneme DPS is still enforcing it.

A short video was shown about DPS's new "print on demand" service. Xerox representatives then explained how the DocuTech equipment works. Using a PC in Karen Brown's NAWCAD Technical Publishing Team office, where the software and drivers have been installed to enable "print on demand," Xerox showed how the customer would specify properties and any specific instructions to print a document. Examples include number of copies, paper size, landscape or portrait printing, collation and binding instructions, paper stock choice, and transparency options. The requester has the option of leaving a message not to print their document until discussion with the DPS employee processing the job.

The group then moved to DPS spaces where sample output was displayed. Pax River DPS offers print on demand to both a color and black-and-white copier. Jobs can be transmitted

from both PC and Macintosh workstations. For further information about DocuTech, contact Xerox's John Ward at (301) 863-5856 or voice mail (202) 962-7826.

The meeting then reconvened at the Crow's Nest for feedback from the demo. Chuck Chatlynne remarked that technology has become so sophisticated now, that print-on-demand is not such an amazing thing. There were some remarks from members about getting printing services elsewhere, but several attendees spoke up about the Public Law that prohibits this practice. Public Law 102-392 is the current Joint Committee on Printing mandate that printing can only be procured via the Government Printing Office. In turn, DPS is the authorized source of printing for DoD components. DPS sometimes has satellite facilities for high-quantity demands, but these facilities are still run by DPS. Since being designated a "reinvent the government" facility, NRL had checked into alternate means of printing, but Title 44 of the U.S. Code, Public Printing and Documents, was always the deterrent.

## **ELECTRONIC PUBLISHING**

Reported by Joyce Skoien

The intent of this session was to share information on what electronic publishing efforts the various laboratories are involved with and if there is some commonality in our approaches and programs. Compatibility is obviously a problem. Some groups are handling all their publications work electronically. Graphics may be sent to a server while text goes to editors for formatting, as done at NRL.

There seems to be a need to move to an SGML environment to facilitate standardization and archiving. Some issues that need addressing when laying out documents for electronic submission and viewing are:

- Landscape and foldout pages need to be eliminated
- Fonts and printers need to be supported
- Color vs. black and white
- Software choices to accommodate archiving and retrieving in the future
- Macs vs. PC compatibility (How many times has this been mentioned?)
- Digitized photos may lack adequate quality and are labor intensive in Photoshop
- Distribution—CDs vs. diskette vs. Internet

It was mentioned that hard copies of manuals are disappearing from ships. Only 8-10 copies are being printed, with most being distributed on CDs.

A word of caution when using clip art: most licenses are for hard copy printing only and can't be used on an Internet file.

### ***Electronic Document Submission to DTIC***

Carol E. Jacobson is in charge. She can be reached at 8725 John J. Kingman Road, Suite 0944, Fort Belvoir, VA 22060-6218. Her phone is DSN 427-9167 or (703) 767-9167; E-mail address is [cjacobso@dtic.dla.mil](mailto:cjacobso@dtic.dla.mil) Patrons can submit electronically on floppy disks, DSs, or over the Internet. Software applications are accepted in MS Word, WordPerfect, ASCII, Postscript, and PDF, which is preferred. Compression utilities supported include UNIX, TAR, and PKZIP. Only one hard copy of documents is now required for submission.

## **WORLD WIDE WEB PUBLISHING**

Reported by Joyce Skoien

A CNO Administrative Message released in July 1995 discussed *Guidelines for Naval Use of the Internet* for all commands. NRL and NRaD have home pages and guidelines in place for using it. Guidelines are summarized below:

- Information must be cleared in a manner consistent with procedures already in place for clearing "hard" copy information. (Cannot contain classified, unclassified sensitive, or privacy information.)
- Must be professionally presented, current, accurate and factual, and related to the command's mission.
- Each home page will have a designated author or maintainer who will be responsible for the content and appearance of the page. Individual name, organizational code, phone number, e-mail address, and date of last revision will be included.
- Originators of material are responsible for clearing any material submitted for the Internet.
- Periodic review of the content of Internet postings should be made by the command to ensure there is no discredit to the command.
- Security safeguards are necessary to ensure the integrity, authenticity, privacy, and availability of a command's information system and its data. Department of the Navy wide area network/local area network (WAN/LAN) systems security accreditations must be updated to reflect the addition of a web server or other Internet information server.

HTML and PDF files were discussed. NFESC indicated it would be using PDF files for submittal to DTIC, for DocuTech printing, and for uploading files on the Internet.

It was suggested that at the next ILCEP meeting attendees could spend more time discussing this issue. More information is needed on the kinds of web servers, whether to buy a service that develops and maintains homepages and data, who controls the process, who responds to inquiries, who polices, and who pays. It was also suggested that we actually view some home pages on the hosting agency's computer system.

## **BROCHURES—A GENERAL DISCUSSION**

(NOTE: Kathy Parrish, NRL, was the recorder for this discussion. Unfortunately, Kathy's notes disappeared somewhere in the process of collecting notes for the meeting. The following comments came from other notes and may neither be complete nor accurate.)

The group discussed a variety of factors that relate to the production of brochures and the use of them in marketing the wares of the laboratories. Digital imaging is being used more and more. Since DPS has eased its restrictions on the use of color, many DoD organizations are using more color, especially in marketing technical programs. As the cost of brochures becomes an increasing concern for the client, estimating editorial, production, and printing costs becomes more important for the publishing group to perform as accurately as possible.

The age-old question of who is in charge of a brochure team was discussed briefly. Most attendees feel that writers and editors should head such an effort due to their involvement in a large part of the process, from planning and interviewing, through the various copy editing and proofing of text and graphics required. However, some organizations have experienced graph-

ics designers that the client contacts first and the designer, maybe due to a heavy requirement for graphics over text, then coordinates the brochure.

NRL is doing some all-electronic publishing of brochures. Kathy Parrish described a full-color, 80-page brochure on the subject of computing technology and how NRL is handling it.

## **INTERACTIVE ELECTRONIC MULTIMEDIA SYSTEMS FOR TECHNICAL TRAINING AND DATA MANAGEMENT**

Recorded by Diane Sullivan

Bob Flora reported on this subject for Bill Warren, who was not able to attend. Bill informed the group that Naval Sea Systems Command (NAVSEA for short) is very much interested in what this type of interactivity could do for the Navy. As an example, the Class III technical manuals would come into the training community with a manual and a videotape.

CDR Kevin Denham, Surface Warfare Development Group, Norfolk, VA, offered several thoughts on the subject. He used the tactical memos as an example in which film clips or cartoons are used in a videotape, showing the interaction of dynamic events along with narration. By using the multimedia approach, many people can view, at the same time, what needs to be seen rather than routing multiple hard copies.

Byron asked about the contributions that the writing/editing people are making to this effort. CDR Denham said that some contributions are very good. Edith Ratliff said that a writer/editor is assigned to a multimedia team, which is comprised of graphics, video, and writer/editor personnel. CDR Denham also mentioned that there are problems with putting things in electronic formats because of the size of the files and too much to print out for each work center. It is still generally faster to pull out just the section that is needed. The bottom line here was that until ships have LANs, there is still a need for the hard copy.

## **HOW DO PUBLISHING ORGANIZATIONS SURVIVE IN A NEGATIVE GROWTH ENVIRONMENT?**

Recorded by Maria Baker

There was significant discussion about the commitment of management to the importance of publishing the results of scientific and technical information. Encourage scientists and top management in their presentations to talk about projects and the importance of timely transitioning data and results into new publications. Citing "value added" advantages that a writer, editor, or publishing organization can provide will help keep the pubs function in business.

In a downsizing environment, remind scientists that the amount of publishing an organization does, especially journal articles (referred articles are best), is important to its survival. Sometimes an Inspector General inspection helps produce the statistics to prove publishing vitality.

Consider conducting an "overview" STIP class for scientists and engineers to create an awareness that publishing is a very important part of their jobs. Some organizations have held "Best Publication Award" contests to promote publishing. The key is to make the awards "a big deal" and to give all authors recognition. Garnering the support of satisfied customers by hav-

ing them describe what was given to the editors and how they improved the material should help publishers look more credible and a valuable member of the scientific team. Successful clients that have been supported by publishers probably will be willing to tout the advantages of using writing and editing help; this is one of the best forms of direct marketing and visibility. The group expressed the fact that most potential clients, especially management, don't know what editors do and in what ways they can contribute to a scientific report. Clarifying the advantages (again, value added features) can help build and sustain the publishing business.

Finally, some members of the group found it is important to follow up on where publications go: who sees them, what is the interest, and are decisions made based on the information contained in them? Some use a feedback sheet to obtain reader interest and make changes based on the feedback. Archiving reports and other publications is not enough.

## **ILCEP BUSINESS**

Recorded by Tim Calderwood

### ***Mission Statement***

No changes were proposed to the mission statement.

### ***Membership***

After a brief discussion about having members from other DoD services attend the next meeting, it was agreed that any who were interested could attend the meetings as associate members for the time being. If this became an issue later, it could be discussed at that time.

### ***Designation of 1996 Chairperson***

Jim Pierce from OPTEVFOR, Norfolk, agreed to chair the next ILCEP meeting.

### ***Designation of 1996 Host/Location***

The next meeting is tentatively scheduled to be held at NRaD, San Diego, 28-30 January 1997. Edith Ratliff is the tentative host for this meeting. Edith must clear this with her organization before plans become final. The date was changed because some members do not have travel funds at the start of the fiscal year, the DTIC Annual Conference is in November, and there are holidays in November and December.

### ***Adjournment***

The meeting adjourned on Thursday, 19 October 1995 at 1130. Following lunch, ILCEP members toured three NAWCAD facilities: Real-Time Processing System, Manned Flight Simulator, and Hush House.