

NAVY WARFARE DEVELOPMENT COMMAND (NWDC) NAVAL WAR COLLEGE (NWC)

Intekras has approximately twenty (20) staff members in Rhode Island under contract with the Navy Warfare Development Command (NWDC) and the Naval War College (NWC).

The following tasks for NWDC and NWC are supported by the RI team:

- Desktop Publishing
- Publication/Product File Input and Correction
- Proofreading
- Publications/Product Processing
- Status Reporting
- Conference and Meeting Participation
- Desktop Production
- CD-ROM Production
- Publications Maintenance of Working and Master Copies
- Publication distribution, including serialization, tracking, mailing, stock requirements and database maintenance.
- Print On Demand (POD) through Navy Logistics Library Philadelphia and Pensacola (DAPS) site
- Fleet Support Service/Correspondence

Overview

In March 1990, Intekras was awarded the technical publications library contract to support the Navy Tactical Support Activity (NTSA) located at the Washington Navy Yard. On this contract, we supported NTSA's Technical Publications Library of approximately 600 documents. At this time, other contracts were handling the Fleet Tactical Library (FTL), Navy Lessons Learned (NLL) publication, and the production of Navy Warfare Publications (NWP).

In 1998, Intekras won a contract which encompassed all of the work done on these three contracts. This contract consolidated related work that had previously been performed by three different contractors.

In 1999, as part of the major transition in the Navy under the Base Reorganization and Consolidation (BRAC) realignment, Navy doctrine was transferred to the Navy War College (NWC) in Newport, RI. Intekras supported the transition of the Fleet Tactical and Warfare Library and desktop publishing to NWC. Through our efforts, the library and publishing operations were set-up and fully operational within approximately 75 working days. Apart from three management staff, this included the hiring of around 20 professional employees to support the contract in its new location.

Since moving to Newport, Intekras has completely digitized all required publications for electronic media. We have completed the Paper Off The Shelf (POTS) program, which eliminates the need for hardcopy publication storage. We are using the Print On Demand (POD) and View On-Line automated process through Navy Logistics Library (NLL) and their DAPS sites. This saved funding dollars across the government which were formerly spent for printing, maintaining warehouse space, and document handling (wrap, pack, ship and postage costs).





Performance Data

The Library handled 34,495 requests during FY2004, with turn-around requirements of three working days or less. Intekras has always exceeded these government requirements. There were 22,720 automatic distributions for FY2004.

The rate of desktop publishing with graphics is typically 8 pages per hour when tagging and 5 pages per hour when correcting and cleaning up graphics. The government requested that the Navy Warfare Publication Library be completely digitized, proofed and bookmarked in one year. Intekras completed the task in six months.

Proofreading is 7 pages per hour for comparison proofing, copy editing/heavy proofs is approximately 4-5 pages per hour depending upon Navy platform.

Desktop publishing handled approximately 125 publications a month during FY2004.

Mailings

Intekras maintains a database necessary for the automatic distribution of Navy Warfare Publications and Print On Demand distributions in accordance with (IAW) Standard Navy Distribution Lists (SNDL). We are responsible for the generation of all mailing lists, mailing labels, delivery instructions, and return receipt cards for classified material IAW SECNAVINST 5510.36, including logins and maintaining file of receipts cards for tracking.

We track registered mailings of classified materials and maintain file of receipts cards for reporting purposes, reporting all noncompliance of registered mail incidents to Navy Criminal Investigative Services (NCIS) after 60 days of mailings.

We have a track record for mail delivery of 97%. This includes keeping abreast of commands that are forward deployed and decommissioned fleet/shore commands.

Contracts

Technical Publications Support, Naval Surface Warfare Center

Contract Term: 01 December 1998 – 01 December 2003
Contract #: N00167-99-C-0003

Distribution Support for Communications and Tactical Publications

Contract Term: 27 March 1997 – 26 March 2002
Contract #: N00167-97-D-0020

Desktop Publishing Library Support, Naval War College

Contract Term: 06 June 2002 – 31 May 2007
Contract #: N00140-02-D-1681