



INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING



Final Minutes of the Combined East and West Coast Meeting
15-17 April 1997

Hosted by
NAVAL AEROSPACE MEDICAL RESEARCH LABORATORY
Pensacola, Florida

INTRODUCTIONS

Welcoming Remarks

The combined Interlaboratory Committee on Editing and Publishing (ILCEP) convened at 0800, 15 April 1997, at the Mustin Beach Officer's Club, Naval Air Station, Pensacola, Florida. Chairperson was Jim Pierce, Staff Editor for the Navy's Operational Test and Evaluation Force, Norfolk, Virginia. Kathy Mayer, Technical Editor and Public Affairs Officer for the Naval Aerospace Medical Research Laboratory (NAMRL), hosted the meeting. She arranged for all facilities, local Defense Automated Printing Service (DAPS) tours, hospitality, and afternoon and evening meals.

Special mention for this meeting was that for the first time, ILCEP was open to guests from the research and development communities from the Army, Air Force, and other related DoD activities. A special welcome and thanks went out to these people for taking their time to meet and work with us.

Keynote Speaker

CAPT Larry Frank, NAMRL Commanding Officer, welcomed us to Pensacola and addressed the challenges of functioning in today's government/military environment. Downsizing is real and continuing, so we will be faced with doing more for less into the foreseeable future. There will be continued privatization of military and civilian functions. And, there will be more movement to DBOF (Defense Budget Operating Funds); i.e., totally reimbursable activities. The hard reality of this is that, "If nobody wants to pay for your services, you cease to exist."

He mentioned DBOF because activities will be looking for ways to cut overhead as they move into DBOF. Technical editing will become a luxurious expense in the overall picture of operating expenses for many organizations. From NAMRL's viewpoint, technical editing has not been eliminated because (1) it is a value-added function that is needed, and (2) if other sources of funding can be found to support technical editing, then the function becomes less of a financial drain on the activity.

CAPT Frank took this last point to describe the concept of becoming "virtual technical editors." Many activities want the services offered by technical editing, but they cannot afford one or more full-time positions. However, if several activities could pool their resource needs, they could "buy" these services from a central service provider. Through the use of electronic communications, the editor would

not necessarily need to be on-site to provide the service. (This is how Navy Payroll operates now and where Human Resource functions are moving toward.) In order to sell this, he said we need to quantify our contributions to our activity heads and provide cost/benefit analyses.

He concluded by saying that we should concentrate on marrying areas of expertise and believe in the opportunities in front of us. We have a great opportunity to define our future. He thanked us for our commitment and professionalism, emphasizing that our services are valuable and needed by the military.

Administrative Matters

Agenda. The proposed agenda was reviewed. Changes made were for Technical Libraries and Copyright segments of the meeting, as those representatives were unable to attend the meeting. Jim asked for volunteers to take notes of various meeting topics from which a set of minutes can be written.

Minutes. The following changes were made to the minutes of the 1995 meeting:

- Page 3, Technical Manuals Breakout Session, first paragraph
 - In the fifth line, the name “Chris Geiger” was replaced with “Wayne Honea.”
 - The last sentence was replaced with “Larry Martin of Naval Surface Warfare Center, Indian Head, was involved with the group.”
- Page 7
 - Ordering ANSI/NISO Standards
 - In paragraph 1, “Defense Printing Service” was changed to “Defense Automated Printing Service.”
- Page 9, Electronic Document Submission to DTIC
 - The last sentence was changed to “Two hard copies of documents are required for submission.”

Directory Updates. Jim circulated a sign-in sheet for attendees to indicate their name, activity, and other data. Also distributed was a copy of the ILCEP membership list for corrections. Updates to the list will be made using these two sources and distributed 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.

Approval of Minutes. The 1995 minutes were approved after the changes were noted and voted on.

DEFENSE TECHNICAL INFORMATION CENTER (DTIC) UPDATE

DTIC Overview

—Presented by Mr. Tim McCleerey, DTIC

Recorded by Mr. Gordon Lader, Surface Warfare Development Group (SWDG)

Tim McCleerey, of Customer Service, discussed several items:

- Registration at DTIC can now be done via phone or fax.
- The Contributor's Guide has been revised and is being mailed out.
- Corporate sources. These are the listings of all the thousands of firms (business, academia, government, and/or military organizations) whose contributed materials/information have been received at DTIC and are used to build the content of the data bases. We know them as TRs; Work Unit Information Summaries (WUIS); and Independent Research and Development files (IR&D). Each listing provides the firm name, its location, and a DTIC-assigned six-digit number. For items with U.S. addresses, the city and state are provided. For foreign firms, the country name is provided. These are now searchable at <http://www.dtic.mil/corpsource>. The POC is Ms. Joyce Keith at DSN 427-9023/commercial 703-767-9023.
- Electronic document forms for submission are now being accepted in MS Word 6.0/7.0 and WordPerfect 6.1.
- Two new categories, Command Histories and DoD Directives and Instructions are being added to DTIC's TR data base.
- Other new items in the TR data base are:
 - Comprehensive Clinical Evaluation Program
 - Commander's Quick Reference for Legal Issues
 - Gray Literature
 - Copyrighted Materials
- It was noted that DTIC is not a library or a nonprofit education institute; non-DoD documents cannot be copied. The point of contact for copyright questions is Ms. Bonnie Klein at DTIC, DSN 427-8037.
- IR&D data are available on CD-ROM. Since IR&D data are company proprietary, the data are NOT on the WWW. The point of contact is Mr. Barry Christensen at DTIC, DSN 427-8025.
- New covers for EDMS documents include titles. This started in the first week of April.
- The Dissemination Authority List is no longer available on paper, but is available at <http://www.dtic.mil/dal>. The list is updated weekly.

DTIC Acquisitions

—Presented by Mr. Frank Scott, DTIC
Recorded by Ms. Sharon Serzan, DTIC

Frank Scott, Chief, Programs Management Branch, talked about the current approach to collection acquisitions at DTIC. DTIC strives to be the one-stop shopping repository for RDT&E technical information, and this is reflected in the four collection strategies:

- Mission areas.
- Research and development, with an emphasis on the technology areas defined in the annually published Defense Technology Area Plan.
- The weapons acquisition life cycle.
- Policy and management documents, starting at the top with the National Strategy of the United States. Frank walked the group through the "big picture" of DoD acquisitions and the role research and development plays in it.

Submission of Electronic Materials

—Presented by Ms. Carol Jacobson, DTIC

Recorded by Ms. Karen Brown, Naval Air Warfare Center, Aircraft Division (NAWCAD)

The goal of the Electronic Technical Report Effort is to receive and distribute technical reports, theses, and dissertations from DoD activities electronically. For the last 2 years, DTIC has taken the paper copy of a document and stored it as Tagged Image File Format (.tiff) images on optical disk. They then produced copies in paper and microfiche form for requesters. The Electronic Document

Management System (EDMS) that DTIC uses will accept electronic documents. DTIC encourages submitters to provide their unclassified, unlimited (U2) documents electronically. Some tips are:

- Send single files whenever possible.
- If you must send multiple files, organize them logically (using sequential numbers).
- Use report number as the file name.
- Do not send documents that contain paste-ups.

Requested material formats are Postscript (.ps), which will be converted to .tiff files by DTIC. PDF formats are not acceptable, since they would have to be converted to .ps, then converted to .tiff. File compression methods accepted include UNIX compression, tar, gzip, and pkzip.

Transmission media are diskette, magnetic tape, tape cartridge, CD-ROM, and electronic. Note that ZIP disks are acceptable, but JAZZ are not. Documents may be transmitted via surface mail (on diskette), anonymous FTP (U2 documents only), and electronic mail (least preferred because of typical attachment size). The preferred method is anonymous FTP; DTIC may soon be able to accept U2 documents this way.

The DTIC process is:

- Receive document (anonymous FTP).
- Decompress document.
- Produce .tiff for EDMS.
- Produce .ps for WAIS.
- Distill .ps into .pdf if possible.
- If the document cannot be .pdf'd, make the document available in .ps.
- If the document is large (over 10 MB in .ps), DTIC will not make it available on the WWW.
- Complete EDMS process (get document on optical disk).
- Add document to the Browse list.
- Link the full text to the citation in WAIS and remove from the Browse list after 2 weeks.

DTIC has a number of challenges related to receiving documents electronically.

They include:

- Number and variety of students submitting theses and dissertations.
- Lack of standardization. (This was more of a problem when DTIC accepted many different formats.)
- Lack of understanding of the technology.
- Lack of understanding of the Internet. (This is becoming less of a problem.)

DTIC's goals for tomorrow include:

- Encouraging Navy participation in this program.
- Looking into handling multimedia documents with embedded video.

- Eliminating the need to have a paper copy to get a document into EDMS.
- Creating special collections for the DoD Virtual Library.
- Creating tools for authors to enable them to submit their documents electronically.
- Identifying points of contact at each organization.
- Establishing an Electronic Current Awareness Bibliography (E-CAB) for each organization. The E-CAB is profile-based and is sent out every 2 weeks. It addresses only unclassified. Users can create their own profile, and can get their AD number back electronically via this method. E-CAB is being examined as an alternative to DTIC's Form 50.

TECHNICAL REPORTS BREAKOUT SESSION

—Facilitated by Mr. Tim Calderwood, Naval Research Laboratory (NRL)

The group focused most of their discussion on three areas: The Editing Process, The Production Process, and The Virtual Editor. Summaries of these discussions follow:

The Editing Process

(Patrice Waits, Naval Surface Warfare Center, Dahlgren Division (NSWCDD))

A show of hands confirmed that despite the push for electronic production, most participants are still editing from hard copy. Diane Sullivan (NSWCDD) said that she would print out a file, mark up the hard copy, institute the changes electronically, and return both electronic and hard copies to the author. The consensus was that editing hard copy is easier – and healthier, especially given that computer users seldom take enough breaks to prevent health problems (eye strain and carpal tunnel syndrome). Sharon Serzan stated that even while on the Internet, she first prints out a paper copy to read, rather than read everything from the screen. On the other hand, Kathy Mayer said that she marks up hard copy for a minimal edit and does extensive edits on screen.

The discussion then centered on health issues related to computer use. Someone shared the recommendations that an occupational nurse made in addressing computer-related health hazards:

- A white screen with black characters (a color combination that most closely resembles the printed page) is easier on the eyes.
- Lighting matters – incandescent is preferred over florescent. Halogen is good, while full-spectrum bulbs that emulate natural daylight are rated better still.

Tim commented that, regarding color issues, full-spectrum lighting is considered essential when working with color proofs.

The discussion then shifted to the monetary considerations of editing: fee-for-service vs. overhead.

The Production Process

(Ms. Nancy Cipolla, DoD Inspector General's (DODIG) Office)

Macs and PCs

Historically, the Macintosh has been the platform of choice for publishing and graphics. Power PCs (Macs with PC boards) should make it easier to convert files from one platform to another. One of the major problems facing technical writers and editors is that there is no standardization for graphics.

Many ILCEP members must edit graphics files but have no knowledge of the software that produced the graphics. The following two programs were suggested as aids:

- CADMOVER (converts/changes file format)
- TRANSVERTER PRO (changes from .ps to file format)

For an example of a high-quality, digital graphics produced by multiple authors and multiple activities, Tim recommended that members review the *DoD High Performance Computing* publication produced by his office. Tim asked members to contact him (or his staff) if they had questions or comments on the digital graphics in that publication.

Carol Jacobson commented that she receives electronic files with incorporated graphics, but if the files arrive without instructions on handling them, she does not put them together for DTIC distribution. The goal at DTIC is to be able to tell by the file extension how to put the files together for DTIC distribution. DTIC wants text files and .tiff files.

Pat McWilliams (Wright-Patterson AFB (WPAFB)) uses Lotus Notes, which is capable of working with multiple software packages. Lotus Notes makes everything generic and allows editing in hypertext. While the users don't need Lotus Notes, the editor can use it to work with all types of software to put files on the Internet.

Members agreed that it would be helpful for editors to provide guidelines to authors so that the editor would have an easier time of working with the end product, or that the editor use his or her software of choice to put the necessary graphics together. The editors could even go on site to visit authors to establish a good relationship and to get to know that particular organization's mission.

The Virtual Editor

(Diane Sullivan)

ILCEP 1997 brought us a new term—the *virtual editor*. Webster defines virtual as “existing or resulting in effect or essence though not in actual fact, form, or name.” Based on CAPT Frank's opening remarks, a *virtual editor* is an editor who is shared by more than one organization. The editor acts as though he or she were part of each organization that they service on an “as needed” or “pay as you go” basis.

The group discussed the various ways of communicating to accomplish editing as a *virtual editor*.

- On-site editing
- Good communication (developing a high level of trust)
- Telephone
- FAX
- E-mail
- FEDEX
- Home pages
- Diskettes

Several members asked questions and shared experiences with the group on the methods that they are using related to the *virtual editor* concept. When possible, on-site meetings with the authors are the most advantageous; however, sending diskettes and e-mail, and using the telephone work well when the editor has good communication skills. Kathy Mayer said she had success resolving questions on the telephone. She also used the example of working from home as a telecommuter for a short period of time.

Methods of Editing Copy

The question of markups was discussed. Christine Stossel (Army Research Laboratory (ARL)) said that the comments are discussed with the authors. Some members made comments on separate sheets so that the author's hard copy was not marked up. Patrice Waits (NSWCDD) said that she marked comments considered "necessary" in red, "optional" comments are marked in green. Kathy Mayer added that she does not assign a log number to a document if it is not in the correct format when it comes through for review.

Pat McWilliams commented that reports that are deliverables come in with no editing and in the contractor's format. Another member shared the experience of people not being familiar with or following the latest ANSI standard for technical reports. Sharon Serzan said that reports coming into DTIC with the contractor's format are accepted, and a government disclaimer is sometimes put on them. Sharon also reminded us that the Navy is the only service following the ANSI standard on technical report formats. The ANSI standard is available from the Defense Automated Printing Service at the following address:

DoDSSP-Customer Service
Standardization Documents Order Desk
Bldg. 4D
700 Robbins Avenue
Philadelphia, PA 19111-5094

Special Assistant Desk: (215) 697-2667/2179
Telespec Ordering: (215) 697-1187 through 1198
FAX Ordering: (215) 697-2978
Home Page: <http://www.dodssp.daps.mil/dodssp.htm>
(Note: DoD activities can order up to five complimentary copies of specs/standards.)

In conclusion, the group agreed that it would be nice to have a list of publishing issues on the Internet. The possibility of a style guide on a home page or how some of us can use different newsletters to communicate some of the issues was also addressed.

Technical /Training Manuals Breakout Session

—Facilitated by ETCS Dan Latourelle, Naval Education and Training, Professional Development Technology Center (NETPDTC)

ETCS Latourelle discussed the interactive electronic technical manual (IETM) process, and how it is used at his command. NETPDTC uses the standard generalized markup language (SGML) to create their manuals.

The value of SGML is that it allows you to **reuse** data in many different forms. It's multipurpose and very versatile.

You can:

- Create postscript files
- Convert to .pdf
- Make into an IETM
- Place on the WWW

While there are still no standard guidelines for creating electronic manuals, SGML can serve many purposes. It separates the text from a style sheet, and style sheets can be applied at another time.

SGML is also platform compatible. It's very important to have one style sheet for all documents so that later, when you want to convert to SGML, it is easier to set up filters and get more reliable results.

MS Word and WordPerfect can convert to SGML, but you have to be active in the mapping process; this is very time-consuming. Also, SGML has to be cleaned up no matter what you use to convert. However, if tags aren't consistently used throughout documents, it's difficult to set up filters to convert from a word processing program to SGML.

There is a great guide on IETMs called the *Interactive Electronic Technical Manual Process Plan* published by Naval Sea Systems Command and Space and Naval Warfare Systems Command. The numbers are:

S0005-AD-PRO-010
0910-LP-751-9100 (hard copy stock #)
0910-LP-811-5800 (CD-ROM stock #)

Tools used to display and access SGML are DYNAWEB/DYNATEXT and Quest DTD (document type definition). DYNATEXT sometimes doesn't work; performing updates can be a real administrative nightmare.

To use SGML you need training, which will slow you down in reaching your goal. There is much to learn; it doesn't work right off.

Peg Swansburg mentioned that they gave laptops to some ships to use their IETMs. The sailors didn't miss the paper; they liked the **clicking!**

The cost is very high to convert hard copy into IETMs. However, you don't need to use SGML if you are only going to archive a document and never use it again.

ORGANIZATIONAL ISSUES

—Recorded by Ms. Dorothy Murphy (NSWCDD)

Jim Pierce asked the group if they thought there was a main topic that impacted and tied together each service branch. Not surprisingly, "reorganization" won the toss.

Karen Brown mentioned that 3 years ago they underwent a merger of four to five sites. Pax River is building tremendously, with Naval Air Systems Command and NAWC Warminster, PA, along with other commands, relocating there. As a result, Karen's group is having to write a style guide for all other sites to follow.

Christine Stossel stated that several activities there started a joint venture. All pubs activities were doing things differently, and, after a meeting, agreed to join forces and make changes. However, as we have all seen many times over, within 6 months they were each back to business as usual.

Joe Burke's organization, Wright Laboratories (WL), WPAFB, combined four labs into one for all publications purposes.

Nancy Cipolla and Harriet Lambert (DoDIG) have been lucky compared to most organizations. Their in-house realignment consisted of only a few jobs being downgraded.

Included in the Organizational Issues segment was discussion on contracting out, which certainly

tioned in with reorganization. In fact, contracting out is becoming more and more visible (and part of the reason for reorganization). This topic was to be discussed in the “Publishing (Organizational) Survival (all services)” segment on the last day of the meeting, but ended up being discussed here.

Dorothy Murphy passed a out handout on commercial activities (CA). This was a letter to offices in her activity stating that certain offices were being studied to see if functions performed by government employees could be eliminated and contracted out as a cost-saving measure.

Mention was made of WL CA study, and Joe Burke’s part in that. Joe discussed the briefing he gave at the recent DTIC conference, concerning the WL STINFO and Technical Editing Office's brush with A-76. The WL office was able to temporarily exempt itself from A-76 study by citing what it perceived to be inherently governmental functions. The functions that seemed to support these contentions the most dealt with policymaking/enforcement and the problems/safeguards necessary when working with large numbers of proprietary data TRs (approx. 250-300 annually). Joe offered to make his DTIC presentation and exemption proposal available to any interested parties. He pointed out, however, that the request for exemption was ultimately denied by the command.

Points mentioned to consider in your favor in order to survive a CA study were:

- Everyone you interact with
- Software licensing
- Government functions - - “company proprietary data.” The government cannot surrender data to contractors.
- Have someone come in and look at your function from the outside.
- Track your hours for a full edit.
- Track hours for a “quick and dirty” edit.
- You will do anything asked of you.
- List functions you need to do. Contract out your most trivial, time-consuming functions. You might be able to cut up to 20%.

Pat McWilliams stated that the possibility exists that everyone is going to have to suffer through a CA study.

Dave Appler has discussed CA studies with the Air Force along with other problems across DoD, including downsizing and changing how you do your work. The only logical conclusion is: You must convince your command that you are *indispensable* as an advisor to your customers.

DOD SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM (STIP)

DOD STIP Policy Brief

—Presented by Dave Appler and Lisa Carroll

Dave Appler discussed the coming significant changes in the DoD STIP. These include a new DoD manual (instruction) with separate volumes for major topics, with executive agents for the separate volumes. The instruction will be a 50-60 page manual on principles and operational parameters of the DoD STIP. Some of the highlights are:

- Work Unit Information Summary (WUIS) is out, the team concept is in.
- Updated policy on DoD Information Analysis Center Program—the corporate knowledge for this is going away. Bringing the expertise together is a necessity.
- Clarified policy on registration—DoDINST 5200.21. The registration system is run by DTIC. Organizational registration is going away because registration is point-to-point. Five-

to six thousand registrations today will grow into the hundreds of thousands in the next 10 years.

- New policy on user charges. This is a new chapter imposing user charges, and will determine desirability in user charges—see the new chapter for criteria and approach when the instruction comes out.

New policies on documenting and disseminating R&E and studies efforts highlights are:

- Documentation is a requirement, not a option. This is **specifically** stated.
- Presentations are **not** an alternative to documenting information. While it is valuable to disseminate information through presentations, this is not your main route.
- DoD technical libraries, DTIC, and information analysis centers **always** receive primary distribution of information. These are your main centers of expertise for particular mission areas.
- Electronic dissemination is a two-way agreement; just posting on the Internet is not enough. DoD does not want information going on the Internet for 6-12 months hoping someone will read it. We need to push toward intended audience where normal hard copy distribution would occur.
- Need to consider the following in the vital coordination effort:
 - Editing
 - Printing
 - Data management
 - Public affairs
 - Security
 - Intellectual property
 - Counsel contracting

New information on determining how/when to mark documents with the appropriate DoD distribution statement was also discussed. Lisa Carroll (Oak Ridge Institute for Science and Education) (a contractor for putting together the new guidelines) went over the main areas for determination. She also passed out to the group a **very handy** 8-page draft flip pamphlet titled *A Quick Reference for Marking Documents*. This is being put together by her agency for DoD.

The pamphlet simply outlines the steps a user needs for determining the IF/WHY/HOW of distribution statements and what types of documents you should mark.

The first lot of the final product should be printed by the end of August. For copies at that time, contact Ms. Lisa Carroll at 423-576-2266 or e-mail carrolle@orau.gov.

On-Site Training

—Presented by Sharon Serzan

Sharon, Program Manager, DoD STINFO Manager Training Course, talked briefly about the program and the topics covered in the course. She presented summary statistics and talked about lessons learned from the last four years. Statistical highlights include:

Number of Classes:	51
Number of Students:	549
Percent by Service:	
Air Force:	42%
Army:	10
Navy:	23

Technical Libraries

The Librarian of the Navy, Ms. Joan Buntzen, was unable to attend the meeting. However, she did pass some information to Jim Pierce on her newest project, the Navy Virtual Library. She led Jim to a Web site¹ to print an article written in the *D-LIB magazine*. The article was used as a handout at the meeting for this topic, but was not discussed, as nobody else was familiar with it.

Copyright Issues

Copyright laws for hard copy remain the same. However, there is no standard, as yet, for laws/guidelines for electronic media. It is always best to verify anything in question with your supervisor or department head if you're not sure. The POC for copyright issues at DTIC is Ms. Bonnie Klein, 703-767-8037, DSN 427-8037, e-mail bklein@dtic.mil.

Air Force

— Presented by Ms. Pat McWilliams

Pat discussed the method of determining if technical data are subject to export control (DoDINST 5230.25 covers this subject). Below are the very simple steps.

The first question to ask yourself is: Are the data of the type that can be used—or adapted for use—to design, engineer, produce, manufacture, operate, repair, or reproduce some article? If *no*, then the data **are not** subject to withholding under export control laws. If *yes*, then ask:

Have the exact same technical data been publicly released, and are they generally available to the public? If *yes*, then the data **are not** subject to withholding under export control laws. If *no*, then ask:

Do the technical data directly relate to a weapon listed in the U.S. Munitions List, International Traffic in Arms Regulation? If *yes*, the data **are** subject to withholding under export control laws. If *no*, ask:

Do the technical data directly pertain to an item listed in the Commerce Control List? If *yes*, then the data **are** subject to withholding under export control laws. If *no*, then the data **are not** subject to withholding under export control laws.

DEFENSE AUTOMATED PRINTING SERVICE (DAPS) UPDATE

The group went on a short tour of the DAPS plant on mainside. Mr. Tom Morris and Ms. Micha Clark demonstrated the high-speed color copier, which can receive electronic files over the LAN, the Internet, or on disk. Mr. Jody Lackey provided a demonstration on the DocuTech, which is used to produce technical reports for Kathy Mayer's lab (NAMRL). Several ILCEP members were particularly impressed with the customer-oriented service that the Pensacola DAPS provides. Indeed, DAPS personnel were extremely accommodating in providing last-minute, after-hours photocopying services in support of our meeting—at no cost to us!

The group also went on a tour, led by Ms. Julie Parrish and Mr. Michael Spinks, of the DAPS facility at Saufley Field (after lunch on the last day) and observed the operation of the new CD-Writer.

That configuration included a Young Minds Studio for mastering and a Yamaha 4x writer

¹ www.dlib.org. This is an excellent site for obtaining information on digital library research. Many great links, and a great magazine.

with a MediaForm 28-disk autoloader for writing the CDs. There was also an off-line R' image CD labeler for silk screen type labels. The system writes at about 20 minutes per 650 - 700 MB of data (faster for smaller amounts of data) per CD.

The system is UNIX based and runs in the \$17K range. The in-house charge for producing CDs ranges from \$10.00 and up depending on complexity of the label, source data and media, inserts, etc. Quantities in excess of 100 are more cost effective if external contract resources are used.

ELECTRONIC PUBLISHING/MULTIMEDIA INFORMATION

—Presented by Mr. Carol Cini, Institute for Federal Printing and Publishing, Government Printing Office (GPO)

With over 6,000 scientific and technical articles being publishing daily in the U.S., Carol spoke about organizing, storing, and disseminating information using electronic media from 3½" disk (most accepted format and very inexpensive) to publishing on the WWW. Highlights of the discussion included CD-ROM publishing and the low cost of disseminating up to 650 megabytes of information. CD-ROMs are replicated at a rate of one every 6 seconds and cost less than \$1.40 per disc (includes the printing of the label, jewel case, and the user manual). The declining costs to produce other CD media such as CD recordable discs (CD-R) and CD rewritable (CD-RW) led to a discussion on other means that publishers can use to store and disseminate publications:

Digital Versatile Disc

A new trend coming to publishing, which can hold up to 18 gigabytes of information. This gives the publisher the ability to present video in format far superior to other existing technologies.

Portable Document Format (.pdf)

Since .pdf is becoming more prevalent on Federal Web sites, Carol talked about the new features of the inexpensive Adobe Acrobat 3 software and the new Boolean search capabilities of the free Acrobat Reader version 3X (found at <http://www.adobe.com/custsupport/LIBRARY/acpwin.htm>) to view publications in .pdf.

Other Electronic Media

These include fax on demand, fax broadcasting, e-mail, listserv, and bulletin board systems. Although these functions are becoming more common on higher end computers and network systems, commands are slow to make them available to their general users, with the possible exception of e-mail.

The discussion ended with issues publishers should take into consideration when publishing on the Web, such as content control, disclaimers, byte size of files and graphics, and copyright. In addition, a list of resources available on the Web for Federal publishers was given, including the WWW Federal Consortium Web Page Guidelines, which is available on the DTIC Web site.

For those interested in keeping up with the technology, the Institute for Federal Printing and Publishing issues via fax broadcasting or E-mail a free one-page Tidbit containing excerpts from trade journals on the latest in publishing and printing, as well as announcements of training classes. To subscribe, simply call the Institute at 202-512-1283 or E-mail the registrar at ifpp-registrar@gpo.gov.

TECNET/TECWEB/HOME PAGE

—Presented by Karen Brown

Karen passed information concerning our TECWEB bulletin board, and the need for a user ID and password. The board is used to post information of interest to members but lately has been difficult to reach.

Karen also gave out printed copies of the upcoming ILCEP home page. It is a wonderful design, put together by one of Karen's team members, Tara Gardner of Compliance Corporation at NAWCAD. However, it is not yet open, as her command can't afford to work on overhead projects such as the home page until after the summer.

As for the concerns Karen voiced about placing the members' names, address, phone numbers, e-mail, etc., on the page, Sharon Serzan passed info to Karen after the meeting on this. Here it is, per AFI 33-129:

“8.2.3 Phone Numbers and Electronic Mail Addresses. Placing directories of all telephone and electronic mail addresses on public pages is prohibited. Providing such addresses invites mass mailings by commercial agencies and exposes organizations to attempts to overwhelm or “Spam” local networks with thousands of simultaneous and unwanted electronic mail messages. This does not prevent organizations from putting this information on an intranet, or internal Web sites, using limited domain or other restrictions. In addition, public pages are encouraged to “publish” general numbers of services such as the base locator, public affairs, and other commonly requested resources.”

Per Sharon, AFMC is supposedly going to have their interpretation in their supplement to the AFI. It is not published yet.

PUBLISHING (ORGANIZATIONAL) SURVIVAL

—Recorded by Harriet Lambert

Occupational hazards was the topic of discussion for this segment.

Tim Calderwood began by passing out copies of an article entitled, *Is Your Mouse a Trap?* The article focused on the widespread health problems associated with using a mouse. Tim asked for input on others' experience with their computer mouse and on other work-related health problems.

Dorothy Murphy stated that she had bought wrist pads for her office because she personally had experienced carpal tunnel. She also ordered footrests for her team and left- and right-handed work stations. She said she has, on occasion, had the occupational health and safety inspector to inspect her office for proper office setup. Finally, she said her doctor prescribed computer glasses, which she wore for a short while.

Jim Pierce stated that he works with a 20-inch monitor, which was placed on top of his CPU. For him, such placement was too high and caused stress and severe strain on his neck.

Joe Burke said that he had the occupational health and safety people come in and refit his office to meet individual needs. He said office product shows are held frequently at Wright-Patterson to allow vendors to showcase their products and to allow workers and managers to see what is available to make work stations more comfortable. He said there are products to fit each specific need (specialized furniture, etc.), which cuts down on sick leave. Each agency should have a special fund for special-needs furniture and equipment. He suggested that we check with our respective agency representative.

Tim Calderwood mentioned the need for specialized equipment and furniture is two-pronged. First, an agency could lose a worker because of a job-induced injury or condition and must continue to compensate that individual long after he or she has left the agency for medical reasons. Tim also stated that his eyes twitch, which he believes is caused by the work he (we) does (do). Several in attendance stated they experience the same eye problem. Tim said his prescription computer glasses do help a lot.

Margy Harbeson, of Naval Operational Medicine Institute (NOMI), stated that she had been diagnosed with having curved vein syndrome. After she reported the condition to her office manager, her work area was refitted. This seems to have corrected the condition.

Jim stated that we become so engrossed in our work that we fail to take recommended breaks, which is not healthy mentally or physically.

Carolyn May stated that she is in constant pain. She has lost the use of her left arm, and was diagnosed as having repetitive stress syndrome. The long-term effects are unknown. She has used muscle relaxers; the next step will be physical therapy. Her work area has been refitted, which has helped. She also stated that several sources suggest that those who do close work (such as editing and working at a computer) take a break every hour.

Diane Sullivan mentioned that her agency purchased gel-filled mouse pads which has helped relieve a lot of stress on wrists and arms.

Jim asked about possible eye strain contributed to color combinations, such as those on the Internet. Christine Stossel said that she hides the colors; converts them in her documents to white screen with black print, which is easier on the eyes.

Dave Appler stated that each service has occupational health and safety personnel, and we should contact them with any questions and concerns we have on health and safety in the work place.

In his closing comments, Tim Calderwood suggested that we contact our local Occupational Health and Safety Division for an evaluation of our work areas and recommendations for improvement.

ILCEP BUSINESS

Status of Mission Statement

The current Mission Statement will be reviewed and changed to reflect the change in ILCEP membership. See "Action Items," below.

Membership

To highlight the meeting, a vote was taken of present members on whether or not to expand ILCEP to include publications departments of other service branch R&D communities. The vote was a unanimous "yes." ILCEP is now a "multiservice" group. We gained seven new members from Army, Air Force, and DoD (who were present at the meeting), and another five from Army and Air Force sites who were unable to attend but want to join us. **Our heartiest welcome to our new members! We are excited to have you become a part of our special group.**

Designation of 1998 Chairman

The April 1998 meeting will be co-chaired between Jim Pierce of COMOPTEVFOR, Norfolk, Virginia, and Karen Brown of NAWCAD, Pax River, Maryland.

Designation of 1998 Host/Location

Kathy Mayer of NAMRL, Pensacola, Florida, will again host our meeting.

Action items

- ILCEP home page - - Karen Brown, NAWCAD

- Total membership list update - - Jim Pierce, COMOPTEVFOR
- Mission Statement/Charter revision - - Tim Calderwood, NRL

Adjournment

The meeting was adjourned at 1130, Thursday, April 17. The group attended lunch at Marchelo's Italian Restaurant, then had a tour of the DAPS facility at Saufley Field (see the above discussion under "Defense Automated Printing Service (DAPS) Update.")

1997 ATTENDEE'S LISTING

David Appler

Defense Technical Information Center€

Sandy Biehler

Naval Air Warfare Center, Aircraft Division€

Karen Brown

Naval Air Warfare Center, Aircraft Division€

Joe Burke

Wright Laboratory, Wright-Patterson AFB€

Tim Calderwood

Naval Research Laboratory€

Lisa Carroll

Oak Ridge Institute for Science & Education€

Carol Cini

Institute for Federal Printing & Publishing,€
GPO€

Nancy Cipolla

DoD Inspector General's Office€

Lila Dorn

Wright Laboratory, Wright- Patterson AFB€

Mary Harbeson

Naval Operational Medicine Institute€

Charles Hesse

Naval Education and Training, Professional€
Development and Technology Center€

Carol Jacobson

Defense Technical Information Center€

Gordon Lader

Surface Warfare Development Group€

Harriet Lambert

DoD Inspector General's Office€

Daniel Latourelle

Naval Education and Training, Professional€
Development and Technology Center€

Claudia Lee

Naval Operational Medicine Institute€

Carolyn May

Wright Laboratory, Wright-Patterson AFB€

Kathy Mayer

Naval Aerospace Medical Research Labo€
ratory€

Tim McCleerey

Defense Technical Information Center€

Pat McWilliams

HQ AFMC/SCXR, Wright-Patterson AFB€

Dorothy Murphy

Naval Surface Warfare Center, Indian Head
Division

Judy Pawlus

U.S. Army Medical Research and Materiel€
Command€

Jim Pierce

Operational Test and Evaluation Force€

Frank Scott

Defense Technical Information Center€

Sharon Serzan

Defense Technical Information Center€

Christine Stossel

Army Research Laboratory€

Diane Sullivan

Naval Surface Warfare Center, Dahlgren€
Division€

Peg Swansburg

Naval Surface Warfare Center, Dahlgren
Division, Coastal Systems Station

Patrice Waits

Naval Surface Warfare Center, Dahlgren
Division