

3 - Secretariat

The office of the RCC Secretariat is located at White Sands Missile Range, NM. It is quad-Service and NASA-funded through the member ranges as follows: all member ranges are 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, and three technical editors 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. 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 public and private portals.