RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 2 Jul 03
Meeting Time: 1000- 1200 **Meeting Place:** Kaizen No Yochi

Present: CO, RE, C10, C30, RPAO, C130 (Recorder/ Facilitators)

Decision made, Actions planned, Tasks to be done	Person Responsible
PKI general information	C130A
C130/C190 Relocation plans	C30
RFMS OPS Manual	CO

1. **Review minutes of the last meeting. Consensus.**

2. **Update Group Calendar. A few changes were made as follows:**
   - **18 Jul 03: CFAY Change of Command**
   - **9-12 Jul 03: CAPT Hemstreet TAD – MILCON Board Review**
   - **26 Oct 03: NAVFAC Change of Command**

3. **Information sharing for PKI issues presented by Ms. Peel and Ms. Calhoun. Command must be PKI compliant by 1 Oct 2003. Ms. Calhoun is the Action Officer. General guidance information will be distributed to all hands.**

4. **C130/C190 Relocation. LCDR Harrison briefed the Steering Team on the proposed relocation plan. CO tasked LCDR Harrison to include a revision to plan that would include a new layout for the Command Suite. The Command Suite would consist of CO, XO, DRE, BM, Legal, DOICC, C-10S and C-30S.**

5. **Support Function Services. Operation Manual Chapter 6 standardizing processes related to HRO and FL is at the final draft stage. Final draft will be reviewed by Steering Team before CO's signature. After OPS Manual have been signed, the Steering Team will review Strategic Plan goals and objectives to determine which actions have been completed as a result of finalizing the OPS Manual.**

6. **CAPT Hemstreet led the Team in a discussion of proposed split rates for electricity (60 Hz and 50Hz). The Team decided that this issue would be tabled for the time being.**

7. **Roundtable**
   BM: After much discussion and analysis, The SRF/PWC Lab Review Team recommend keeping the LABs separate, but explore co-location of both Labs at SRF facility. The Team will further discuss/review this option.
   RPAO- CAPT Hemstreet is meeting with new PWO of DG, CDR Helinsky this afternoon at 1430
   CO- There is no comptroller in DG now. CDR Campbell, Regional Comptroller will take over this function.
   DRE- Need support on a couple of personnel issues. One is on the Utilities BLM scope of tasks/duties which now includes coordination lead for SUI Stand Up and SRMD Business implementation. The other issue is ATFP program increasing. May need a full-time ATFP Engineer for this program, similar to the Fire Protection Engineer we have on staff. Put it on agenda for the next meeting.