

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 1 Sep 04
 Meeting Time: 1000-1130 Meeting Place: Kaizen No Yochi

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

GROUP CALENDAR

9-11 Sept 04	CNO visits Japan
7 & 8 Sep	XO on leave
7-10 Sep	DRE on leave
12, 13, Sep	Detailer coming to Yokosuka
15-17 Sep	DRE to Misawa
18-29 Sep	BM working for N4 Navy Reserve Additional Duty Training
30- 11 Oct	CO attending Commander's Conference - 30 sep -11Oct
13-15 Oct	FY05 SBP Off-site Conference
1-5 Oct	CO TAD to DG with RDML Engle and RADM Ruehe
Jan 05	CFAY Ordinance Inspection in Urago
Jan 05	CNRFE IG Mar 05 IG???
Mar 05	NAVFACPAC IG

1. Telephone conference with Mr. Sagely.

BM explained Mr. Sagely

- What they learned at NAVFAC Summit held in Hawaii
- Structure of NAVFAC Strategic plan.
 - Only one Strategic Plan for NAVFAC
 - Component Plan for NAVFAC components which focuses on annual execution of local issues and community management objectives.
- Draft NAVFAC Strategic Plan with the four key focus areas: People, Process, Clients and Operations. Mr. Roundtree will send the pdf file to Mr. Sagely.

BM requested Mr. Sagely to add two items in the FY05 Off-site conference Agenda on the morning session of 13 Oct.

- Close out the FY04 Plan- 1 to 1.5 hours
- CO's Briefing on the new organization, 1 hour

BM will review Mr. Sagely's proposed agenda for the conference and call Mr. Sagely next week.

2. Group calendar updated.

3. 90 Day Task List.

90-Day Task List	Person Responsible
Provide FISC partnership summary to CO	C10
C10 talked with Lance Sugita on FISC MOA. Talking about FISC surcharging NAVFACFE on i.e. Warehouse, people, vehicle. etc ...Looking MOA to signed off on 30 September.	
Develop Regional Work Induction process for Hub (core) product/service delivery	DRE
DRE have templates. Work conduction process after metrics. Process to improve.	
Document roles and responsibilities of RFMS Steering Team in the OPS manual	XO
Working with PWFSO for reviewing the manual.	

4. Review minutes of the last meeting

No change has been made.

5. NAVFACFE Metrics roles and responsibilities.

BM explained that C130 has been coordinating internal and external PWC metrics, and asked what role of C130 will be in NAVFACFE in coordinating the metrics.

CO would like to sit down with BLC/ PSLC and have them brief on their metrics monthly. C130 may consolidate data from each BLC/ PSLC and maintain them if necessary. CO would like to see metrics if the metrics are going to be reported to Higher Headquarter.

6. Goal Status update.

No updates.

For the off-site conference, BM will distribute each goal advocate a briefing template on FY04 SBP left over action items. Using the template, each goal advocate will be required to brief whether or not s/he recommend to carry over each item at the off-site conference on 13 Oct.