

SLAM (TELECONFERENCE)

10/10/2003

1.0 DATE AND TIME.

Friday, 10 October 2003 @ 1300 EST.

2.0 LOCATION.

Teleconference.

3.0 ATTENDEES.

- Schoolfield
- King
- Drennon
- Henningsen
- Zimmerman
- James
- Redlich
- Clements
- Saffioti
- Brown
- (absent – Davis, Litalien, Myers)

4.0 ADMINISTRATIVE NOTES.

- Include New Breed on draft meeting minutes circulation
- MROC not published – anticipated no later than 10/15/03
- Document review will occur prior to publication to any external agencies.

5.0 SCOPE OR PURPOSE.

None.

6.0 AGENDA.

None.

7.0 DISCUSSION.

7.1 ITEM #1.

James brought out the need to incorporate MARFORs opinions on evolving processes to ensure buy-in. The group concurred on the action to offer invitation for attendance to PMO Session 21-23 Oct 2003. Redlich will offer draft of invitation email with appropriate attachments and list of invitees to Zimmerman for distribution.

7.2 ITEM #2.

The PMO will add any evaluation of near-term Readiness Implications. These will be included with Zimmerman's discussion material when he approaches Mr. Bryce with New Breed impacts.

7.3 ITEM #3.

MCBul will remain consistent with previously published materials and will not use the "SLAM" acronym.

7.4 ITEM #4.

CEMT ConOps review required. Schoolfield will forward material to team. Need turnaround by 10/15.

8.0 ACTIONS.

The list (attached) was reviewed for New Breed-related items. Henningsen was content with completions and plans for progress against those items remaining open. Brown suggested that a Facilities IPT meeting be held during the week the PMO scheduled their session (21-22 Oct). Because of the delay in MROC summary release, which drives formal requirement for I&L to engage, New Breed's efforts may be impacted. Zimmerman will collect risk management information from Henningsen and approach Mr. Bryce. With no other items for discussion New Breed adjourned at 1410.

Table 1. Sample Column

| # | Due NLT | Task | Owner | Notes |
|---|----------|--|----------------------|-------|
| 3 | 20031017 | Define, prepare mission statement/charter, participants, and define primary work products for required working groups. | Zimmerman / Clements | |
| 4 | Complete | Get TO numbers for NCR to Jere for input into his master spreadsheet. | King | |

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| # | Due NLT | Task | Owner | Notes |
|----|----------|---|---------------------|---|
| 5 | Complete | Provide government-furnished list of legacy systems for interaction based on CSF processes developed by HUB. | Myers / Litalien | 10/10: New item #61 opened for further detail. 10/07: New Breed requested the identification of all government systems they will be required to interface with (incl detailed systems specifications, and interface requirements). New Breed requires a very detailed and complete systems specification for each of these systems as well as any required systems interfaces and protocols. |
| 6 | Complete | Distribute user names/passwords/roles for collaborative space | Myers | |
| 7 | 20031010 | Draft MC Bulletin | Redlich | 10/10: Incorporated initial comments; 10/06: Draft out for review by team |
| 8 | 20031010 | Consolidate outstanding external taskers now that MROC has occurred. | Redlich | |
| 9 | Complete | Include PALCON storage on the facilities checklist | Henningsen | 10/10: See updated checklist in Facilities IPT Folder |
| 10 | 20031010 | Set dates for draft and final road show briefs | Zimmerman / Redlich | |
| 11 | 20031010 | Refine cube/weight information with JSF; does the estimate include original manufacturer's packaging? | Brown / Reding | Item Master - NB has received an NSN listing that includes TAMCN, NSN, Description and unit of issue. They also need requested shelf life codes and type, as well as size and weight data. |
| 12 | 20031010 | Arrange visit for New Breed team to observe maintenance and disposal process | James | 10/10: dates scheduled 27-31 Oct; James remains POC 10/09: MFR approved; NB/James to negotiate dates 10/3: Email to Redlich, forwarded 03 Oct to MFR for visit dates |
| 13 | see #12 | Request JSF maintenance experience for use in sizing CSF expected requirements and provide to team | James | |
| 14 | 20031010 | Provide management approach (incl transportation) based on existing regulations for gear with radiological source | James | 10/10: follow-up during MFR visit if not covered during Lejeune session. |

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| # | Due NLT | Task | Owner | Notes |
|----|----------|--|------------------|---|
| 15 | 20031010 | Obtain current I,II, & III MEF, MARFORRES TE/On-hand (current DEMP roll-up) and provide to New Breed | James | 10/10: IIMEF rollup due next week to LOGCOM; IIMEF being express-mailed; MFR next week; I MEF is the challenge 10/03: Request sent |
| 16 | 20031010 | Provide a list of each MEF's, MARFORRES calibration and intermediate/depot level sites (to incl DODAC info). Identify list of those warranty repair items. | James / Hamilton | 10/10: See Processes IPT folder; still need IIMEF & MFR 10/03: Email sent via Redlich to MFR for action |
| 17 | 20031010 | Provide TAMCN & Repair Part NSNs; Provide draft list of any items that can be ordered, any T/A TAMCNs, or PEB items. Also need dim. | James | 10/10: Still working on filling in the blanks. Expect to be complete today. Need to archive list when available; Still required: shelf life codes and type, as well as size and weight data. So noted, James volunteered to fill in the blanks. |
| 18 | Complete | Arrange visit to Camp Lejeune for New Breed to observe optimum pal-con pack-out density. | Litalien | 20-21 Oct to work with II MEF to determine actual pack-out requirements for items stored and deployed in Palcons. |
| 19 | See #61 | Identify and baseline labeling requirements (MDSSII/LOGMAR). | Myers / Litalien | 10/10: In concert with #61 |
| 20 | Complete | Provide Product marking and AIT requirements. | Myers | 10/7: materials forwarded to NB and also posted in the Information Systems IPT document library. |
| 21 | Complete | Define how often a CSF issues a MEU block on a three MEU rotation plan. Provide timelines to reflect deliberate/rotational demands and returns. | Redlich | Email sent to Schoolfield 03 Oct |
| 22 | 20031010 | Define Phase I requirements for Quantico facility. What is Quantico's role during contingency? Validate TO&E, IRR reqmts, etc. | Redlich | 10/10: Team to take this action back into the team via Zimmerman. CEMT HQ to be included in Quantico site. TO&E needs to be validated and mission needs to be defined. Brown passed info on 03 Oct re: facility size. Nelson will brief and flesh out contingency role. |
| 23 | See #12 | Provide the TE/TO, maintenance, and calibration information based on MARFORRES experience | Redlich / James | 10/10: See #12. TO&E provided by 20031017 10/03: request to MFR G-4 to include site visit for New Breed |

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| # | Due NLT | Task | Owner | Notes |
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| 24 | 20031010 | Provide representative mount-out unit sizes in order to evaluate amount-out capability vice time. Tied to surge capability required at CSF. | Redlich / James | 10/10: MARFORs need to define the service standard they expect. Need to put out a message. |
| 25 | Complete | Define re-packaging requirements. Go to MEFs and discuss issues/procedures; how are items broken down for storage and how are they tracked- by crate, box, etc. What happens to items no longer in original packaging? Define ACM NBCD T/E, packaging, storage, | Litalien | 10/09: See file "TASKERS IN SUPPORT OF NEW BREED REQUIREMENTS" in Other Items document library. |
| 26 | Complete | Provide an example of DPR and define process to receive data from deployed equipment (for maintenance, etc.) | Litalien | 10/09: See *.pdf files in Other Items document library. |
| 27 | 20031010 | Identify and baseline required documents for item transfer/shipping (1348, CMR, other receipts, custody cards, etc.). Provide to New Breed. | Schoolfield | 10/09: Some documents available - see files in Other Items document library. Still working. |
| 28 | Complete | Provide primary/satellite customer allocation file: _____; for D. Redlich to validate with PAC/LANT. | Schoolfield | 10/10: Please see file in Processes IPT document library (20031009 - CSFs and Supported Units.doc). New item (#61) opened for getting formal approval via Redlich. |
| 29 | Complete | Capture tasks on maintenance process chart in project milestone schedule | Schoolfield | 10/09: Tasks captured in CEMT WBS |
| 30 | Complete | Arrange demonstration; provide serviceability standards and technical instructions (TIs) for assets under management ASAP | Redlich | 10/09: See #12 10/03: Email to MFR 03 Oct requesting site visit |
| 31 | 20031010 | Ensure that I&L has a member on Facilities working group | Zimmerman | |
| 32 | 20031017 | Evaluate New Breed inventory management capability outside the warehouse | Myers / Litalien | |
| 33 | 20031017 | Define agencies required to make the doctrine and procedure and policy changes | Zimmerman | Via Redlich / Schoolfield. Becomes 'governance group' |
| 34 | 20031107 | Define PEB for CSF, Unit-level | King | 10/09: See file "TASKERS IN SUPPORT OF NEW BREED REQUIREMENTS" in Other Items document library. Addresses the Unit-level portion. |

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| 35 | 20031017 | Give CSF update brief to PM GCSS-MC (Mr. Delarm) | Myers | 10/10: Tentative date 10/17 10/03: Myers to coordinating appt with Delarm in process; Zimmerman to present accompanied by Myers |
| 36 | 20031017 | Document reporting requirements for MARES – one item | Redlich | |
| 37 | 20031021 | Albany/Barstow – Develop recommendation for CSF and use case scenario (war reserve perspective) | Redlich / James | |
| 38 | 20031021 | Prepare / present MSProject™ primer at next PMO meeting | Clements | |
| 39 | 20031021 | Prepare draft document management style guide. | Clements | |
| 40 | 20031021 | Create initial common dictionary for commercial warehouse terms (i.e., level A pack, etc.) | Henningsen | |
| 41 | 20031024 | Determine MEU pack-out dimensions (# palcons, PEB, etc) as well as assets held in MEU supply block. #'s of PALCONS, current PEB, current NBCD items carried in MEU supply block | Litalien | 10/10: Initial input in "TASKERS IN SUPPORT OF NEW BREED REQUIREMENTS" in Other Items document library. |
| 42 | 20031024 | Investigate GFE for material handling equipment that may be available. | Zimmerman | |
| 43 | 20031024 | Access to CAPS for PMO, as req'd | Zimmerman | |
| 44 | 20031107 | Prepare formal Table of NBCD Equipment for enclosure with Marine Corps Bulletin | King | Encl to MCBul per Redlich email |
| 45 | 20031107 | Prepare formal list of CSF locations and facility requirements for enclosure with Marine Corps Bulletin | Brown | Encl to MCBul per Redlich email |
| 46 | 20031107 | Prepare formal/final Training Allowances & Procedures for enclosure with Marine Corps Bulletin | Redlich / MCCDC | Encl to MCBul per Redlich email; Training Gear - No action item is listed to clarify the training gear requirement; |
| 47 | Complete | Prepare formal/final Unit Turn-in Procedures for enclosure with Marine Corps Bulletin | Schoolfield / Litalien | 10/09: See file in Processes IPT document library. 10/03: Encl to MCBul per Redlich email |
| 48 | Complete | Prepare formal/final CEMT Supply Requisitioning Procedures for enclosure with Marine Corps Bulletin | King | 10/09: See file in Processes IPT document library. 10/03: Encl to MCBul per Redlich email |

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| 49 | 20031107 | Prepare formal/final CSF Maintenance Procedures for enclosure with Marine Corps Bulletin | King | Encl to MCBul per Redlich email |
| 50 | 20031107 | Prepare formal/final TAV Procedures for enclosure with Marine Corps Bulletin | Myers / Litalien / NB | Encl to MCBul per Redlich email |
| 51 | 20031107 | Prepare formal/final Mask Issue, Recovery, Maintenance and Disposal Procedures for enclosure with Marine Corps Bulletin | James | 10/10: draft developed and in review with James. Encl to MCBul per Redlich email |
| 52 | 20031107 | Prepare formal/final CSF to Unit Mount-Out Procedures for enclosure with Marine Corps Bulletin | Litalien / Redlich / Myers | Encl to MCBul per Redlich email |
| 53 | 20031107 | Prepare formal/final SORTS Procedures for enclosure with Marine Corps Bulletin | PP&O / Davis | Encl to MCBul per Redlich email |
| 54 | 20031006 | Submit initial CSF Facility Requirements package to Mr. Zimmerman | Henningsen | |
| 55 | 20031010 | Identify CSF facilities | Zimmerman | 10/10: no status. ALMAR (incl this request) depends on release of MROC minutes. Original plan was to do serial assessments; delay will require parallel teams. |
| 56 | 20031008 | Draft initial set of training gear procedures for New Breed | Redlich | 10/10: Some disagreement regarding concept staffing to MARFORs will be done via Redlich/Litalien |
| 57 | 20031009 | New Breed needs TO&E for Quantico and Dallas | Redlich | 10/10: Dallas from James; Quantico data forthcoming based on NCRC input expected by 10/17. based on input from Bryce session with G-staff |
| 58 | HOLD | Provide space, inventory baselines from existing NBCD equipment storage locations to aid in transition planning | TBD | Wait on read from I&L |
| 59 | ongoing | POA&M Maintenance | Clements / Henningsen / Schoolfield | 10/09: Interdependent network provided for review and merge with New Breed 10/03: Schoolfield provided initial cut |
| 60 | 20031017 | Information Assurance ramifications | Myers | |

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| 61 | 20031017 | Arrange discussions with I/S POCs | Myers / Litalien | 10/10: Will coordinate with NB to ensure sessions with Systems specialists based on POCs from 10/8 telecon. |
| 61 | 20031031 | Finalize CSF & Supported Units list with MARFOR | Redlich | 10/10: See item #28 for reference |
| 63 | 20031015 | Arrange Access to JSSAP Website | James | 10/10: Please forward requests for access to James. |
| 64 | 20031017 | Review Facilities Checklist with Appropriate Personnel | Redlich | 10/10: Has Bryce forwarded draft to I&L? |

9.0 FUTURE PLANS.

Next Meeting: Thursday, 16 October 2003 @ 0930 (Schoolfield will host)