

RFMS Resource Management Processes

Team Charter

Ref: (a) CNFJ email of 13 NOV 01 (decision to implement RFMS)
(b) RFMS Overview Briefing Slides with Notes of 16 Nov 01
(c) CNFJ Msg 190550 MAR 02 (CNFJ Guidance on RFMS Implementation)

1. **INTRODUCTION**: Commander, U. S. Naval Forces, Japan (CNFJ) directed a strategic initiative to regionalize all public works functions using the Regional Facility Management System (RFMS) concept, by reference (a). Reference (b) describes the RFMS concept. Reference (c) provides amplifying implementation guidance.

2. **PURPOSE**: The purpose of this team effort is to develop and document the resource management processes to be used to operate RFMS within the CNFJ Region BOS resource management structure.

3. **MEMBERSHIP**:

Leader: CAPT Don Orndoff, CNFJ Regional Engineer (N01RE)

Members: Mr. Fred Crecelius, CNFJ Regional Business Manager (N01BM)
Mr. Fred Collins, CNFJ Region Civilian Personnel Director (N01CP)
LCDR Brian Goodwin, CNFJ Regional Comptroller (N8R)
LTJG Joe Klapiszewski, CNFJ Regional Military Manpower Officer (N1)
Mr. Ken Blackett, PWC Japan Business Manager
TBD, Yokosuka Base Representative (ad hoc)
TBD, Atsugi Base Representative (ad hoc)
TBD, Sasebo Base Representative (ad hoc)

4. **OBJECTIVES**:

- a. Understand relevant resource management processes impacting facility management functions included in RFMS, including:
 - 1) Existing CNFJ position management processes (MLC, USCS, Military)
 - 2) Existing CNFJ resource allocation and funds management processes
 - 3) Proposed changes to CNFJ policies related to resource management

- b. Understand current resources allocated to facility management functions included in RFMS (FY02 baseline), including:
 - 1) CNFJ controlled funding distribution by location, cost category
 - 2) CNFJ controlled funded and unfunded Master Labor Contract (MLC) position distribution by location, function, paygrade
 - 3) CNFJ controlled U. S. Civilian position distribution by location, function, paygrade

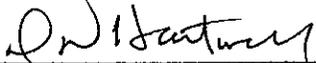
- 4) CNFJ controlled military billet distribution by location, function, paygrade
 - 5) Reimbursable funding volume/workload by location, historical trends
 - 6) Recent manpower efficiency and staffing studies
- c. Develop a comprehensive "RFMS Resource Management Processes" document that would maximize program resource management effectiveness and efficiency while respecting fiscal and labor constraints. The document would identify resource management:
- 1) Roles and responsibilities
 - 2) Macro process flow charts
 - 3) Links and references to other relevant instructions or policy documents.

5. **ASSUMPTIONS:**

- a. RFMS is a Region strategic initiative that operates through a new business model. Some existing Region resources management processes may have to adapt to accommodate transition to RFMS. Per reference (c), RFMS, led by the Regional Engineer and Regional Program Manager for Facility Management, will centrally manage facility management resources, including facility funding (PM, QM, EC, and facilities related OB funding lines) and facility positions (MLC, USCS, military). This includes all Region resources dedicated to facility management functions as of the FY02 baseline.
- b. The Regional Engineer will have maximum flexibility to "reinvest" resources already invested in facility management functions (within FY02 baseline) during the RFMS implementation period, ending 30 September 2003.
- c. Approved RFMS resource management processes will be used beginning with FY03, starting 01 October 2002.
- d. The "RFMS Resource Management Processes" document will become part of the "RFMS Operations Manual," which is a subset of the "Desk Guide for CNFJ Region BOS Operations."

6. **DELIVERABLES:**

- a. Produce a Source Information Report (paragraphs 4.a. and 4.b. above) by 01 JUN 02.
- b. Provide an executive level briefing on proposed RFMS resource management processes to CNFJ Regional Resource Management Board by 01 JUL 02.
- c. Produce the written "RFMS Resource Management" document (paragraph 4.c. above) by 01 AUG 02.



D. N. HARTWELL
CAPT, USN
Deputy Commander and Chief of Staff
U.S. Naval Forces, Japan

Date: 5 APRIL 2002