



ORGANIZATION AND POLICY DOCUMENT

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RANGE COMMANDERS COUNCIL

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1. RCC VISION STATEMENT

The Range Commanders Council will promote credible change to meet Department of Defense (DoD) Test and Training requirements while promoting the common good of its members and enhance sharing and interoperability of infrastructure and resources.

2. RCC INTERNAL CHARTER

- a. Purpose: This charter establishes the Range Commanders Council (RCC) and outlines its mission, responsibilities, relationships, and organization.
- b. Mission: The Range Commanders Council is dedicated to serving the technical and operational needs of United States (U.S.) test, training, and operational ranges. The RCC provides a framework wherein:
 - (1) Common needs are identified, and common solutions are sought;
 - (2) Technical standards are established and disseminated;
 - (3) Joint procurement opportunities are explored;
 - (4) Technical and equipment exchanges are facilitated; and
 - (5) Advanced concepts and technical innovations are assessed, and potential applications are identified.
- c. Responsibilities and Relationships: The Range Commanders Council will share its insight and products with the Armed Services, DoD, and other U.S. government oversight boards and committees and stands as an expert consultant to those organizations.
 - (1) The RCC maintains close ties with Office of the Secretary of Defense (OSD) and Service offices that support the T&E, training, and operational ranges. The RCC works with these and other entities on tasks of mutual benefit. All groups and principals may, as warranted by events, request assistance from the RCC through the Chair of the Executive Committee. Through these activities, the RCC maintains a position of technical leadership thereby contributing greatly to this nation's unmatched test, training, and operational range capabilities.
 - (2) RCC memberships for U.S. government ranges other than DoD ranges may be approved by the Range Commanders, when deemed appropriate and mutually beneficial. Such members, however, may be recused from participating in decisions that have direct bearing on DoD issues and policies.

3. **OBJECTIVE**

The Range Commanders Council was organized to preserve and enhance the efficiency and effectiveness of member ranges, thereby increasing their research and development, operational test and evaluation, and training and readiness capabilities. The scope of the Range Commanders Council is to:

- a. Resolve common problems;
- b. Discuss common range matters in an organized forum;
- c. Exchange information thereby minimizing duplication;
- d. Conduct joint investigations pertaining to research, design, development, procurement, and testing;
- e. Coordinate major or special procurement actions;
- f. Develop operational test procedures and standards for present and future range use; and
- g. Encourage the reutilization and transfer of excess technical systems and equipment.

4. **ESTABLISHMENT**

- a. The Range Commanders Conference (RCC) was founded in August 1951 upon the recommendation of the Commander, Naval Air Missile Test Center, Point Mugu, California, to the Commanding General, White Sands Proving Ground, New Mexico, and the Commander, Patrick Air Force Base (AFB), Florida. The name of the organization was changed to Range Commanders Council at the 23rd meeting of the council held at the Air Proving Ground Center, Eglin AFB, Florida, 15-16 October 1963. Today, the Army RCC member ranges are White Sands Missile Range, Electronic Proving Ground, Reagan Test Site (formerly Kwajalein Missile Range), Yuma Proving Ground, Dugway Proving Ground, Aberdeen Test Center, and the High Energy Laser Systems Test Facility (HELSTF) located at White Sands Missile Range. The Navy member ranges are the Naval Air Warfare Center Weapons Division (Point Mugu and China Lake), the Naval Air Warfare Center Aircraft Division (Patuxent River), the Naval Undersea Warfare Center Division Newport, the Naval Undersea Warfare Center Division Keyport, and the Pacific Missile Range Facility. Air Force ranges include the 45th Space Wing, the 30th Space Wing, the Air Force Flight Test Center, the Air Armament Center (46th Test Wing), Arnold Engineering Development Center, and Barry M. Goldwater Range. The RCC's non-DoD member is the National Aeronautics and Space Administration.
- b. The RCC Commanders approved the RCC Internal Charter at the 83rd Range Commanders Council Meeting on 11 January 1996. The RCC Commanders approved the RCC Vision Statement, which appears on the previous page, at the 101st Range Commanders Council Meeting on 1 September 2005. Both emphasize the Range Commanders' commitment to assist the Armed Services, OSD, and other U.S. government oversight bodies in all areas of mutual interest and benefit to the test, training, and operational ranges and facilities.
- c. From its inception to the present, the RCC has remained outside formally established DoD structures. This format has been one of the organization's strengths as it has

allowed frank and open dialogue among the Range Commanders and the freedom to address a broad range of issues. The independence of the RCC and its positive impact on range operations is well recognized throughout DoD, other U.S. government agencies, industry, and institutions of higher learning. The advantages of informal assistance and guidance on common problems have been salient factors in the RCC's development of widely accepted technical standards for the ranges. The RCC remains an effective consulting body to more formally established military and civilian organizations.

5. **ORGANIZATION**

- a. **Structure.** The RCC is comprised of the Range Commanders, an Executive Committee (EC), Technical Representatives (Tech Reps), standing and ad hoc groups, and the Secretariat. The organizational structure of the RCC, as diagrammed in Figure 1, is designed to permit maximum control by the Range Commanders, while providing for a flexible and efficient response to both long-range needs and quick-response situations.
- b. **Executive Committee.** The EC assists the Range Commanders by providing advice, by formulating and ensuring compliance with RCC policy, and by relieving them of the detail inherent in carrying out RCC business. As a general rule, unless exceptions are granted, the EC consists of one representative for each Range Commander.
- c. **Technical Representatives.** Each EC member may appoint one senior Technical Representative to advise and assist him/her in directing the efforts of the standing and ad hoc groups.
- d. **Standing Groups.** The RCC standing groups are established by the Range Commanders and are the backbone of the organization. The majority of the work carried out by the RCC is performed by the standing groups.
- e. **Ad Hoc Groups/Blue Ribbon Panels.** Ad hoc groups and Blue Ribbon Panels are appointed by the EC to accomplish specific tasks within a defined period.
- f. **Secretariat.** The RCC Secretariat provides administrative services to the RCC and is the only full-time RCC element. The RCC Executive Officer manages the operation of the Secretariat and serves as the RCC Executive Agent.

RANGE COMMANDERS COUNCIL

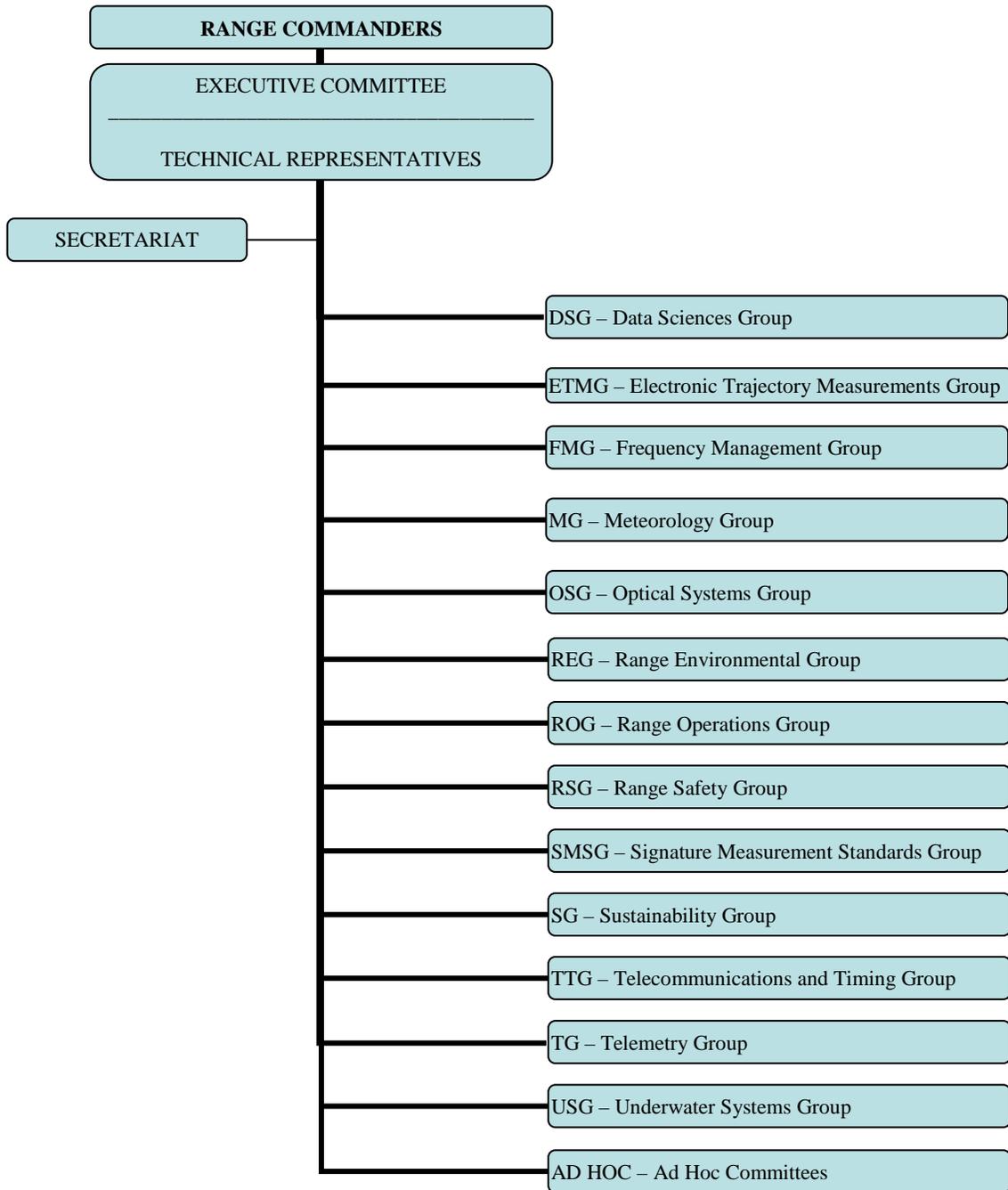


Figure 1. Organization Chart

6. **RANGE COMMANDERS**

- a. The Range Commanders meet twice a year, usually in February and August, immediately following the EC meeting.
- b. Meeting host responsibilities are rotated among the member ranges, with meeting dates and locations at the discretion of the host range.

7. **RCC CHAIR**

- a. The commander of the RCC member range hosting a Range Commanders' meeting serves as RCC Chair until the following RCC meeting takes place. At that time, the chair shifts to the current host commander.
- b. The duties of the RCC Chair generally involve endorsing correspondence that has been approved by the Range Commanders and prepared for signature by the RCC Secretariat. Such correspondence is normally intended to alert higher authorities to potential or existing problem areas and issues that could adversely impact the test, training, or operational communities.
- c. The RCC Chair also functions as the central point of contact on matters requiring the Range Commanders' attention that may occur between meetings. The RCC Chair is assisted in this regard by the RCC Executive Committee member representing the presiding chair's range and the RCC Secretariat.

8. **RCC EXECUTIVE COMMITTEE**

- a. The commander of each member range appoints one representative to the EC. The EC oversees, through the Technical Representatives (Tech Reps), the activities of the RCC standing and ad hoc groups. The EC assists the Range Commanders in all RCC undertakings. The EC members are direct representatives of the Range Commanders and act with full authority in all matters pertaining to the RCC. The EC elects its own chair and vice chair, and both serve for a two-year period.
- b. Members of the EC must be of the highest technical and managerial caliber with ready access to their commanders and upper-level managers.
- c. The responsibilities of the EC include, but are not limited to:
 - (1) Establishing and disseminating policies, directives, and procedures for the administration of all RCC elements;
 - (2) Establishing and fostering inter-range dialogue to ensure the maximum effectiveness of the RCC as a tool to benefit the government's development and evaluation efforts;

- (3) Finalizing the Range Commanders' meeting agenda as an action item at the EC meeting immediately preceding each Range Commanders' meeting. The EC Chair and the RCC Executive Officer, assisted by the RCC Administrative Officer, will prepare each agenda.
- d. Each member of the Executive Committee has dual and complementary functions: to represent his commander in all matters concerning the RCC, and to represent the other elements of the RCC to that commander. In these capacities each EC member:
 - (1) Apprises his/her commander of benefits derived from RCC participation;
 - (2) Ensures adequate funding planning/programming through the respective Chain of Command for RCC dues and group members' TDY in support of RCC matters.
 - (3) Serves as the "range contact" for the RCC;
 - (4) Commits resources on behalf of his/her commander to include, when necessary, the assignment or replacement of technical representatives or group members for that range; and
 - (5) Alerts his/her commander to major inter-range situations that could impact national resources.
 - e. The EC meets twice a year with the RCC or at the call of the EC Chair to:
 - (1) Preserve professional and personal contact;
 - (2) Exchange technical, operational, and management information;
 - (3) Provide guidance to the Tech Rep Chair, group chairs and the Executive Officer; and
 - (4) Make necessary decisions on task and membership developments.

9. **EC CHAIR**

The EC Chair is a member in good standing of the RCC Executive Committee and is elected by majority vote of the EC, or by acclamation, to serve for two years. The office of EC Chair rotates by Service in the following sequence: Army, Navy, Air Force, other U.S. government members. The non-DoD members' obligation to serve will occur once every two terms to avoid placing an unnecessary burden on resources.

The duties and responsibilities of the EC Chair are many and varied. The EC Chair serves as principal spokesperson for the RCC and coordinates all RCC activities with the various RCC elements. In this regard, the EC Chair works closely with the RCC Executive Officer to ensure lines of communication are maintained with all RCC elements and with those government agencies, offices, and boards associated with the RCC.

The EC Chair presides at all EC meetings, closely monitors preparations for these meetings and the Range Commanders' meetings, reviews and approves the agendas for each of these meetings, and serves as facilitator at these meetings.

At every RCC meeting, the EC Chair, with assistance from the RCC Executive Officer, presents a report on the activities and accomplishments of the RCC standing and ad hoc groups and briefs other items of importance to the Range Commanders.

10. EC VICE CHAIR AND TASKMASTER

The EC Vice Chair is elected by the EC in the same manner as the EC Chair. Traditionally, the EC Vice Chair succeeds the EC Chair. The EC Vice Chair rotates in coordination with the EC Chair by Service in the following sequence: Army, Navy, Air Force, other U.S. government members. For example, if the EC Chair is from the Army then the EC Vice Chair is from the Navy.

The EC Vice Chair assumes the duties of the EC Chair when the chair is unable to carry out his/her responsibilities. If the EC Chair is not able to complete his/her term of office, the vice chair will occupy the office of EC Chair, and a new EC Vice Chair will be elected. Each will serve until the next regularly scheduled election of officers.

The EC Vice Chair also serves as the RCC Taskmaster. In this capacity, the EC Vice Chair reviews all Tech Rep actions relevant to RCC group, ad hoc committees, and contractor-supported tasks.

11. TECHNICAL REPRESENTATIVES

The commander of each member range appoints one representative to the Technical Representatives (Tech Reps). The RCC Tech Reps support the RCC EC by providing technical leadership and integration and by ensuring communications, coordination, and group oversight across the standing and ad hoc groups. Each RCC Technical Representative will be assigned a primary Standing Group and one or more secondary groups for which he/she will provide direct mentoring and support to ensure proper direction and group health. If a group chair resides at that Tech Rep's range, the Tech Rep will automatically become the primary advocate for that group.

These representatives will meet with their counterparts from other ranges and with the RCC group chairs a month prior to each EC meeting for two days to:

- a. Provide guidance and technical direction to the groups;
- b. Act as an advocate for assigned groups at Tech Rep meetings and elevate issues to the EC as appropriate;
- c. Act as range point of contact for group chairs to resolve issues on range representative participation in group activities;
- d. Review and approve task proposals and monitor task progress;
- e. Review task products and determine if they are acceptable for publication;
- f. Assess the technical and operational effectiveness of the groups;
- g. Make recommendations for realignment, consolidation, and/or establishment of groups;

- h. Consolidate and summarize group activities, task performance, and related issues for the EC meeting; and
- i. Assure the communication of broad operational or technical information of mutual interest.
- j. In addition to the above actions, topics as determined by the EC, the Tech Reps, and the group chairs will be discussed during the Tech Rep/Group Chair meeting. Technical Representatives group advocacy assignments will also be reviewed and adjusted as necessary at each meeting.
- k. Assigning tasks and ensuring the resources necessary for their accomplishment.
- l. Each Tech Rep, with one or more group chairs from his/her range, is responsible for monitoring the meeting preparations of those groups to ensure that established meeting criteria and cost curbing measures are being followed.

12. TECHNICAL REPRESENTATIVES CHAIR AND VICE CHAIR

- a. The Tech Rep Chair and Vice Chair are members in good standing of the RCC Tech Reps and are elected by majority vote of the Tech Reps, or by acclamation, to serve for two years. The offices of Tech Rep Chair and Vice Chair rotate in coordination with the EC Chair and Vice Chair by Service in the following sequence: Army, Navy, Air Force, other U.S. government agency members. For example, if the EC Chair is from the Army and the EC Vice Chair is from the Navy, the Tech Rep Chair would be selected from the Air Force representatives and the Vice Chair would be selected from other U.S. government members or the Army.
- b. The Tech Rep Chair serves as principal spokesperson for the Tech Reps and coordinates activities of the Tech Reps group with the various RCC elements. The Tech Rep Chair works closely with the EC Chair and Vice Chair to review and coordinate activities of the RCC groups and review RCC tasks. The Tech Rep Chair also presents the consolidated Group Activity Highlights and Tech Reps report to the EC.
- c. The Tech Rep Chair presides at the Tech Reps/Group Chair meetings that are held prior to each EC meeting. The Tech Rep Chair closely monitors preparations for these meetings, reviews and approves the agendas for each of these meetings, and serves as facilitator at these meetings.
- d. The Tech Rep Vice Chair accomplishes the Tech Rep Chair duties in the absence of the Tech Rep Chair.

13. STANDING GROUPS

- a. The RCC standing groups are the primary means of exchanging technical and operational information and coordinating and standardizing systems, techniques, methods, and procedures among RCC participants. The groups also are the focal points for the development, procurement, and interchange of technical systems and equipment.
- b. The RCC standing groups perform tasks as directed or approved by the Tech Reps. They also exchange information on common range technical and operational problems, recommend standards for instrumentation systems and equipment, and coordinate the development and procurement of systems and equipment. Additionally, the groups coordinate and integrate long-term research and development planning.
- c. The members of these groups are selected for their expertise in the scientific and technological disciplines required to operate/manage major test, training, or operational ranges.
- d. The responsibilities of these groups include but are not limited to:
 - (1) Joint planning, procuring, and evaluating instrumentation systems, equipment, and other range resources;
 - (2) Improving the knowledge and use of range resources and equipment;
 - (3) Developing and publishing standards for range resources;
 - (4) Developing improvements in equipment and techniques for ensuring range safety;
 - (5) Developing and updating range documentation systems;
 - (6) Developing and coordinating procedures for carrying out inter-range operations;
 - (7) Studying range support requirements to identify future range needs; and
 - (8) Exchanging information of mutual interest concerning management, operations, development, budget, and other areas as may be appropriate or directed.
- e. The **Standing Groups** are the

(1) **Data Sciences Group**

The Data Sciences Group (DSG) addresses the handling of data associated with the missions of its member organizations. The DSG seeks to identify common challenges, processes, and solutions to foster collaborative efforts which encourage standardization and re-use of appropriate solutions. All aspects of data handling are addressed, including data storage, retrieval, and protection; real-time and post-test analysis; display and visualization; modeling and simulation; mission continuity; and data/knowledge management. The group identifies and/or develops recommended standards, processes, systems, and tools to handle all types of data and metadata.

The DSG executes its mission by utilizing committees focused in particular technology or functional areas. The initial four committees are detailed below; as mission requirements

dictate, additional standing committees or ad-hoc subgroups will be formed to accomplish tasks and generate work products.

- The Data Management Committee (DMC) – The DMC promulgates standards, processes and other enablers to help ranges acquire, store, share, find, and protect data for their customers.
- The Data Analysis and Display Committee (DADC) – The DADC promotes the development and adoption of common real-time and post-test reduction, analysis, and display tools and standards through collaboration and sharing of resources.
- The Live, Virtual, Constructive Committee (LVCC) – The LVCC identifies common challenges, processes, and solutions to encourage effective utilization and interoperability of LVC technologies in complex and distributed test environments where real-world testing is not possible or cost effective. The committee serves as a liaison activity between the RCC and a myriad of existing modeling and simulation (M&S) and LVC organizations across DoD, industry, and academia.
- The Data Protection Committee (DPC) – The DPC promotes best business practices and methodologies that protect and defend information and information systems by ensuring availability, integrity, authentication, confidentiality, and non-repudiation throughout the system and data lifecycles as they apply to range operations. A primary focus of the DPC is the proper certification/accreditation of information systems to ensure maximum continuance.

(2) Electronic Trajectory Measurements Group

The Electronic Trajectory Measurements Group (ETMG) addresses all aspects of operation, maintenance and performance for instrumentation radars, electronic warfare systems, continuous wave systems, Global Positioning System (GPS) based instrumentation systems, multilateration systems, and scoring systems utilized on DoD test and training ranges. The ETMG ensure that calibration methods and accuracy verification processes are created and updated to ensure the accuracies of these systems can be measured, documented, and certified. The ETMG promotes standardization in these systems including hardware, software, operation, and maintenance to the maximum extent possible. The group actively supports joint procurements of these systems and/or their respective calibration tools to the extent allowed in the RCC Operations and Policy Document. Ancillary equipment such as transponders, inertial systems, infrared sensors, television, lasers, masers, nuclear devices, and computer systems required to enhance the capabilities and accuracies of these electronic measurement and warfare systems also come under the purview of this group. In addition, the ETMG responds to theoretical and applied problems of propagation involving the entire electromagnetic radiation spectrum, including the technical interchange of information relating to the enhancement of instrumentation performance and accuracy, and data utility by range user analysts. The ETMG is composed of three standing committees: the Radar Committee, the GPS Committee, and the Range Instrumentation Accuracy Committee, with ad hoc committees as required to accomplish tasks.

(3) Frequency Management Group

The Frequency Management Group (FMG) works to recognize, confront, and resolve radio frequency related issues that impact the ability of the test and training ranges to perform their missions. It brings together the required expertise to address, but is not limited to, the following issues:

- (a) Regulating and protecting range electromagnetic spectrum assets
- (b) Future range spectrum requirements
- (c) Intra-/Inter-range frequency deconfliction/scheduling
- (d) Frequency monitoring, interference control, direction-finding, techniques/resources
- (e) DoD electromagnetic spectrum loss/encroachment
- (f) Developing and updating range spectrum usage documentation

(4) Meteorology Group

The Meteorology Group (MG) seeks to improve the capability of range meteorological agencies to define the effects of astrophysical parameters on marine, missile, and space systems, and works to better the instrumentation and techniques used to measure and predict these effects. The MG mission includes the identification of present and projected range natural environmental support requirements, specification of error estimates of atmospheric data, and interchange of excess technical systems and equipment. Finally, the group works closely with other RCC groups to specify those atmospheric measurement systems, simulation techniques, and operational test procedures and standards that must be developed and acquired to maintain the ranges' capability for testing environment-sensitive systems.

(5) Optical Systems Group

The Optical Systems Group (OSG) is the RCC's Center of Expertise for optical imaging systems employed on Major Range and Test Facility Base (MRTFB) facilities, Tactical Training Ranges, and at National Laboratories. The OSG serves as a technical resource for the government's Test and Evaluation community. Key functions associated with this group include the acquisition, processing, post processing, analysis, archiving, and distribution of imagery from both engineering sequential and Time-Space-Position Information (TSPI) optical systems for missions on land, in the air, underwater, and in space. The focus on imaging within the OSG extends from the ultraviolet to the long wave infrared portion of the electromagnetic spectrum. The group provides a forum for its members to expand their knowledge base, initiate cooperative research projects, and improve individual mission performance via semi-annual technical interchange meetings, task assignments, and ad hoc committees. These meetings facilitate the evaluation of new imaging technology, the development of optics related standards, the identification of areas for tri-service standardization, the promotion of common range architectures and the engineering of technical solutions for optical problems.

(6) Range Environmental Group

The Range Environmental Group (REG) advises the RCC on matters pertaining to environmental stewardship. The REG provides information, recommendations, and coordination with respect to environmental issues and policies affecting RCC ranges. The REG also advocates, exchanges, and reviews new ideas regarding environmentally responsible testing and training.

(7) Range Operations Group

The Range Operations Group (ROG) serves as the RCC focal point to address issues associated with operations and interoperability of test and training ranges. The ROG will exchange information of common interest, identify common operations policy and process issues, and develop and/or promulgate recommendations for common operating requirements, policies, or processes. Focus areas for the ROG include, but are not limited to, identifying and disseminating best practices, recommending policies and procedures to support programs that require inter-range coordination, fostering better communications between range operations personnel, and development of airspace standards. The ROG Unmanned Aerial Systems (UAS) Committee will focus on UAS operations and their impact on test and evaluation and training missions. The ROG Airspace Committee addresses all areas pertaining to airspace, including the evolving airspace technologies and air traffic/mission control equipment.

(8) Range Safety Group

The Range Safety Group (RSG) supports, through standardization, development, and continuous improvement, the safe conduct of hazardous operations on the test, training, and operational ranges and related facilities. Hazardous operations include, but are not limited to, ordnance and expendable releases, directed energy and laser operations, missile flight, space launch and reentry, unmanned vehicle operation, gunfire, explosive use, and hazardous emissions.

(9) Signature Measurement Standards Group

The Signature Measurement Standards Group (SMSG) is responsible for documenting signature measurement standards across the spectrum, and specifically in the following areas: radar, millimeter wave, infrared, laser, visible, ultraviolet, seismic, acoustic, and magnetic. Committees comprised of range experts in these areas have been formed to review, document, and recommend standards applicable to each of these specialties.

(10) Sustainability Group

The Sustainability Group (SG) develops and maintains a proactive set of recommendations and best practices that address sustainability, encroachment, and community outreach issues affecting the test, training, and operational ranges. The SG researches, develops, and provides recommendations to ranges on best practices related

to establishment of public awareness, outreach programs, and partnerships designed to inform and educate the public on range operations and mission needs.

(11) Telecommunications and Timing Group

The Telecommunications and Timing Group (TTG) deals with range timing and synchronization systems; voice, data, and video transmission systems; and radio command control systems including those pertaining to flight termination. These major areas of interest include electronic systems such as GPS timing receivers, precision time and frequency sources, RF voice communications, microwave links, fiber optics transmission equipment, digital multiplexers, communications security equipment, LAN and WAN networks, digital compressed video codes, etc. The TTG is composed of two standing committees, the Timing Committee and the Communications and Data Transmission Committee, and ad hoc committees as required to accomplish tasks.

(12) Telemetry Group

The Telemetry Group (TG) has responsibility for the equipment that facilitates the process of acquiring information, recording it, and delivering it to a remote processing station. This includes transducers, multiplexers, and signal conditioning, recording, and transmitting/receiving equipment. The overall goal of the TG is to foster interoperability of telemetry systems through common standards and procedures.

(13) Underwater Systems Group

The Underwater Systems Group (USG) deals with technologies and systems, applied at undersea and land-based ranges and in-water test facilities. These technologies and systems include underwater tracking ranges, oceanographic and in-water environmental measurements, undersea data telemetry and communication, acoustic monitoring and measurements, magnetic and optical sensing, water surface impact location and scoring for missiles and other weapons, underwater explosion shock qualification, and acoustic beacons and pingers. Furthermore, the USG explores, applies, and assists in the development of ocean engineering technologies, systems, and support equipment, as well as technologies and systems related to underwater recovery; underwater construction, stable ocean platforms, portable undersea ranges, buoyed instrumentation, and undersea cables and cable protection.

14. COMMITTEES AND PANELS

- a. Group Committees. The standing groups may establish standing committees to address long-term programs or to work technical focus areas assigned to the group. Committee membership may consist of assigned group representatives and outside subject matter experts who are not member or associate member representatives. However, outside subject matter experts will be monitored by the group chair and will be removed when the need for their expertise no longer exists. Committees will meet concurrently with the group at regularly scheduled meetings. A committee chair may request a waiver to this

policy from the Tech Reps to hold a special committee session. The waiver will be submitted to the group chair outlining the specific reasons, duration, and location of the separate meeting. The group chair will forward his concurrence to the Secretariat who will coordinate the request with the Tech Reps. As the group chair is responsible for all group and committee activities, all committee correspondence or announcements will be processed through the group chair to the Secretariat.

- b. Task Committees. The standing groups may establish task committees to work on tasks such as revising existing documents or to work on special short-term projects assigned by the EC or Commanders. Task committee membership may consist of member and associate member representatives and outside subject matter experts. Task committees are deactivated when the task or project has been completed. If the need arises to make the task committee a standing committee within the group, the group may vote to do so and will report the change to the Tech Reps.
- c. Ad Hoc Committees. Ad hoc groups will be established by the Range Commanders or the EC to address member ranges' short-term problems/issues.
- d. Blue Ribbon Panels. From time to time, when special assignments are warranted, the EC may propose the formation of a Blue Ribbon Panel (BRP) to address a critical issue or to provide assistance with a project that crosses service/agency lines. Generally such involvement is temporary and results in recommendations on best practices/policies and the selection of one or more RCC standing or ad hoc groups to assume the lead in a formalized task. Members of the BRP serve in an advisory capacity and are appointed by their respective EC members.

15. RCC MEMBER RANGES

a. Member Ranges and Requests for Membership

- (1) Current RCC member ranges are listed on page 2 in the ESTABLISHMENT section of this document and are ranges with like technical and operational interests who have agreed to join together in a common purpose.
- (2) Candidates for membership in the RCC should be U.S. government test, training, or operational ranges/facilities with a mission in Research Development Test and Evaluation (RDT&E), Operational Test and Evaluation (OT&E), or training arenas.
- (3) All requests for membership will be addressed to the Secretariat, which will refer them to the Executive Committee (EC). The EC will authorize an invitation to the next Range Commanders meeting where the applicant will provide a short presentation outlining the mutual benefit of becoming a member range. The Range Commanders are the final authority on all requests for RCC membership.

b. Member Range Duties and Responsibilities

- (1) The appointed representatives of each member range automatically have full member status in any group within the RCC; however, it is not mandatory that each member range be represented on each group. A member range may select particular groups for affiliation and participation relative to their individual interests and capabilities. Each member range may appoint as many representatives as desired; however, one participant will be designated as the primary representative for each group.
- (2) Participation in the RCC is extended to military, civil service, and support contractor representatives of the member ranges. Representatives in the groups are appointed by each range's Tech Rep and approved by the EC member and are recognized as such when a letter of appointment or email is on file with the Secretariat.
- (3) All participants in the RCC should be selected on the basis of their professional skill set. An appointment to participate in the RCC is recognized as an officially assigned duty. Supervisors and all other appropriate levels of management should acknowledge the importance of the RCC and support full participation by their personnel who are selected to serve.
- (4) It is incumbent upon each member range to program and budget the resources needed to fully participate in and support the activities of the RCC.

16. ASSOCIATE MEMBERSHIP

Associate Members are U.S. government agencies (other than member ranges) or agencies working for the government, such as Sandia National Laboratories or Lawrence Livermore National Laboratory, who have interests in common with the RCC and who have applied and been accepted for participation in RCC activities. Each representative of an associate member must possess technical knowledge of value and be willing to help solve problems within RCC areas of endeavor. Associate member agencies may appoint support contractor personnel as their representative to an RCC group.

Agencies desiring such participation must first contact the appropriate group chair(s) by email or letter stating their reason(s) for applying. The applicant will then be invited by that group chair(s) to send a representative as a guest to a minimum of two meetings of the group(s) in which admission is sought. This requirement allows the group(s) ample time to observe the performance of the applicant associate member and make a decision on its suitability for associate membership. Associate membership approval for participation in one working group does not imply like membership in another group. Applications must be processed separately for each group in which associate membership is desired. The respective group chair(s) will notify the Secretariat by email of the group's decision to accept the application for associate membership and will provide the necessary directory information for appointed representatives.

An associate member agency is not eligible for participation on the Commanders, EC, or the Tech Reps.

An associate member facility may be dropped by the group affected for failure to attend meetings regularly, for lack of contribution to the objectives of the group, or upon termination of its governmental affiliation.

Associate member representatives are eligible to hold the offices of group chair and vice chair, and are permitted to vote in the elections for these offices. All elections will be reported through the Secretariat to the Tech Reps and EC and in the group report.

17. **CONTRACTOR PARTICIPATION AT GROUP MEETINGS**

a. Contractor Categories

- (1) Support Contractor. Support contractors are those currently under contract to an RCC member or associate member range/facility and are full time, permanent on the Range, working side-by-side with government personnel. These representatives are authorized to participate in RCC groups by their respective sponsoring ranges. Support contractors will include the dedicated laboratories whose only customer is the DoD. Such support contractors may be appointed as full member representatives with all privileges, or they may be assigned as members of task committees. Task committee members may attend all sessions of the group meetings, but are usually dropped from participation once the task has been completed.
- (2) Industry Vendors. Industry vendors are specific task oriented, range specific, time limited, or suppliers of hardware and software. Vendors may be invited to attend an RCC group meeting only to present information relevant to the business of the group. Marketing presentations are not permitted. Vendors are allowed to remain in the meeting room during their presentations only. This precautionary measure assures that vendors are not privy to range reports or group discussions that contain proprietary or otherwise sensitive information. Special care should be taken by all groups to ensure that copies of range reports and program information are not indiscriminately distributed. (See Annex F)

b. Invitations

- (1) All vendor invitees must be sponsored by current group members. The sponsoring member is responsible for assuring the vendor presentation is informational in nature and not a marketing tool. Advance approval for the presentation must be requested from the group chair, and vendors must be informed in advance of RCC policy regarding their attendance at group meetings.
- (2) Specific information regarding RCC processes and procedures for inviting industry presentations is delineated in Annex F, Enclosures 1 through 4.
- (3) Specific information regarding RCC processes and procedures for inviting industry participation on task committees is delineated in Annex G.

c. Minutes, Range Reports, and Attendees Lists

- (1) Individuals attending RCC group meetings who are not range member representatives or associate member representatives are not authorized access to the meeting minutes, range reports, or attendee lists. Group chairs may approve exceptions for U.S. government guests on a case-by-case basis.
- (2) Copies of presentations made at a group meeting may be provided separately from the minutes with the approval of the group chair and the presenter.

18. **PARTICIPATION BY GUESTS, FOREIGN NATIONALS, and ACADEMIA**

- a. Guests. Guests at Range Commanders', EC, or group meetings may be consultants for or representatives of U.S. government organizations, industries, or universities (academia) whose technical knowledge will assist or contribute to the interests of the host group. Guests at standing group meetings may be invited by a group representative or associate member representative provided prior approval of the group chair is obtained. In addition, guests may be invited to serve on ad hoc committees. Guests at Range Commanders' and EC meetings must receive prior approval from the host commander, the EC Chair, or the RCC Executive Officer. When necessary, the Secretariat will prepare guest invitations to these meetings and sign and dispatch them or, when more appropriate, forward them to the RCC or EC Chair for signature and dispatch.
- b. Foreign Nationals. The RCC makes no provisions for participation by foreign nationals. However, foreign nationals may attend group meetings as guests. Their attendance must be approved in advance by the appropriate group chair and the meeting host, where all relevant security considerations have been satisfied. This requirement pertains even if the meeting is held at a commercial hotel. Attendance by foreign nationals at group meetings will be announced at the opening session and will be reported in the meeting minutes and in the group chair's semiannual report to the EC. Foreign nationals are not authorized copies of meeting minutes or range reports. Requests for copies of presentations made at the meeting must be submitted through established channels. Additionally, foreign nationals may not serve on a committee unless approved in advance by the Executive Committee.
- c. Academia. Individuals from universities or other accredited schools (hereafter referred to as the facility) may be invited as guests to a group meeting. Associate membership may also be requested if the conditions stipulated in Section 16 are met. Each group must decide if there is mutual benefit to accepting academia as an associate member. The following criteria should be considered when reviewing any academia applications:
 - (1) Is there an anticipation of consistent participation?
 - (2) Is the facility accredited?
 - (3) Is there an existing Memorandum of Agreement in place with any U.S. government agency or is there a demonstrated established professional relationship such as the International Telemetry Conference (ITC) or the International Test and Evaluation Association (ITEA)?

- (4) Is the facility bidding on openly competitive grants from member ranges (except in already established academic development programs)?
- (5) Is the facility involved in a “for profit” program that includes DoD ranges?
- (6) Is the recommended representative a facility staff member? Is the individual a tenured staff member?

All groups are reminded that an invitation to a group meeting is not automatic; the group chair must decide if the invitation is appropriate.

19. **ELIGIBILITY TO HOLD OFFICE**

All member and associate member representatives in good standing, including range support contractor personnel, are eligible to hold the offices of standing group or ad hoc group chair and vice chair. All elections will be reported through the Secretariat to the Tech Reps and EC.

20. **OCONUS MEETING POLICY**

The RCC guidelines for requesting approval of a meeting location outside of the continental U.S. (OCONUS) are outlined in Annex A. All OCONUS meeting requests require the specific approval of the Executive Committee. Request forms will be submitted to the Secretariat for coordination through the Tech Reps to the Executive Committee a minimum of six months in advance of the planned meeting. Each group chair is responsible for polling the group representatives to ensure that at least 50% have Range Commander support for OCONUS travel.

21. **GROUP MEETINGS**

- a. **Standard Meeting.** All groups meet two times per year, with the exception of the Meteorology Group which meets one time per year. Meetings will be hosted by a member or associate member; the host will determine if the meeting will use a government facility or a commercial hotel for the meeting. Meeting announcements will be sent to the Secretariat at least 60 days in advance of the meeting. The Secretariat will post the announcement to the RCC private portal and notify the group representatives and Tech Reps of the posting.
- b. **Joint Meeting.** Collaboration across groups is encouraged as appropriate. The groups should meet based on a perceived area of synergy or need for cross-talk. The groups have the discretion to determine when to hold a joint meeting. If the exchange is fruitful, then the groups involved should actively investigate joint tasks and strive within the community to reach agreement on standards and procedures. Each group will report the joint sessions in their minutes and group reports to clearly convey the joint issues and business that occurred at the joint meeting. Each group would still break into separate sessions to conduct group business or tasks.

22. MINUTES

- a. The minutes of RCC meetings are official records and will be marked FOR OFFICIAL USE ONLY (FOUO). (*Editor's Note: The new designation for FOUO is being investigated and the appropriate language will be inserted when it is available.*) Minutes will be sufficiently comprehensive to ensure continuity and future reference. It is important that the group chairs review each set of their group's minutes to assure they are complete, business-like, and free of extraneous material. A detailed outline for minutes is at Annex B. (This outline is not all inclusive but serves as a baseline for required material.)
- b. All minutes from group meetings are due no later than 45 calendar days from the end of the group meeting. Any group not meeting the 45 day schedule will be notified by the RCC Administrative Officer, with a copy of the notification provided to the respective group's Tech Rep advocate. An additional 15 day grace period will start on day 46, the day of Tech Rep notification. If the minutes are not received within the grace period, the next meeting of the affected group will be automatically cancelled and the Executive Committee informed of the cancellation.
- c. All material for inclusion in the group meeting minutes will be uploaded to the RCC private portal. A link has been provided – *Draft Minutes Submission* – on the home page to allow direct access for uploading material to the group folder.
- d. Minutes will be processed in the order they are received by the Secretariat. However, delinquent minutes will be processed after minutes that have been submitted in accordance with this policy.
- e. The program for text files is Microsoft Word, with Times New Roman 12-pitch font. Adobe files are not acceptable as they are difficult to work into RCC format.
- f. All meeting presenters should be advised by the group chairs in their pre-meeting announcements to provide an abstract or summary for use in the minutes. Program types for all charts, graphs, and like material should be PowerPoint. Adobe files are not acceptable as they are not easily formatted. All presenters are responsible for obtaining an Operational Security review and indicating the distribution on each slide of their presentation.
- g. Minutes are privileged documents for use only within the RCC; consequently, distribution external to the RCC is prohibited. Should a valid need arise, Range Commanders, EC members, and group chairs may, on a one-time basis, authorize the release of a particular set of minutes, or portions thereof, to a U.S. government agency. Similarly, the Range Commanders, EC members, and group chairs may release non-sensitive extracts of their minutes to non-government agencies as needs arise.

23. GROUP REPORT AND BRIEFING REQUIREMENTS

Each group chair will submit a progress report electronically to the Secretariat no later than 14 days prior to each Tech Reps/Group Chairs joint meeting. This report will contain information on significant activities transpiring since the last report, the status of current tasks, associate membership changes, cost savings accrued during the report period, any problem areas needing EC attention, and proposed meeting dates, sites, and sponsors. The group reports will be posted on the RCC private portal by the Secretariat as read-aheads for the Tech Reps at least 14 days prior to every Tech Rep/Group Chairs meeting. A template for use in preparing group reports is available on the RCC homepage or by contacting the Secretariat. (See Annex C for the group report format).

For the purposes of this report, the following definitions will be used when reporting cost savings/cost avoidances:

- a. Cost Avoidance – Requirement identified not budgeted.
- b. Cost Savings – Applies to funds that were budgeted but not spent.
- c. Borrow/Lease – 10% total acquisition cost per month.
- d. Transfer – 100% acquisition cost.
- e. Man-Year - \$150K.

Group chairs who fail to meet the deadline for submitting their reports must brief their Tech Rep advocate prior to the approaching Tech Rep/Group Chair meeting. In addition, these chairs or their representatives must bring a disk version of their report to the Tech Rep/Group chair meeting.

The Technical Representatives will review the group reports and extract information for a consolidated Group Activity Highlights Report. The Tech Rep Chair will present the Group Activity Highlights Report to the EC at their meeting. The EC members will also be able to access the individual group reports on the RCC private portal.

All briefing charts and other graphic materials presented at EC and RCC meetings will be provided to the Secretariat in PowerPoint, for use with IBM PC compatible platforms. Electronic copies of all briefings will be forwarded to the Secretariat 7 days prior to each meeting, along with a summary of the topics presented for use in compiling the meeting minutes.

24. ATTENDANCE REPORT

An attendance report is provided online after each Tech Rep/Group Chair meeting and is presented at each EC meeting. The attendance report is developed using information from the attendance list of each group meeting. In order for the report to accurately reflect the individual range's participation, meeting attendees must be identified by range/facility and status (representative, alternate, or guest). A template for developing attendee lists is available online and from the Secretariat.

25. DISTINGUISHED SERVICE AWARD

The RCC Distinguished Service Award was approved by the Commanders in August 2009. The first awards were presented in February 2010. The award was established to recognize eminent and notable contributions benefitting the military mission of the RCC ranges or the Department of Defense through participation in an RCC technical group. This award is not based on length of service, but on the merits of the nominee. The award consists of a certificate; there is no monetary value with the award.

a. Criteria. The following criteria will be used to determine nominees:

- (1) Impact of the nominee's contribution to the RCC and the DoD, or
- (2) A special act that had wide benefit to the range community.
- (3) Length of service coupled with exceptional participation in group activities.
- (4) Contributions should be significant and long-lasting.

b. Nominations

- (1) All nominations originate within the RCC – the RCC Executive Officer will call for nominations in June and December of each year. There are no established quotas for nominations and there may be periods where there are no nominees.
- (2) Nominations will be supported by a short summary of the individual's accomplishments and a draft citation. The nomination will be forwarded to the RCC Executive Officer who will forward all nominations to the Tech Reps for review. Upon Tech Rep approval, the Executive Officer will forward the nominations to the EC for review and approval.

c. Presentation

All awards will be presented during the next scheduled Commanders' meeting.

26. PROGRAMS AND TASKS

a. Scope

- (1) Group efforts are expended on programs and tasks. Programs address large areas of concern to the groups where information is continually exchanged, and work is accomplished. Tasks meet one or more of the following criteria:
 - (a) A definite product is planned on an approved time schedule,
 - (b) A significant amount of additional resources is required, and/or
 - (c) A sensitive or controversial subject is involved.
- (2) Tasks may originate with a standing group, ad hoc group, the EC, or with the Range Commanders. All task proposals will be submitted to the Secretariat, which will forward them to the Taskmaster and Tech Reps for review and approval. (See Annex D for the Task Guidelines.)

- (3) Group activities that do not meet the above criteria for formalization as tasks will be highlighted by the group chairs in their semiannual reports to the EC. The EC Chair will, in turn, identify those activities considered to be of significant interest in his report to the Range Commanders.

b. Responsibilities

(1) Taskmaster

- (a) Reviews Tech Rep task approvals and assignments.
- (b) Reviews Tech Rep decisions on disapproval of task products and provides instruction on corrective measures, if appropriate, to the respective group.

(2) Technical Representatives

- (a) The Tech Reps review all task proposals and at least 10 Tech Reps must approve the proposal before it becomes an official task.
- (b) Make recommendations to the EC on all aspects of RCC tasks including: the participation required from standing groups, ad hoc committees, member ranges, associate members and agencies, and industry; funding sources; documentation and report requirements; and the most efficient utilization of personnel.
- (c) Initiate or recommend any other pertinent actions deemed necessary to assure proper task assignment and timely completion.
- (d) Initiate the review of task products, work with the group chairs to resolve conflicts, and report to the Taskmaster through the Secretariat.

(3) Group Chairs

- (a) When a standing or ad hoc group has been assigned an approved task, the appropriate group chair is responsible for assuring that all elements of the RCC and associate agencies that may have a need to be involved are given the opportunity to participate. If more than one group is involved in accomplishing a task, the Technical Representatives designate a lead group whose chair will be responsible for coordination. The lead group is also responsible for reporting the task status in the group report to the Tech Reps.
- (b) The group chair will coordinate all changes to group tasks with the Tech Reps, through the Secretariat.

▶ Extension of a Completion Date

If an assigned task cannot be completed by the recorded completion date, the lead group will submit an electronic request for an extension to the Secretariat citing the reason for the delay and identifying the new completion date. This request will be forwarded by the Secretariat to the Tech Reps who will approve or deny the extension. All approved extensions will be reported back to the lead group and the task database will be updated to reflect the new completion date. The Tech Reps will review the status of each task during their biannual meeting and tasks that have been extended one year beyond the original estimated completion date will be subject to further review and justification for continuance.

► Changing an Existing Task

The scope or end product of an assigned task cannot be changed without the approval of the Tech Reps. Such requests should be sent electronically to the Secretariat, which will forward them to the Tech Reps for review and approval. The Tech Reps then review the original task assignment and the proposed task changes. The Taskmaster resolves any conflicts and notifies the RCC Secretariat to inform the appropriate group chair of the final decision.

► Processing Task Products

Documents and Reports - Upon completion and approval of a task by the group responsible, the group chair will forward a copy of the task product, usually a report or document, to the Secretariat. Electronic distribution by email, uploading to the private portal, or disk is preferred. A cover letter describing the coordination that has been accomplished and the distribution that is recommended should accompany each final document. The Secretariat will contact the group chair when a task product is not approved and recommend changes and corrections. After the necessary modifications have been made, the task product is again submitted to the Secretariat, which will forward it to the Taskmaster for final review and approval. The date that the publication, or other task product, is approved by the Taskmaster is the task completion date. After approval from the Taskmaster, the Secretariat will forward an OPSEC review letter with the document number, title, and appropriate distribution statement to the Group Chair for signature. These letters are required on all task products and are retained in the RCC archives.

• Standards Documents

- The group chair forwards the final version of the approved draft to the Secretariat, via the RCC private portal, for final coordination.
- The Secretariat then distributes copies of the draft standard to the Tech Reps for comments. The Secretariat also distributes copies to all group chairs except the preparing group chair. Group chairs should provide any objections or comments to their respective Tech Reps.
- All responses are submitted to the Secretariat.
- If approved, the Secretariat adds the task product to the editing queue.
- If not approved, the Secretariat returns the draft to the group chair with the Tech Reps' comments. The group chair complies with the guidance received and repeats the process described above.
- The date of publication is the official task closure date.

(4) Secretariat

All task information intended for the Taskmaster and the Tech Reps, including task proposals, task statements, status reports with enclosures, and task products will be sent directly to the Secretariat via the RCC private portal. The Secretariat will forward such materials to the Taskmaster and Tech Reps for action.

27. THE RCC ON THE INTERNET

Two versions of the RCC Homepage, a public access portal and a restricted access (private) portal, now reside on the White Sands Data Management (WSDM) system located at White

Sands Missile Range (WSMR), NM. The RCC portal policy is at Annex E.

- a. Public Portal. The public access RCC portal <https://wsmrc2vger.wsmr.army.mil/rcc/> contains a list of all RCC publications, a number of on-line documents (public distribution only), a list of member ranges, the RCC internal charter and mission statements, and other information pertinent to the RCC. Since this is a public domain portal, no access authorization or WSDM account is needed.
- b. Restricted (Private) Portal. The restricted access RCC portal is account protected. Army users may use their Common Access Card after the access has been approved; non-Army users require a userid and password. Registration requires the user to submit their full Social Security Number (SSN) to the WSMR Information Assurance Manager for security verification. The private portal is at:
 - (1) Army users (CAC enabled): <https://wsdm.wsmr.army.mil/site/rccpri/default.aspx>
 - (2) Non-Army users: <https://wsdmext.wsmr.army.mil/site/rccpri>
 - (3) For information on gaining access to this private portal, contact the RCC Secretariat at 575.678.1107 (DSN 258) or via email: wsmrrcc@conus.army.mil. Included on this portal are links to the RCC member ranges and their commanders, the RCC Membership Directory, RCC documents (including restricted distribution documents), minutes of all RCC affiliated meetings, future meeting dates and sites, and all of the information contained on the RCC public portal. In addition, subwebs for the exclusive use of each RCC standing and ad hoc group are provided on the private portal.

28. RCC DOCUMENTS - DEFINITION AND ACQUISITION

RCC documents include standards, technical data, test procedures, operational procedures, guides, catalogs, glossaries, specifications, and the Universal Documentation System. A document may originate in a group as the result of an assigned task. At the completion of such a task, the group processes the proposed document(s) as described under Programs and Tasks. A draft, following final approval, is sent to the Secretariat for editing, numbering, printing, and initial distribution. Revising RCC documents is the responsibility of the originating group.

NOTE: A standard is defined as a document established by consensus and approved by a recognized body, that provides for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. Standards should be based on the consolidated results of science, technology, and experience, and aimed at the promotion of optimum community benefits. (ISO/IEC Guide 2:1996, definition 3.2) Additionally, all RCC standards will include/reflect the validation/verification data justifying the standard.

- a. A contractor (Industry or Academia) may obtain RCC documents from the Secretariat when the publications are required to respond to a government contract or Request for Proposal. In any event, such requests must be accompanied by a current government contract number, an RFP number, or a solicitation number, or be made by the appropriate

government contracting officer. Those contractors who do not have an active government contract will be referred to the Defense Technical Information Center for assistance in obtaining RCC publications.

- b. Foreign Nationals may obtain RCC documents as requested by a DoD sponsor through the established processes involving Foreign Disclosure offices, appropriate Consulates, and the International Programs Office.

29. **RCC MEMBERSHIP DATA BASE AND DIRECTORY**

- a. A data base of RCC membership information containing the names, addresses, telephone numbers, and email addresses of all RCC member and associate member representatives will be maintained by the Secretariat. Changes in membership information will be reported to the Secretariat promptly so that this data base remains accurate and reliable.
- b. An online version of the RCC Membership Directory, which contains information extracted from the RCC membership data base, is available on the RCC private portal as a Contacts list. Online membership information can be accessed alphabetically, by group, or by range/facility.

30. **CORRESPONDENCE**

- a. Direct correspondence is authorized and encouraged for the conduct of RCC business. Because one of the objectives of the RCC is to facilitate the exchange of information among its members, it is recognized that this goal cannot be achieved without assuming a need to know. Groups may also communicate directly with commercial and academic agencies, identifying themselves with their respective groups rather than their parent ranges. All members are cautioned to avoid any commitments that may be construed as obligating the government or may be interpreted as favoritism toward any private contractor or consultant. Such contacts will be for information purposes only and will at all times be represented as such. All classified material must be handled and transmitted in accordance with existing security regulations.
- b. With the exception of invitations to future meetings, correspondence originating within the RCC and directed to an agency of higher authority will be prepared for the approval and signature of the current RCC or EC Chair.
- c. Other correspondence sent to outside agencies will be signed by the EC Chair, group chair, or the RCC Executive Officer, as appropriate.
- d. Use of RCC stationery will be restricted to persons requiring it because of their position; that is, an officer, committee chair, or project officer. Signature blocks on RCC stationery will reflect the signer's position within the RCC.

31. SECURITY/CLASSIFIED MATERIAL

- a. Discussion and disposition of classified material at a meeting must be coordinated beforehand with the respective group chair and host range so that adequate preparations can be made. Applicable service regulations will be followed at all times to ensure that classified or sensitive information is protected. If a group meeting is held at a commercial facility, the host range must approve security arrangements before classified information may be discussed.
- b. All presentations should be clearly marked on the title slide to show the sensitivity designation of the material included in the presentation. For example: *Approved for Public Release or For Official Use Only – Sensitive Material Included*. All presenters are solely responsible for obtaining the appropriate security reviews of the presentation content from their respective Security Office.
- c. The RCC restricted page is not approved for storage of classified information. Any classified presentations will not be included in the minutes or in the RCC archives.

NOTE: *Currently, none of the RCC archived data, documents, minutes, or standards are classified.*

32. SECRETARIAT

The office of the RCC Secretariat is located at White Sands Missile Range (WSMR), NM. It is Service (Army) and contractor staffed. The Secretariat is funded through the member ranges with member ranges assessed an equal amount annually to defray all the operating expenses of the Secretariat including salaries. The full-time Secretariat staff is comprised of the RCC Executive Officer, an administrative officer, a management assistant, and a technical publications editor-writer and assistant, who provide administrative services to all RCC elements. The office is responsible for preparing, reviewing, editing, processing, printing, and distributing minutes and documents, and maintaining the historical records of the RCC. Secretariat personnel record and update the task status for the Taskmaster and assist in the preparation of the task briefings for presentation at the EC and RCC meetings. Membership records and a directory of current personnel assignments within the RCC of both member and associate member representatives are maintained, and membership applications are processed by the Secretariat. In addition, Secretariat personnel are responsible for maintaining the RCC Homepage on WSDM and for ensuring its health and welfare. The Secretariat's email address is wsmrrcc@conus.army.mil.