

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 26 May 04
 Meeting Time: 1000-1045 Meeting Place: Kaizen No Yochi

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

Group Calendar

Dates	Event
22 May-6 June	RPAO TAD to Philadelphia and Leave
7- 12 June	New DRE turn over
14- 30 June	XO on Leave
14-18 June	DOICC on leave and TAD
21-23 June	CDR Zucchero, Perspective PWO DG visiting Yokosuka
24- 30 June	DOICC TAD to Diego Garcia for Award fee board
25 June- 2 July	BM on leave
28 June-12 July	RPAO on leave
1-2 Jul	CAPT Fuligni visit
30 July	NAVFACFE establishment
7 Aug	RPAO detach from Japan-
13 Aug	New RPAO reports
Jan 05	PWC/OICC IG

1. Review Group Calendar.

Some addition/deletion made to calendar

2. 90-day Task List

FISC Partnership:

BM: Have not received POAM, metrics from FISC. Plans to contact FISC Business Office. Oct 1 is planned transformation date.

CO: Need to talk work force about upcoming organizational change for the materials function. Next RFMS, bring new supply officer replacement.

3. PAO update.

VTC held yesterday.

C130 to send NAVFAC communication plan to RFMSST.

APAS and Fit reps to include NAVFAC strategic plan
Zero Base Review of CEC officer billets.

4. **RFMS Work Induction** by Mr. Koepsell.

C400 administrative staff inputs all outlying work requests into Maximo. All job except Yokosuka. Outlying clients email their scope of work with attachment to Steve .

Matsuzaki/Huber/Ayman/Suzuki/Shimoda get together every Wednesday to determine shop loading, contract or small purchase.

5.

DRE: Do we use parent/child work requests; locally F/E should keep track of WR. OPS should have job cradle to grave.

CO: Need to develop with DRE relief (CAPT Holly Johnson) on projects that are in design phase, JFIP, real estate and region wide.

DRE: Request Obermiller to discuss local work induction (Yokosuka); Look at Ops to track core requests capabilities.

6. RFMS SBP Goal Status Review: Goal Advocates check their status. C130 to send status report electronically to members to get their latest inputs.

7. Roundtable:
Nothing.