

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 21 Jan 04
 Meeting Time: 1000-1200 Meeting Place: Kaizen No Yochi

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

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

1. **The minutes of 7 Jan 04 has been reviewed. No correction needed.**
2. **Group Calendar reviewed and updated.**

21-28 Jan	DOICC on leave
28-30 Jan	RDML Engle visit to Yokosuka
2-6 Feb	RPAO on leave
2-3 Feb	CNFJ Commander's Conference
4-7 Feb	CO and DOICC TAD to Korea
10-15 Feb	CO TAD
15-19 Feb	DRE on leave
2-4 March	Senior Engineers' Conference at Camp Zama
2-13 Apr	RPAO on leave
14 Jul-16 Jul	PWC/OICC IG

3. 90 Day Task List reviewed:

- Glossy publication.

The glossy is being worked between BM and C130. Objectives are shown.

Definitely one copy for Glossy needed for RDML Engle with Ruehe's signature.

OICCFE's logo to remain the same, the new NAVFAC logo.

4. Proposed "Regional Engineer Division Program Analyst" Position.

LCDR Gersh distributed the slides of N01CE1B organization chart and NO01CE1B CNFJ task list.

He is working with Mr. Hashizume to show the proposed plan at the PMB

scheduled on 28th of Jan.

CO and BM to research reserve possible support for PWD, Diego Garcia.

5. Goal status update.

The latest copies distributed.

At the next meeting, we will finalize them.

DRE said not all tactics needed. Goal and dates to be updated by goal advocates.

6. Items of general interest.

RPAO: None

RE: RDML Engle's visit. More detailed preparation needed including briefings to him and also socials. Will talk at Department Head meeting.

BM: NWCF Brief reviewed for NAF Atsugi Captain.

DOICC: None

XO: None