

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 14 July 04
 Meeting Time: 1000-1030 Meeting Place: Kaizen No Yochi

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

GROUP CALENDAR

18-22 July	Admiral Engle visit. 19,20 Okinawa, 21 Iwakuni.
18 – 22 July	CO TAD to COMFLEACT Okinawa and MCAS Iwakuni
19-21 Jul	DRE TAD to SD.
25-30 Jul	BM TAD to DC.
30 July	NAVFACFE establishment ceremony/command picnic
3-5 Aug	DOICC TAD to Sasebo
6 -16 Aug	BM on leave.
7 Aug	RPAO detaches from Japan.
13 Aug	New RPAO reports
24-25 Aug	NAVFACPAC FEC Summit.
26-28 Oct	FY05 SBP Off-site Conference
12-18 Jan 05	NAVFACFE IG

1. Review minutes of the last meeting. Finalized.
2. 90 days Task list.
 - Provide FISC partnership summary to CO.
C10 will bring Handly/Schather to meeting tour base with FLO before talking to employees. LT Stahl to set up FLO meeting on 15th July.
 - Develop Regional Work Induction process for Hub (core) product/service delivery.
XO, Document roles and responsibilities of RFMS Steering Team in the OPS manual.
3. Group Calendar updated.
4. MLC leave carryover policy.
Mr. Shimokawa made presentation. 24 hours to 40 hours to fit to CNFJ's policy.

5. FacTS survey Questionnaires.
Separate meeting to be set up. Komonkai, work group and other appropriate people to be included for Japanese translation.
6. Command establishment slides.
CO satisfied with it.
7. Goal Status updates. Each member to update at
X:\130\RFMSST\FY04_GOAL_STATUS\
before the next meeting.
8. Roundtable.

CO: Pushing D.G. runway project to PACDIV will prioritize projects planner.
Drug abuse on Kanto Plain Sailors. Sailors our beating analysis by drinking large amounts of water; buying drugs from online pharmacies.

Ordering of GSA schedule for design.

BM:

Metrics for Support lines.

DH meeting.

1000 tomorrow for metrics meeting?

RPAO:

Turned over from Bustamante to Brett Blanton for Sasebo PWO.

PACFleet approve Regional Engineering Management Contingency standup.