

Joint Human Systems Integration Working Group (FY24 Q3) Meeting Minutes and Action Items

Wednesday, May 15, 2024 @ 1200-1430 (Eastern Time)

EXSUM: The Joint Human Systems Integration Working Group (JHSIWG) met on May 15, 2024, to continue HSI activities for FY24 and synchronize members across the JHSIWG five Capability-Based Assessment (CBA) Working Group (WG) areas. Each CBA WG provided status updates and planned activities. Multiple stakeholders provided updates of their respective organization accomplishments and planned activities. Naval Postgraduate School (NPS) and Air Force institute of Technology (AFIT) provided updates about their respective curricula and research. The topics of the DoD HSI Management plans and recertification of the JHSIWG Charter were briefly mentioned. The next JHSIWG meeting is planned for Jun 2024 (time TBD) that will focus on the FY24 CBA Reassessment activity brief out.

Agenda

1200 - 1210	Roll Call and Introductions (Mr. Gaither, Mr. Woods)
1210 - 1350	CBA Updates (CBA Leads and POCs)
	- CBA 1 WG Body of Knowledge (Mr. Gaither, Mr. Woods)
	- CBA 2 WG Standardization, Policy & Guidance (Mr. Robinson)
	- CBA 3 WG Workforce Development (Mr. Woods)
	- CBA 4 WG HSI Tools (Mr. Gaither, Dr. Garneau)
	- CBA 5 WG HSI Outreach (Mr. Gaither, Mr. Woods)
1350 – 1400	NPS and AFIT updates (Mr. McClernon, Dr. Miller)
1400 – 1425	New business / open discussion (All members)
1425 – 1430	Wrap-up: Action Items (Mr. Gaither, Mr. Woods)
1430	Adjourn

1400-Roll Call/Introductions (Mr. Na Gaither)

- Mr. Napoleon Gaither (Army) started the meeting, conducted short introductions, and confirmed a quorum of Service leads and representatives.
- The group recognized new members, introduced new members, and recognized Dr Daniel Wallace’s retirement.
 - A letter of recognition and thanks from OUSD(R&E) was provided for his Service.
 - Richard Thompson introduced himself as the incoming Technical Warrant Holder for Displays and HFE (NAVSEA)
- The video of the beginning of the meeting can be found here:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_1of8_introduction_720p.mp4

Updates on Capability-Based-Assessment (CBA) Workstream Efforts

CBA 1 – HSI Body of Knowledge (Mr. Na Gaither, Mr. Mitch Woods)

- The video of this section may be found at:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_2of8_CBA1_720p.mp4
- HSI BoK COP has established two main venues (DAU and APAN) to provide both a publicly accessible database and a non-public forum to store and discuss more sensitive material. DoD now sponsors more than 10 databases/pocket venues holding HSI-specific data, including the OUSD(R&E) website.
 - DTIC landing page for the HSI community was completed/delivered by CBA 1 sub-WG
 - Sustainment activities include expanding the BoK by conducting workshops and continued training; training and acting as moderators to curate the artifacts uploaded to DAU and APAN repositories; and categorizing and tagging artifacts for searchability.
- The HSI BOKM architecture was briefly described; Additional membership has increased for the DAU HSI COP (reset to 45 members after Drupal migration) and APAN Outreach COP (now 477).
- DAU completed migration to Drupal in November 2023, and all members should rejoin the COP
- OUSD(R&E) continues to promote awareness for HSI practitioners to request OUSD(R&E) for licenses for SAE 6906. The SAE 6906 licenses are available to contractors and government personnel.

CBA 1 WG – Future Actions and POAM Activities Highlights

- Continue growth of active JHSIWG membership (+5 members since last meeting, 79 total members (6% increase)).
- Identify additional moderators to support input – the minimal set of two moderators/curators per Service/DoD agency required to approve content for HSI COPs is met. The WG will provide moderator/curator training in parallel with identification of POCs. Goal is to hold APAN moderator training over next 45 days.
- Continue upload of appropriate material to APAN site – specific to S&T and Use Cases of interest.
- Complete and formalize CBA 1 WG “Sustainment Plan.” Submit final draft sustainment plan to JHSISC NLT 4QFY24

CBA 2 – HSI Standardization (Mr. Ken Robinson, Mrs. Chelsey Lawson, Mr Eric Engel)

- The video of this section may be found at:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_3of8_CBA2_720p.mp4
- Mr. Robinson briefed the status of CBA 2 efforts and activities.
- Mr. Engel (USAF) – Mr Engel is the Joint HSI WG representative to the Joint System Safety Standards WG (JSSSWG), and a member to the Technical Working Group (TWG) subgroup that is tasked to review MIL STD 882. Mr Engel provided an status update of MIL-STD 882E (Systems Safety standard) revision efforts for update content covering 50 HSI identified gaps. The MIL-STD 882E TWG will review and vote content changes and approval, est. done July 2024

- Terms and definitions are being updated in the DAU glossary – in process
- DoD Adoption of Commercial Standards (includes SAE 1010) – published.
 - DoD Adoption of SAE 1010 – another review by all Services will be required prior to adoption.
- CBA 2 team will develop a Sustainment Plan to complete transition

CBA 2 WG – Future Actions and POAM Activities Highlights (Mr. Ken Robinson)

- CBA 2/SAE G-45 - Note for those on the SAE Committee: For Rev B of the 6906, please update the activity numbers under para. 3.3.1.1. a through e (the SAE TA-STD-0017 Rev A changed from numbers to letters).

CBA 3 – HSI Workforce Development (Mr. Na Gaither, Mr. Woods, Mr. Chris Barrett)

- The video of this section may be found at:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_4of8_CBA3_720p.mp4
- Mr Gaither and Mr. Williamson covered all goals and accomplishments of the CBA 3 and details of status of POAM activities.
- CBA 3 members continue to make progress on four goals:
 - 1 – Provide an account of the HSI workforce (Army and Navy Workforce accounting is underway for update)
 - 2 -- Establishing a HSI competency framework,
 - 3 – HSI learning opportunities for non-practitioners and, {This goal was CLOSED}
 - 4 – Develop a HSI credential) that will all contribute to a
 - 5 -detailed HSI career path and/or HSI job series designators
- Goal 4- The JHSIWG CBA 3 members have collaborated substantially with the DAU in creating an HSI credential program within their organization. Performance outcomes are being drafted for an HSI credential designed for the foundational HSI practitioner.
- Goal 5 – the team has multiple courses of action to address the option for an HSI career path.
 - There was discussion of the concept of DAU “Playlists”, which are groups of courses designed to support a specific track of learning.

CBA 3 -- Future WG Actions and POAM Activities Highlights.

- Focus on updates for the HSI workforce benchmark study continues.
- CBA 3 summit occurs May 29-30 to cover all 5 CBA 3 goals POAMs.

CBA 4 – HSI Tools and Methods (Mr. Na Gaither, Dr. Christopher Garneau, Mr. Eric Engel)

- The video of this section may be found at:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_5of8_CBA4_720p.mp4
- Mr. Gaither described the POAM of major efforts.
- Actions taken per the POAM.

- CBA 4 was recommended for Sustainment transition

CBA 4 WG Actions and POAM Activities – Highlights

- Future actions will focus on sustainment.
- Complete and formalize CBA 4 WG “Sustainment Plan.” Submit final draft sustainment plan to JHSISC NLT 4QFY24

CBA 5 – HSI Outreach (Mr. Gaither, Mr. Woods)

- The video of this section may be found at:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_6of8_CBA5_480p.mp4
- Mr. Gaither and Mr Woods reported on the status of completion of PAO-approved slide decks to support the generic template briefing task.
- CBA 5 WG in CY24 will conduct a series of tailored road show briefs that depict HSI value and impact with key factors relating to the Service branch, program, technology, and capability needs.
- These briefings are intended to be used by a variety of HSI practitioners across the government and inform stakeholders of the new HSI “shalls” and mandates.
- CBA 5 WG is promoting the use and implementation of an HSI Rolodex to connect the HSI Community. The Rolodex requires APAN access and offers an accessible forum for HSI networking, collaboration, and determining the “Who’s Who” of HSI across DoD and the Service branches.
- It was emphasized to have a Joint community support to build a cohesive Road Show in the POAM and schedule events together for shared awareness and joint promotion and involvement.
- Actions IAW the POAM.

CBA 5 WG Actions and POAM Activities – Highlights

- Reminders
 - Road show briefings were completed and approved, and are available to the Services via APAN.
 - The HSI Rolodex is delivered and in use.
- Mr Woods provided an update about HFE TAG on behalf of Daniel Mountjoy
- INCOSE HSI – Dr Guy Boy provided a quad chart update about the INCOSE HSI working group
- Mr Woods provided an update about NDIA Human Systems Division accomplishments and activities on behalf of the Chair/Vice-Chair
- Mr Woods provided an update about the HFES Training Technical Group on behalf of Jim McCarthy

Educational Institutions Updates (NPS and AFIT) (Dr. C. McClernon, Dr. M. Miller)

- The video of this section may be found at:

- https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_7of8_NPSandAFIT_480p.mp4

JHSIWG Action Items Review / CLOSING

- The video of this section may be found at:
 - https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG_8of8_Closing_720p.mp4
- **Action Items**
 1. CBA 4 – IMPRINT -Coordinate with AFIT for obtaining updated IMPRINT version (Garneau/Miller) (CLOSED)
 2. SAE 6906 Rev A update for download (Woods – CBA 1) (Available; CLOSED)
 3. Work the HSI Guidebook Version 2 and AF Handbook in parallel in support of each other (DeLuca/CBA 2/Engel)
 4. DHS artifacts provided for APAN upload (Lockett-Reynolds)
 5. All members provide details of proposed outreach engagements (All members) (Ongoing)
 6. Get a status of the FY24 CBA reassessment (Mezzacappa/Gaither) (Will be closed Jun 2024)
 7. Finalize recommendations to the JHSISC (HSI Service Leads)
 8. For access to other Joint HSI Working group products visit APAN HSI BOKM SHARK - <https://wss.apan.org/osd/HSI-BOKM/>]
 9. CBA 2 – sub-WG formed to review and update DoDI 5000.95 HSI policy (with Training domain updates at a minimum)
 10. CBA 3- Invite Dr Snoderly to Summit meetings
 11. CBA 4 – Review option to be able to post HRL to Assist for comment period and then adopt (Robinson/Navy)
 12. CBA 4 - get a sponsor to allow IMPRINT to install on government machines (Garneau)
 13. CBA 4- - provide training opportunities for IMPRINT (Case-by-case basis) (CBA 4 team)
 14. CBA 5 -investigate ability to get DAWDA funds to send individuals to next HFE TAG
 15. CBA 5 – HSI Primer Vol 1 from INCOSE for upload to HSI COPs; research on Organization Readiness Levels to be provided by INCOSE (Dr G. Boy)
 16. Connect on the Human Weapon System AF program at AFIT (DeLuca/Miller)
 17. JHSIWG Charter review and update by Jun 2024 (All Members)
 18. Protective Personal Equipment OSD report may inform the OSD(R&E) Congressional tasker- provide the reports/briefing (Richter)

1440-Meeting Adjournment (Mr. Gaither and Mr. Woods)

- Mr. Gaither thanked all attendees for attending and thanked the entire JHSIWG for their ongoing support and participation in all things HSI. Continued encouragement for volunteers!

WRAP-UP / Final Remarks (All Members)

- Discussion about Anthropometry research and human measurement by Air Force and the USMC was an opportunity for larger group discussion for the future and to find ways to collaborate.
- **NEXT MEETING – June 2024, time TBD (Look out for “Save the Date” notice)**
- JHSIWG transition mtg in June 2024 (Army --> Navy) (proposed in-person @ DAU)

FOLLOW-UP NOTICES / NEWS / EVENTS (All Members)

- Slides: https://sites.apan.org/osd/HSI-BOKM/Shared%20Documents/DISTA_20240515_JHSIWG%20-%20May%202024%20-%20SLIDES%20-%20FINAL.pdf

Attendees

- | | |
|---------------------------------------|---------------------------------------|
| Arias, Joanne | Lytle, Bill (Northrop Grumman) |
| Arnold, T | ✓ Lockett-Reynolds, Janae |
| Asiala, L (Industry) | ✓ McClernon, Chris (NPS HSI Director) |
| Barrett, Chris | McCullough, Jennifer |
| Bellott, Mark M CIV USAF NASIC (USA); | Merriman, Steve (SAE G-45 member) |
| ✓ Borja, Ana | Mezzacappa, E |
| Born, LT Stephen | ✓ Miller, Michael |
| ✓ Burcham, Patty | ✓ Mitchell, Blake |
| Cawthorn, Mark | Modica, LCDR Claire (NPS) |
| Clayton, Rollin | Mountjoy, Dr Daniel (HFE TAG) |
| Clark, Aaron | Muralidhar, AJ |
| ✓ Copeland, Bob | ✓ Null, Cynthia |
| Cummings, Laurie | Odofin, Adedeji |
| Dachos, Jon | O'Neil, Mike (VHA) |
| Desmond, Ashley | ✓ Patton, Debbie |
| ✓ DeLuca, R. Chris | Phillips, Henry (Hank) (Industry) |
| ✓ Engel, Eric | ✓ Purcell, Kevin |
| Etheridge, Richard | ✓ Richter, Mark |
| Florian, John | Rippy, Lisa |
| Gardony, Aaron | ✓ Robinson, Ken |
| ✓ Gaither, Napoleon | ✓ Roebke, Mark |
| ✓ Galloway, Rene | ✓ Roehrer, Randi (Industry) |
| Gardony, Aaron | ✓ Rippy, Lisa |
| ✓ Garneau, Christopher | Risser, M (Industry) |
| ✓ Gasaway, Renecia | Said, Joseph |
| ✓ Gaskins, Ryland | Sample, CDR Andrew |
| ✓ Gattie, Gordon | Savage-Knepshield, Pamela |
| Hailstone, Robert | ✓ Stohr, Eric (SAE G-45 Chair) |
| Heffner, Rachel | St Amour, Richard |
| Hrosch, Paul | Strunk, Gary |
| ✓ Jaffe, Michael | Suter, Jamie |
| ✓ Kilgore, Maura | Thomas, Tony |
| Kneeland, Carl | ✓ Wallace, Daniel |
| Lacson, Frank | ✓ Williamson Dicarie |
| Lasky, Becca | ✓ Woods, Mitchell |
| Lawson, Chelsey | |
- ✓ - Denotes Present

Note: For access to POC information, visit: <https://wss.apan.org/osd/HSI-BOKM/Lists/HSI%20Contacts/Public%20Contacts.aspx>