

SLAM (TELECONFERENCE)

10/10/2003

1.0 DATE AND TIME.

Thursday, 16 October 2003 @ 0940 EST.

2.0 LOCATION.

Teleconference.

3.0 ATTENDEES.

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

4.0 ADMINISTRATIVE NOTES.

- Zimmerman is fully moved over to zimmermanmg@mcsc.usmc.mil
- 30 min prior to meetings, Clements will send out a reminder email to ensure timely participation
- MROC results are out – to be posted to site
- 1045 Litalien/Henningsen departed to II MEF meetings.

5.0 SCOPE OR PURPOSE.

None.

6.0 AGENDA.

Agenda may be found on site in Meeting Summaries (20031021 – Meeting Planning)

7.0 DISCUSSION.

- Reviewed agenda for next week’s meeting. Flow and content found concurrence. Chief Warrant Officers will be confirmed today by Schoolfield. I&L participants will be confirmed tomorrow by Zimmerman.
- IPT Structure was discussed. Clements will summarize discussion for concurrence at next week’s meeting.

8.0 ACTIONS.

- Please see list for each item’s status.
- Some items were combined for ease of tracking.

Table 1. Updated Action Table

#	Due NLT	Task	Owner	Notes
3	20031017	Define, prepare mission statement/charter, participants, and define primary work products for required working groups.	Zimmerman / Clements	10/14: Place on agenda for working session 10/10: Schoolfield provided some feedback 10/09: Wiring diagrams published for comment
7	20031010	Draft MC Bulletin	Redlich	10/10: Incorporated initial comments; 10/06: Draft out for review by team
10	20031010	Set dates for draft and final road show briefs	Zimmerman / Redlich	
11	COMPLETE	Refine cube/weight information with JSF; does the estimate include original manufacturer’s packaging?	Brown / Reding	10/15: File passed to New Breed 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.
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	10/16: MFR Rec'd; IIMEF n/a; IIIMEF not ready; IIIIMEF mailed. 10/10: IIIMEF rollup due next week to LOGCOM; IIIIMEF 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	10/16: III MEF still outstanding 10/10: See Processes IPT folder; still need IIIIMEF & 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.
19	See #61	Identify and baseline labeling requirements (MDSSII/LOGMAR).	Myers / Litalien	10/10: In concert with #61

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#	Due NLT	Task	Owner	Notes
22	20031010	Define Phase I requirements for Quantico facility. What is Quantico's role during contingency? Validate TO&E, IRR reqmts, etc.	Redlich	10/16: No new status. 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 #57	Provide the TE/TO, maintenance, and calibration information based on MARFORRES experience	Redlich / James	10/16: James/Henningsen to resolve 10/10: See #12. TO&E provided by 20031017 10/03: request to MFR G-4 to include site visit for New Breed
24	see #67	Provide representative mount-out unit sizes in order to evaluate amount-out capability vice time. Tied to surge capability required at CSF.	Redlich / James	10/16: Combine with #67 "Data Call" via Msg to MARFOR 10/10: MARFORs need to define the service standard they expect. Need to put out a message.
27	COMPLETE	Identify and baseline required documents for item transfer/shipping (1348, CMR, other receipts, custody cards, etc.). Provide to New Breed.	Schoolfield	10/15: Schoolfield coordinated with Cindy Johnson 703-432-3346 (Directorate Pubs Clerk), she will find necessary pubs and make docs available. Awaiting her return call. 10/09: Some documents available - see files in Other Items document library. Still working.
31	20031010	Ensure that I&L has a member on Facilities working group	Zimmerman	

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#	Due NLT	Task	Owner	Notes
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	M&S IPT	Define PEB for CSF, Unit-level	King	10/16: King took action to work at IPT level 10/09: See file "TASKERS IN SUPPORT OF NEW BREED REQUIREMENTS" in Other Items document library. Addresses the Unit-level portion.
35	20031017	Give CSF update brief to PM GCSS-MC (Mr. Delarm)	Myers	10/17: New date either 10/23PM or 10/24 AM or PM 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	

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#	Due NLT	Task	Owner	Notes
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	10/16: To be addressed during IIMEF visits 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	COMPLETE	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;
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	Litalien / Myers / 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	

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#	Due NLT	Task	Owner	Notes
55	20031010	Identify CSF facilities	Zimmerman	10/16: Pending Facilities IPT session 10/21 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	See #46	Draft initial set of training gear procedures for New Breed	Redlich	10/16: Combined with #46. 10/10: Some disagreement regarding concept staffing to MARFORs will be done via Redlich/Litalien
57	See #23	New Breed needs TO&E for Quantico and Dallas	Redlich	10/16: Combined with #23. 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

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#	Due NLT	Task	Owner	Notes
59	Ongoing	POA&M Maintenance	Schoolfield / Clements / Henningsen	10/15: Conducted POA&M meeting with Cathy, Eric, Don. Conducting review, established method of reconciliation, and will attempt to post update iteration by Thur 10/23. 10/14: Requested work session 10/09: Interdependent network provided for review and merge with New Breed 10/03: Schoolfield provided initial cut
60	20031017	Investigate Information Assurance ramifications	Myers	
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.
62	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	Brown	10/16: Moved to Facilities IPT. Bryce has not forwarded package to I&L. Zimmerman & Brown to resolve. 10/10: Has Bryce forwarded draft to I&L?

#	Due NLT	Task	Owner	Notes
65	10/16/2003	Message to CWO's	Schoolfield	Quinae Lee at SYSCOM has delivered to Mr. Zimmerman. Schoolfield does not recommend going forth with the meeting without CWO Curry present since T/A has been considered his responsibility and email suggests he may disagree with our decision.
66	10/17/2003	Get MROC results to the group	Zimmerman/Redlich	Mr. Redlich will post on the site.
66	20031024	Develop Item Master Document for review/approval	Henningsen	10/16: Opened
67	20031024	Revisit data required from MARFOR and draft MSG	Redlich / James	10/16: Opened
68	20031017	Post Formal MROC Findings	Redlich	10/16: Opened.
69	20031024	Prepare/staff brief for 29 Oct Presentation	Redlich	10/16: Opened.

9.0 FUTURE PLANS.

Next Meeting: PMO Session in Quantico (21-22 Oct 2003).