RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 23 Jul 03
Meeting Time: 1000 - 1130 **Meeting Place:** Kaizen No Yochi

Present: RE, DRE, BM, XO, 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. See attached. Mentioned that Pre-planning off-site should be held at New Sanno.**

3. **CO suggested to press on the compromise plan for Command Suite/C130/C190 move. Firm plan (less expensive and less effort) which includes definite phase and execution plan should be finalized by 29 Jul 03, in the turnover period for New CO.**

4. **RFMS Strategic Plan. Review completion status on each Goal. Identified; 1) completed; 2) on going; and 3) carry over. Modification will be compiled and Takako will finalize the material.**

5. **Sasebo Utility visit update. CO stated that SUI visitation to Sasebo PWD was pretty successful . CO touched base with overall RFMS process and impact and emphasized communication with Sasebo for future implementation.**

6. **RFEC update. CO mentioned about CNI alignment plans including organizational full deployment. Progress has been made.**

7. **Roundtable:**
   DRE: VTC of 22 July 03 might include Fuji JSDF shooting training range issue relating to MILCON. US owned properties (4 housing areas) have been returned to GOJ. Impact on utility cost duet to this property transfer should not be critical short range.
   XO: Update PCS status for New CO and confirmed with some other new arrivals.
   RE: Should discuss the turn over brief for New CO with XO.