

## RFMS STEERING TEAM MEETING MINUTES

**Meeting Type:** Weekly **Meeting Date:** 31 Mar 04  
**Meeting Time:** 1000-1130 **Meeting Place:** Kaizen No Yochi

**Present:** RE, DOICC, RPAO, BLM's, Mr. Witherspoon, Ms. Freeman, Mr. Kondo, Mr. Akashi, C130Q (Recorder/ Facilitators)

**1. Review minutes of the last meeting.**

No change made.

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

<b>GROUP CALENDAR</b>	
<b>Dates</b>	<b>Event</b>
28 Mar-1 Apr	XO TAD to Great Lakes
30 Mar-4 Apr	BM TAD to DC
1-6 Apr	XO on leave
3-12 Apr	RPAO 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 (DRE, MBLM, BD&REBLM)
Jan 05	PWC/OICC IG

Some minor correction made.

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

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

CO met with FISC CO; Code 800.

**4. NAVFAC Communication Plan.**

Website.

**5. Support function matrix.**

Support should not use BLM template two columns for support function.  
UBLM mentioned about Code 150 rates. Hawaii wants rate development.  
Use as to be for opportunity for improvement in Atsugi.  
Send out to PACDIV.

Support line of two columns to just one column of PWC/OICC.

**6. BLM CIBL matrix.**

**The sheets were distributed. Questions and answers made.  
OK to send them back to PACDIV. The members agreed.**

**7. General interests.**

**CO: Flag meeting on Monday. Talked about Capital Improvement BL,  
categorizing the work category, NAVFAC, design and construction,  
XO got to GL, PWC Washington, NF, and will move to Washington with BM  
to meet with the representatives from other regions.**

**Update on IT problems. Brief at CNFJ staff call, yesterday.**

**DRE: Any Emails are undeliverable to CNFJ.**