

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 30 June 04
 Meeting Time: 1300-1400 Meeting Place: Kaizen No Yochi

Present: RE, DRE, XO, C150 (for BM) DOICC, C130 (Recorder/ Facilitators)

GROUP CALENDAR

25 June- 2 July	BM on leave
1-2 July	CAPT Fuligni visit.
2 Jul	DRE move in
28 June-12 July	RPAO on leave
18-22 July	Admiral Engle visit. 19,20 Iwakuni, 21 Yokosuka.
19-21 Jul	DRE TAD to SD.
22-23 Jul	RADM James McGarrah visit.
25-30 Jul	BM TAD to DC.
30 July	NAVFACFE establishment, standup ceremony/command picnic
31 Jul-9 Aug	BM on leave.
7 Aug	RPAO detaches from Japan.
12-20 Aug	CO TAD to CON 353
13 Aug	New RPAO reports
26-28 Oct	FY05 SBP Off-site Conference
Jan 05	PWC/OICC IG

1. Review the last meeting minutes.
 No change made. Finalized.

2. Group Calendar updated.

90-day task list.

- CAPT(S) Manning- Get draft from Environmental and Capital Improvement Business Line

- Document roles and responsibilities of RFMS Steering Team in NAVFAC FE Ops Manual, XO.