

# RFMS STEERING TEAM MEETING MINUTES

**Meeting Type:** Weekly                      **Meeting Date:** 30 October 02  
**Meeting Time:** 1030~1230              **Meeting Place:** Kaizen No Yochi

**People Present:** DRE, C10, RPAO, C130 (Recorder/ Facilitators)

| Decision Made, Actions Planned, Tasks to be Done                             | Person Responsible |
|--|--------------------|
| Finalize Goal 3 and Measure of Success                                       | LCDR Quattlebaum   |
| Update Completion Date of Goal 2   | Mr. Roundtree      |
| Provide specific date on Goal 5 date of completion where it says "Completed" | CDR Poindexter     |

**1. Review Measure of Success:**

CAPT Orndoff provided measure of success for the objective 1.2.

LCDR Quattlebaum will work on measure of success as he finalizes Goal 3.

**2. Review Definitions of Position Management and Management Support.**

According to the discussion, definitions of above terms are defined as follow:

- a. Position Management- CO, RPAO and BLMs are responsible for below processes:
  - FTE Allocation/ Tracking
  - Organizational Analysis
  - Hiring Control
  - MEO
  - Workforce Shaping
  
- b. Management Support- C130 is responsible for these processes:
  - Management Analysis
  - Training
  - Physical Security
  - PAO
  - Award
  - Labor Employee Relations
  - Manning Staffing (includes classification and recruitment)

### **3. Roundtable:**

BM- 4-8 NOV, TAD to assist PWC Guam in FY03 Strategic Planning Session in Guam.

- Provided write up for BLMs and Commodity Manager's roles. CO suggested crossing check concept of operation of BLM and PWT.

XO- Rewrite goal 3. He also asked who are getting the copy of the RFMS Steering Team Meeting Minutes. Team members answered it was agreed to send the copy to all the BLMs and PWOs at previous meeting. CO suggested putting it on the PWC web site.

RPAO- He thanked BM for approving transferring three positions from PWC to CNFJ for Planning Construction BLM.

DRE-

RE- Pass.

**4. Next meeting will be held on 13 NOV, at 1000 at Kaizen No Yochi Conference Room.**