31 July 2002

Transportation Business Line
Implementation 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 RFMS Transportation Business Line processes, as conceptually outlined in reference (b), in close coordination with other RFMS design and implementation efforts.

3. **MEMBERSHIP**:

Leader: Mr. Robert Ronick, Transportation Business Line Manager

Members: CWO3 Joe Vasquez, PWC Yokosuka
Mr. Gary Gable, PWT Yokosuka
Mr. Eddie Castro, PWT Sasebo

4. **OBJECTIVES**:

a. Understand and document for each Base in the CNFJ Region:
   1) existing transportation processes
   2) type and amount of resources committed to transportation functions
   3) controlling instructions and policies
b. Design a regional transportation business line concept of operations that maximizes the effectiveness and efficiency of maintenance service delivery, consistent with references (b) and (c).

c. Develop a comprehensive Transportation Business Line document that would become part of the RFMS Operations Manual and the Desk Guide for CNFJ Region BOS Operations. The document will identify the Transportation Business Line:
   1) Mission
   2) Roles
   3) Concept of operations
   4) Performance metrics
   5) Knowledge and data management
   6) Required support
   7) Key Interfaces

5. **ASSUMPTIONS:**

a. RFMS is a Region strategic initiative that operates through a new business model. Some existing Region and Base level support processes may have to adapt to accommodate transition to RFMS. Per reference (a), 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. We will transition to approved RFMS Transportation Business Line processes in FY03.

6. **DELIVERABLES:**

a. Source Data Report by 01 SEP 02.
b. Executive level briefing on the recommended Transportation Business Line concept of operations to the RFMS Steering Team by 30 SEP 02.
c. Written "RFMS Transportation Business Line" document by 01 NOV 02.

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Date: 7/31/02

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