RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 17Sep 03
Meeting Time: 1030 - 1230 **Meeting Place:** Kaizen No Yochi

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

Decision made, Actions planned, Tasks to be done	Person Responsible
Develop POA&M of FAC Result Feedback Initiative	C09/ C10/130
C130/ 190 Office Relocation Options and Cost Analysis	C09/30
Half-day Additional Off-site Conference Coordination	Mr. Ishizu
Provide FISC partnership summary to CO	BM
Task GS 1102 to support year end funding at Diego Garcia	DOICC

1. **Review minutes of the last meeting. Consensus.**
   Team members reviewed and modified minutes of last RFMS Steering Meeting. Some items were added to the Group Calendar and some items were corrected.

2. **Group calendar**
   Some items are added and deleted.

1 or 2 Oct	**SP Pre Offsite Workshop at O Club**
15-16 Oct	**SP Off-site**
24 Oct	**NAVFAC Change of Command**
20~24 Oct	**CO on TAD to D.C./Leave, attending Corporate Steering Team Meeting**
25-27 Sept	**CO TAD to PACDIV**
26 Sept	**PACDIV COC**
22-24 Sept	DRE on TAD to Okinawa
5-6 Oct	RE/DRE on TAD to Misawa
29 Sep	DRE on leave
20-24 Oct	C10 TAD to DC

3. **Facts Briefing:**
   - Mr. Hashimoto briefed on Level 1 result. Q and A made.
   - CO mentioned about his view of "One Facility Engineer Voice." He provided his idea on explaining the meaning of it using the example of PWT fixing major leak at the Sullivan's school.
   - Steering team identified "Communication" as a improvement opportunity for both Clients and WF based on the analysis of FacTS result. This issue will be brought to the Department Heads FacTS meeting on 19 Sep when they decide which item is the best for Level 1 improvement opportunity.

3. **Pre-offsite Workshop issues:**
   It was rescheduled to 1 or 2 Oct. Still waiting for inputs for the questionnaires to participants, Goal Status, BLM Status.

4. **Roundtable:**

CO- Wants to have pre-offsite agenda items.
BM- RFEC Organization Options Brief on 24 Sept 03, internally received.
XO - pass

DRE- Wants to have a reservation for O Club on 17th of Oct, too for another session.