

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 4 Aug 04
 Meeting Time: 1000-1030 Meeting Place: Kaizen No Yochi

Present: RE, RPAO, XO, C10 C130 (Recorder/ Facilitators)

GROUP CALENDAR

3-5 Aug	DOICC TAD to Sasebo
4-6 Aug	ADM Doran COMPACFLT
6 -17 Aug	BM on leave.
7 Aug	RPAO detaches from Japan. At 1130 from BOQ.
13 Aug	New RPAO reports
17 - 27 Aug	CO on Leave and TAD to Hawaii.
23-26 Aug	DRE to DG
23 - 27 Aug	XO and BM on TAD to Hawaii
24-25 Aug	NAVFACPAC FEC Summit.
Sept 04	CNO visits Japan.
25-29 Oct	DG Engle/Ruehe
13-15 Oct	FY05 SBP Off-site Conference
12-18 Jan 05	NAVFAC FE IG

1. NAVFAC policy on overseas employment.

Mr. Roundtree briefed on the new NAVFAC HQ Guidance on Overseas Employment.

CAPT Peacock will Email his thought on this policy to RADM Engle.

2. Group Calendar updated.

3. 90 days Task list.

90-Day Task List	Person Responsible
Provide FISC partnership summary to CO	C10
CO is planning to visit C800 next week.	
Develop Regional Work Induction process for Hub (core) product/service delivery	DRE

Be in worked have meeting on Monday on draft.	
Document roles and responsibilities of RFMS Steering Team in the OPS manual	XO
PWFSO on manual. C10 got input from them. 1. Redo RFMS OPS. 2. PWT OPS manual realize with RFMS OPS manual. 3. Two analysts come out and study.	

4. Review minutes of the last meeting.

5. MLC position in Misawa by Mr. Gabel.

Okinawa – Suggest bring back one MLC to hire one USCS temp. Head is in serious medical condition. USCS (temp) is acting. It is in breaking point. Misawa manager's position. Converted from GS11 to 1-7.

CO agreed with the concept.

6. SBP off-site update.

Week of 18 Oct. If no 12 Oct.

Conference by telephone with Mr. Sageley.

A courtesy call to Mr. Sageley was made. Members exchanged their opinion and concept with Mr. Sageley.

7. FacTS Survey updates.

Client database needs update.

Need clients and their Email addresses from BLCoordinator.

Clients include Environmental/Base Div/Real Estate.

Mr. Hashimoto will draft an email message to BLCs and forward it to C10.