

## RFMS STEERING TEAM MEETING MINUTES

**Meeting Type:** Weekly **Meeting Date:** 24 Mar 04  
**Meeting Time:** 1000-1130 **Meeting Place:** Kaizen No Yochi

**Present:** RE, XO, DOICC, RPAO, BM, C130Q (Recorder/ Facilitators)

**1. In-brief, Government Purchase Card, NRCC Singapore.**

Ms. Diane Eckert, Procurement Analyst, introduced by C130. Ms. Eckert explained that purpose of the audit was to make sure this command is managing the program appropriately. She commented that last report was good and team would provide an out brief on Friday.

**2. Group Calendar reviewed and updated.**

GROUP CALENDAR	
Dates	Event
28 Mar-1 Apr	XO TAD to Great Lakes
1-6 Apr	XO on leave
3-12 Apr	RPAO on leave
5-9 Apr	DRE on leave
5-9 Apr	DOICC on leave
6-15 May	CO on leave
26- 30 Apr	NAVFAC SPG in Virginia
26 Apr-1 May	Admiral trip to DG
24-26 Mar	Government Purchase Card IG
30-31 Mar	Regional Commander 's Conference
Jan 05	PWC/OICC IG

**3. 90-Day Task List updated.**

90-Day Task List	Person Responsible
Provide FISC partnership summary to CO	C10
SBP Glossy distribution by 31 Mar	C10/C130

CO will meet with CO FISC tomorrow. BM adviced CO to take BCA and talk more about metrics and cost. CO would like to reduce cost of warehouse.

**4. DWAS Accounting System update by Mr. Pledger.**

Mr. Pledger provided an update of DWAS implementation status. He provided phases of conversion, issues and timelines. The initial report would become available by the end of May 04.

## **5. CNFJ Hiring freeze on filing MLC Positions**

Mr. Tanaka, C130PM explained:

- HRO will create pool of outplacements.
- If vacancy becomes available, qualified personnel from the pool may apply for the position, even the recruitment may state PWC only.
- If the personnel from the pool is not selected. Each command will be required to submit a justification to HRO COR.
- HRO COR may or may not approve justification. If they approve justification, HRO may:
  - put the recruitment action on hold.
  - put any other recruitment actions on hold.
  - take FTE for the position.

CDR Poindexter had a concern on the specific case in OICC. He requested Mr. Tanaka to get with Ms. Nakano, OICC for clarification.

## **6. SBP Glossy distributed to RFMS ST.**

Mr. Hashimoto distributed SBP Glossy. Requested signed cover letter by CO to distribute copies internally and externally. CO replied that he would provide his cover letter and requested the cover letter sample from the previous years.

## **7. General interests.**

**CO:** Some issues from the morning meeting. Somebody broke into CNFJ system. Need to check with C190 about our IT services.  
95% obligation on CNI money. 85% on regional EC money for DG. RPAO replied that these are set a side for HAZMAT Scrap metal. Will talk to Mr. Blackmer on this issue.

**XO:** This afternoon, will finalize FEC organization with C130.

**DOICC:** New Sanno renovation project will be awarded tomorrow.

**RPAO:** A group of people will visit DG. CO was concerned that too many people were schedule to go. The list needs to be revised.