

MEMORANDUM

June 15, 2004

To: DNSC Officers & Directors; DNSC Chiefs & Team Leaders; DNSC Depot Managers

From: Stephen Surface (HQ DLA)

Subject: ESOHMS Management Review Meeting Minutes

The meeting was started at 3:45 p.m. on June 7, 2004 at the Managers Meeting in Arlington, VA. Attendees included the following:

Cornel Holder	Jennifer Iribarren	Gary Gulino
Essie Schloss	Richard Talbott	Dan McMorrow
Lance Kualii	Don Urbanczyk	Tom Rasmussen
Kevin Reilly	Warren Flood	John Reinders
Frank Taylor	Donnie Reed	Regina Stokes
Cheryl Deister	John Eller	Dave Taylor
Cheryl Kates	Mike Mastronardi	Dennis Wesolowski
Frank Ringquest	Frank Day	John Olszewski
Patty Chalfant	Warren Cintron	Bill Guiton
Ron Favors	Pandora Johns	Jim Farley
Jack Pittano	Lori Davidson	Jason Boynton
Cam Delhoste	Rob Skruck	

The ESOH policy was discussed and the most recent revision was signed and released by Cornel in December, 2003. A new statement will be added after the July CHPPM Conformance Audit that will strengthen our link of ESOH to our mission. Further, John Reinders will rewrite our policy using plain English so it becomes better communicated to all of our staff.

Cornel participated in a video for the awareness training for all DLA Field Activities that also includes scenes from our Three Kids Mine site manganese ore project and Binghamton Depot operations. This video is expected out later this month.

DNSC formed an ESOHMS Improvement Team that met June 1-3 in Scotia and went over a series of improvements to our system. This team consists of John Reinders, Kevin Reilly, Frank Taylor, Dennis Wesolowski, Lori Davidson and Steve Surface. The team will meet again in August to go over any non-conformances found during the CHPPM audit and review progress on the improvements identified in the June meeting.

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The DNSC ESOHMS was found to be suitable because of the continual improvements being made and the linkage to our operations. A review was conducted of our objectives and targets and all are being met or have been completed. The August meeting will revise our objectives and targets to bring into current conditions and focus.

Paragon conducted an assessment at Somerville and Point Pleasant led by Frank Taylor in April, 2004 and Frank assisted greatly in resolving non-conformances identified, as well as a site visit in June, 2003. All non-conformances are closed or in the process. The annual CHPPM (third party) Conformance Audit is scheduled for July with the CHPPM team at Fort Belvoir July 17-18, Somerville July 21-22, Warren July 26-27, and Point Pleasant July 29-30. Coaching sessions by Paragon are scheduled prior to this audit at HQ June 24 and 30, and at the three Depots the week of July 12. Details of the coaching will be provided in a separate email.

Several of the continual improvements were discussed including the web site migration of our IGD Manual, the search function, printer-friendly option, and periodic "What's New" notices.

The next management review meeting will be scheduled during the Fall 2004 Managers Meeting.

V/R,

Steve Surface