

## RFMS STEERING TEAM MEETING MINUTES

**Meeting Type:** Weekly **Meeting Date:** 10 Dec 03  
**Meeting Time:** 1000-1200 **Meeting Place:** Kaizen No Yochi

**Present:** RE, XO, DRE, RPAO, BM, C130Q (Recorder/ Facilitators)

Decision made, Actions planned, Tasks to be done	Person Responsible

**1. DODDS School Handyman Program Briefing:**

Mr. Gober, Process Improvement Team had some options and made the recommendation for Facility Maintenance for DODDS to gradually pull-back handymen to reduce shop backlog. Have negotiated. Taken place.

**2. IG:**

XO distributed "Command Inspection Preparation 2004 (Plan and Outline). MCP added to the list. The counterpart of Community Management has been revised from Ms. Bowie to Mr. Roundtree.

**3. NEADS:**

Mr. Sakuma informed about Roll Out. Job Function Spreadsheet is on the way.

**4. FacTS update:**

XO gave a information about the Organizational Action Plan website at [http://factsystem.navfac.navy.mil/action\\_plan.asp](http://factsystem.navfac.navy.mil/action_plan.asp)

**5. Group Calendar:**

Schedule of team members were added/ changed as follow:

12 Dec- 3 Jan	BM on Leave
13-25 Dec	RPAO on Leave
17-19 Dec	XO on Leave
2-3 Feb	CNFJ Commander's Conference
4-6 Feb	CO and DOICC TAD to Korea
2-4 March	Senior Engineers' Conference at Camp Zama

**6. 90 Day Task List:**

**SBP Glossy:** Regional Engineer's and Regional Commander's Forewords. In progress at CO's desk.

**Safety Brief:** Each department has until 19<sup>th</sup> of December to complete safety briefing to their staff.

**Finalized Tactics:** Team members are going to send back the working copy before 15<sup>th</sup> of December.

**7. Review Last Meeting Minutes:**

Team members reviewed the minutes and no change was made.

**8. Items of general interest.**

**RE:** CAPT Bellis, DESC visits on 12<sup>th</sup> of Dec. RDML Engel visits in Jan.

**RPAO:** Announced draft BUMED letter indicating a transfer of Maintenance responsibility for Category Code 500 (Medical/Dental) facilities to BUMED. Position management board on Monday, 15<sup>th</sup> of December 0930-1030. The account of FY04 SRM reprogramming is still unknown; could be \$13.9M up to \$39.9M.

**DOICC:** NAVFAC Logo. Trying to get info for cost to switch.

**C130:** PRE MLC Q and A distributed.

**BM:** The NWCF Flag Primer (Dec 03) Slides presented.

**XO:** Security information