

# RFMS STEERING TEAM MEETING MINUTES

**Meeting Type:** Weekly                      **Meeting Date:** 13 November 02  
**Meeting Time:** 1000~1130                      **Meeting Place:** Kaizen No Yochi

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

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
Update date of completion for tactics on 90 day task list	Mr. Roundtree

**1. 90 Day Task List:**

- Goal 1- RE will get together with the four Support Function Managers individually to get their plan overview.
- Goal 2- BM will provide current updates to his 90 Day Task List. He will modify dates of completion for some of the tactics.
- Goal 3- Details were discussed and has been finalized.
- Goal 6- DRE modified the completion date of the tactic 6.1.1.1 Will establish recurring BLM staff meeting for PWT.

**2. Review Finalized Goal 3:**

LCDR Quattlebaum distributed updated Goal 3. RFMS Steering team reviewed and finalized goal 3.

**3. Roundtable:**

- BM- Ready to publish glossy for the RFMS Strategic Plan. Discuss translated version of RFMS Strategic Plan for JNE.
- RPAO- CNFJ PM updates. Working on the recruitment of BLM and MLCs for Planning and Construction Business Line.
- XO- PACDIV MAXIMO trip is still on the schedule.
- DOICC- Pass
- DRE- Reviewed and updated PWT Concept of Operation for Yokosuka.. Goal is to have CAPT Orndoff and CAPT Seifert sign off the updated version of the PWT Concept of Operations.
- RE- RADM Cellon is coming early December. RFMS briefs will be given by RPAO, DOICC, and XO to the RADM. Going to PACDIV the week after next if anybody has any issue, please let RE know.

**RE's Hot List:**

- Utility BLM
- Planning BLM
- RFMS Support Fuel Depot
- Koshiba Closure Plan
- FIP IPL Counsel
- Energy Policy Board
- Okinawa APWO
- XO Relief