

**RFMS STEERING TEAM MEETING MINUTES**

Meeting Type: Weekly Meeting Date: 9 June 04  
 Meeting Time: 1000-1100 Meeting Place: Kaizen No Yochi

Present: DRE, XO, BM, RPAO, DOICC, C130 (Recorder/ Facilitators)

**GROUP CALENDAR**

16-17 June	RPAO pack out.
14-29 June	XO on Leave
14-18 June	DOICC on leave and TAD
21-23 June	CDR Zuccherro, Perspective PWO DG visiting Yokosuka
24- 30 June	DOICC TAD to Diego Garcia for Award fee board
25 June- 2 July	BM on leave
1-2 July	CAPT Fuligni visit.
28 June-12 July	RPAO on leave
30 July	NAVFACFE establishment
7 Aug	RPAO detaches from Japan.
13 Aug	New RPAO reports
Jan 05	PWC/OICC IG

- Minutes of the last meeting were reviewed. Some minor changes made.

XO: Web page. NAVFAC history page. Maintain 4-5 pages.

Directions: Update website.

DOICC: Who has COG, on Zuccherro visits? RPAO will be the POC.

- Group Calendar updated.

- FEC POA&M Update. By ENS Olson, task manager.

Job to assure the Taskers are doing their job. Attending FEC meetings weekly and RFMS and Department Heads (start next week) for tasks due and overdue. Mostly administrative standing.

Standing up ceremony; use last year's change of command as a basis for standup.

CAPT Peacock to brief base CO's on NAVFAC Far East.

BM: to move on letterhead, logos, official letters change to NAVFACFE.

Contractors.

4. Goal Status update.  
Get with Mr. Clements to find out status of O3.

7. Items of general interests.

C10: Working on FEC Table 30, mission/vision statements; Form out to DH get more input goal to DH/BLM by 6/25.

NAVFAC CONOPS.

RPAO: NSF DG SMRD Reclama Inputs Report distributed.

The comments in red are by Jeff Benjamin and Mary Helinski.

Report agrees to add OPG-11 Engineer (Civil/Structural) but no upgrade.

Agree with Diego Garcia (SMRD) report.

XO: 7<sup>th</sup> of July, Deputy OSH to make Safety Award ceremony.