

Joint Human Systems Integration Working Group Charter

SCOPE: The Joint Human Systems Integration (HSI) Steering Committee (JHSISC) establishes the Joint HSI Working Group (JHSIWG). The JHSIWG is an integral part of the Department of Defense (DoD) HSI management structure, representing expertise from all the Services and partner organizations, and is responsive to meet the demands of DoD modernization initiatives for improved human performance and transition of capability. The JHSIWG facilitates communication between operators and system designers to ensure operator-informed decision-making during the system design process. The JHSIWG provides recommendations to the JHSISC to set program management standards for HSI processes, data, and products consistent with Service and DoD policies, regulations, and guidelines, to operationalize, integrate, and continuously assess warfighter needs as a means of optimizing total system performance. Objectives of the JHSISC are to conduct activities in accordance with the endorsed Capabilities-Based Assessment. Upon request from the JHSISC, the JHSIWG may review Joint Staff and Component analyses and interpretations of mishap and combat data to recommend ways to mitigate significant hazards using human systems integration, as applicable.

MISSION: The JHSIWG is established to develop recommendations to DoD planning, policy, guidance, and standards for effective and proactive HSI program management in the acquisition lifecycle; provide an avenue for inter-Service collaboration; and support the DoD's research, development, test and evaluation (RDT&E) of warfighter capabilities.

1. MEMBERSHIP

1.1 Members: The JHSIWG is composed of one (1) Chair, one (1) Vice-Chair, one (1) Secretary, principal members, partner members, and supporting members.

1.1.1 Chair: The Chair will rotate among the Military Services' principal members on a Fiscal Year basis, a maximum of every 2 years.

1.1.2 Vice-Chair. The Chair can appoint a Vice-Chair to assist the Chair and Secretary with planning, management and execution of meetings. In the event the Chair is not present, the Vice-Chair is fully expected to manage WG affairs, and has authority to identify additional WG members to serve temporarily in this capacity.

1.1.3 Secretary: The Chair shall appoint the Secretary, and if not identified during transition, shall automatically rotate concurrently to the Service serving as the incoming Chair.

1.1.4 Principal members: principal members will be at the O-6/O-5 or civilian equivalent level and represent the following DoD organizations with voting privileges:

- Office of the Under Secretary of Defense for Research and Engineering (OUSD(R&E))
 - Deputy, Director of Defense Research and Engineering for Research and Technology (DDR&E(R&T)), Human Systems

Directorate

- Deputy, Director of Defense Research and Engineering for Advanced Capabilities (DDR&E(AC)), Engineering
 - Office of the Under Secretary of Defense for Personnel and Readiness - Safety and Occupational Health
 - Office of the Under Secretary of Defense for Personnel and Readiness - Manpower & Reserve Affairs
 - Office of the Assistant Secretary of Defense for Sustainment – Product Support
 - Army Futures Command (AFC), Combat Capabilities Development Command (CCDC), Army HSI
 - Office of the Deputy Assistant Secretary for Science, Technology, & Engineering (SAF/AQR)
 - Deputy Chief of Naval Operations, DCNO Manpower, Personnel, Training, and Education (MPT&E), Acquisition Manpower and Training Requirements and Policy Branch, OPNAV (N13M5)
 - Naval HSI Working Group Chair
 - Marine Corps Systems Command (MARCORSSYSCOM), Deputy Chief, Systems Engineering and Acquisition Logistics (SEAL).

1.1.5 Partner members: Although the JHSIWG is currently represented by the Services and participating Federal Agencies, partnership with non-DoD HSI organizations is highly encouraged. The Chair may authorize partner member participation from other Federal Agencies. However, since the JHSIWG is DoD-centric, partner members do not have voting privileges. The current identified partner members are Department of Homeland Security, United States Coast Guard, and National Aeronautics and Space Administration, but other non-DoD HSI organizations may join.

1.1.6 Supporting Members: Participation from other DoD, Federal, and industry HSI offices and organizations is highly encouraged to support the JHSIWG. The Chair may authorize supporting members to participate, present, and provide expertise in JHSIWG and subgroups activities as appropriate. However, supporting members do not have voting privileges and will not lead subgroup or CBA workstream efforts. The JHSIWG will work with other communities and working groups to support common efforts. The JHSIWG specifically recognizes the following support members:

- DoD Human Factors Engineering Technical Advisory Group Chair(s)
- Acquisition Environment, Safety, Occupational Health (ESOH) Integrated Product Team (IPT) Chair

1.2 Attendance: Principal members who are unable to attend scheduled JHSIWG sessions will arrange for a representative. Alternatively, with the Chair's approval, the principal members may review agenda items and provide their organizational position via email, white paper, briefing, or other Memorandum For Record (MFR) prior to the JHSIWG meeting. Organizations not participating for three (3) consecutive JHSIWG meetings will be considered inactive, except for the OSD-level representatives who are honored with permanent active status.

1.3 Voting: The JHSIWG Chairperson can call for votes as required on a topic, or an issue may be raised by a voting member. Once an issue is identified, the Secretary will schedule the topic

for discussion and vote during the next WG meeting. All comments during deliberation are encouraged; however, formal voting must adhere to the established process via each principal member's core representative. Principal members of the JHSIWG have one (1) voting authority each during this process. Partner and supporting members in attendance are eligible to provide comments and supporting information in the open forum during deliberation. The results of voting will be documented by the JHSIWG secretary. In the event of non-consensus, the chairperson of the JHSIWG can resolve the issue internally, or elevate the issue to the Joint HSI Steering Committee (JHSISC) for resolution at the next meeting.

2. FUNCTIONS

2.1 Advisor: The JHSIWG will serve as an advisory and action group to the JHSISC regarding coordination and management of HSI activities throughout DoD acquisition programs.

2.2 Management: The JHSIWG may form and charter *ad hoc* subcommittees or groups to accomplish specific missions and review these subcommittees or groups for termination or continuation on an annual basis, unless the JHSISC specifies a different objective. The established subcommittees or groups and their functions are aligned to the Capabilities-Based Assessment (CBA) strategy:

- Institutionalize an HSI Body of Knowledge (CBA 1)
 - Create a comprehensive repository for HSI BOK areas, to include methods, tools, data, activities, terms, workforce resources, and associated references and publications
 - Manage the BOK as a living and widely accessible repository, including contributions from industry, academia, and government
- Standardize Best Practices (Policy, Lexicon, Process, & Evaluation) (CBA 2)
 - Coordinate and propose changes to policy, guidance and/or other governing documents to ensure synchronized intent and effort.
 - Assist in establishing DoD-wide policies and procedures.
 - Develop objectives to institutionalize HSI programs, knowledge, and processes that effectively optimize performance and reduce total ownership costs.
 - Develop a corporate DoD position on HSI related actions and issues.
- Develop Career Certification, Career Path, Competency, Persistent Training Functions for HSI Workforce (CBA 3)
 - Promote effective HSI practices through education, training, and awareness.
 - Ensure quality articulation of HSI competency development, definition, processes, best practices and policies to internal and external constituents for HSI career certification or similar credentialing.
- Provide and Maintain Tools, Databases, and Processes to Support HSI Analysis (CBA 4)
 - Develop, maintain, and make available a comprehensive catalog of available tools and methods
 - Provide approaches and training to reduce barriers to use of HSI tools and methods
 - Formulate Research, Development, Technology and tools investment strategies to develop new capabilities to fill analytical gaps
 - Create an architecture that would fully support an integrated HSI assessment capability, which quantitatively predicts system performance and cost.

- Outreach and Marketing Function (Events & Partnerships) (CBA 5)
 - Serve as the DoD HSI problem and solution set advocate for government and industry partners, fostering a collaborative digital environment to serve the HSI practitioner and stakeholder needs.
 - Cross-feed across all DoD components information on the technical aspects of HSI and DoD resources available for the anticipation, recognition, evaluation, and control of issues associated with the human as part of the total system.
 - Publish and institutionalize HSI enterprise's success stories and lessons learned through case studies and results to capture HSI value and return on investment when HSI principles and best practices are applied.

3. ROLES AND RESPONSIBILITIES

3.1 JHSIWG Chair (or Vice-Chair, as necessary) will:

- Call JHSIWG meetings, approve the JHSIWG agenda and meeting minutes, facilitate discussion, and ensure prompt accomplishment of JHSIWG business.
- Act on behalf of the JHSIWG in maintaining liaison with appropriate DoD organizations, Joint Staff organizations, and agencies.
- When appropriate, identify and authorize subgroups to address special projects.
- Establish guidelines and provide leadership in the plan of actions and milestone development for WG activity and presentations to the JHSIWG.
- Transition:
 - Under normal transition circumstances (every 2 years), a new Chair from the remaining major Services (Army, Navy, Air Force) is selected through Service volunteer or Principal Member voting majority acceptance
 - If the Chair is vacated prior to the 2-year commitment being completed, the Vice-Chair assumes the chairship, and facilitates WG majority acceptance at the appropriate time as outlined above. If the Vice-Chair is a member of the incoming Service to hold the position, the Vice-Chair is automatically considered for the position and shall be voted upon.

3.2 Principal members will:

- Carry out action items as assigned in a timely manner and report completions to the Secretary.
- Review proposed agenda items and supporting documentation prior to JHSIWG meetings to ensure all action items and issues are resolved and new proposals are ready for discussion, validation and subsequent action.
- Ensure that all new proposals and action items comply with DoD policy and meet intent of the CBA.
- Introduce topics to the JHSIWG, identify priority of the topic within their organization and the DoD, identify analysis, research, risks, and lessons learned to support the topic, and present any outstanding issues.
- Participate in HSI planning efforts to provide the foundation for HSI activities across the DoD in order to optimize total system performance.
- Collaboratively review HSI activities and foster relationships within the DoD HSI

community to balance efforts, consider alternatives, present assessments and prioritize risks to provide effective results within funding and resource constraints.

- Chair or participate in subgroups as directed.
- Participate and vote in JHSIWG deliberations.

3.3 Partner members will:

- Carry out action items as assigned in a timely manner and report completions to the Secretary.
- Review proposed agenda items and supporting documentation prior to JHSIWG meetings to ensure all action items and issues are resolved and new proposals are ready for validation and subsequent action.
- Provide insight into Civilian Federal Government (non-DoD) HSI initiatives. Participate in JHSIWG deliberations, actions, and subgroups as appropriate. Partner members are allowed to be a co-lead, but subordinate to a DoD principal member lead, in the conduct of CBA workstream efforts.
- Provide appropriate supporting briefings with backup material for JHSIWG issues.

3.4 JHSIWG Secretary will:

- Develop and publish the JHSIWG meeting presentation.
- Ensure assigned JHSIWG action items have been completed; publish the JHSIWG action item list on a quarterly basis.
- Maintain the JHSIWG Charter.
- Serve as the functional point of contact for the JHSIWG.
- Coordinate the actions of JHSIWG members in support of the JHSIWG Chair.
- Develop and submit JHSIWG MFR (to document JHSIWG recommendations) to the Chairs for signature at the JHSIWG.
- Develop and provide the JHSIWG minutes to the principal members within one month following the meeting.

4. MEETINGS






4.1 Frequency

- The JHSIWG will meet three times a year, at minimum.
- The Chair/Vice-Chair may call more frequent meetings as necessary.

4.2 Format

- JHSIWG meetings should be conducted in person, when possible.
- The Chair may authorize teleconferencing and virtual sessions, as necessary, and seek assistance from the Vice-Chair or other Principal member to execute a meeting. The Chair is expected to provide a MFR for the members authorized to execute a meeting in the absence of the Chair/Vice-Chair.
- The Chair may authorize an electronic-only meeting, as necessary. The Chair will establish the guidelines for electronic-only meetings.

5. CHARTER: A majority of the JHSIWG voting membership is required to make changes to this charter, and JHSIWG charter changes must support the existing JHSISC Charter.

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<p>THOMAS.JEFFREY.A.1239534593 <small>Digitally signed by THOMAS.JEFFREY.A.1239534593 Date: 2020.10.26 12:16:06 -04'00'</small></p> <hr/> <p>Mr. Jeffrey Thomas Director, AFC, CCDC, Army HSI</p> 	<p>Date 26Oct2020</p>	<p>ETHERIDGE.RICHARD.MARK.1053742293 <small>Digitally signed by ETHERIDGE.RICHARD.MARK.1053742293 Date: 2020.10.23 14:32:30 -04'00'</small></p> <hr/> <p>Mr. Richard Etheridge Deputy Chief of Naval Operations, DCNO(MPT&E), Acquisition & Human Systems Integration Branch, OPNAV</p> 	<p>Date 23Oct2020</p>
<p>RICHTER.MARK.WILLIAM.1135954493 <small>Digitally signed by RICHTER.MARK.WILLIAM.1135954493 Date: 2020.10.15 11:59:27 -04'00'</small></p> <hr/> <p>Mr. Mark Richter Marine Corps Systems Command (MARCORSYSCOM), Portfolio Manager Ground Combat Element Systems</p> 	<p>Date 15Oct2020</p>		