

**RFMS STEERING TEAM MEETING MINUTES**

Meeting Type: Weekly Meeting Date: 21 July 04  
 Meeting Time: 1000-1030 Meeting Place: Kaizen No Yochi

Present: 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 -17 Aug	BM on leave.
7 Aug	RPAO detaches from Japan.
13 Aug	New RPAO reports
24-25 Aug	NAVFACPAC FEC Summit.
Sept 04	CNO visits Japan
26-28 Oct	FY05 SBP Off-site Conference
12-18 Jan 05	PWC/OICC IG

1. Review minutes of the last meeting.

Minor change made.

BM: To discuss with Code 190 to get ROICC on Notice Board.

In Sept CNO visit to Japan.

2. 90 days Task list.

<b>90-Day Task List</b>	<b>Person Responsible</b>
Provide FISC partnership summary to CO	C10
CO/BM/CO FISC meet with FLO to discuss. LT Stahl POC.	
Develop Regional Work Induction process for Hub (core) product/service delivery	DRE
Document roles and responsibilities of RFMS Steering Team in the OPS manual	XO

3. IG Timeline.

Mr. Kondo distributed the timeline.

It will be held from 12 to 18 Jan 2005.

Office space will be Code 400 Conference room. KNY or CB Lounge?

Need C130's support for preparation by C09I.

Late August.

4. Goal status update.

See attached.

5. Roundtable.

DOICC:

59 minutes rule at OICC/ROICC. Atsugi PWD QAE folks do not benefit. Is 59 min delegated to D.H. levels? Administrative leave? Investigate overtime policy. Budgeted and track time & attendance institution.

Awards process of how GOJ awards are distributed.

Agenda 8/10: Review SBP attendee list.

XO:

To send out general email to PWO/DH to reserve dates on SBP.

Will not have a round logo.

We will use the NAVFAC logo.

Coins – different shape.

COMPAC VTC mishaps, all but one was alcohol rebated.

Take a book at telephone billing instruction.

Don't park by Dock 6. Blast and painting at Dry Dock 6.

BM:

This year's SBP performed by consultant, Liberty System. Using FISC to award contract. Week of Oct 25 will be our conference. 26, 27, 28 – large group session. Three full days for the conference. At O'Club Admiralty Room.

Met with HRO on FEC standup.

FISC, material divestiture.

SUI.

Today meet with FLO at 1400 to discuss FLO.