

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 11 Aug 04
 Meeting Time: 1000-1105 Meeting Place: Kaizen No Yochi

Present: RE, DRE, XO, AQO, Acting C10, C130 (Recorder/ Facilitators)

GROUP CALENDAR

6 -17 Aug	BM on leave
13 Aug	New RPAO reports
16- 20 Aug	AQO on leave
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	NAVFAC PAC FEC Summit
Sept 04	CNO visits Japan.
4 - 8 Oct (Tentative)	CO attending Commander's Conference
13-15 Oct (Tentative)	FY05 SBP Off-site Conference
25-29 Oct	CO TAD to DG with Engle and Ruehe
16- 23	DRE on leave
12-18 Jan 05	NAVFAC FE IG
Jan 05	CFAY Ordinance Inspection in Urago
Jan 05	CNRFE IG

1. 90 day Task List.

90-Day Task List	Person Responsible
Provide FISC partnership summary to CO	C10
CO will visit C800 on 11 Aug to brief on FISC partnership.	
Develop Regional Work Induction process for Hub (core) product/service delivery	DRE
DRE completed the package. He will brief CO on 16 Aug.	
Document roles and responsibilities of RFMS Steering Team in the OPS manual	XO
No update.	

2. Review minutes of the last meeting:

A minor change was made.

3. Future NAVFACFE meeting:

Steering team reviewed the list of NAVFACFE recurring meetings. Members closely took a look at the title of the meeting, who should attend the meeting and frequency of the meetings. Subsequently, modifications was made as follow:

- 1) Include PWOs in OPS Meeting.
- 2) Weekly BLC/ SLC Meeting will replace Department Head Meeting.
- 3) Exclude RPAO from RFMS Steering Team.

XO will make sure meeting minutes of BLC/ SLC (current department head) Meeting will be sent to each PWO.

4. Organization Coding:

XO presented NAVFAC coding system and our recommended coding system of NAVFACFE. Steering team members requested to make a few changes to recommended NAVFAC Coding system. XO will modify it and send it to the team members again.

5. SBP Action Items Status updates.

No update

6. NAVFACFE Certificates:

- a) **Training Certificate of Completion-** Mr. Sakuma presented the new design and the steering team approved it.
- b) **Certificate of Appreciation-** XO presented several options of the design, and CO chose the one he liked, but he requested XO to make a few minor changes.