

Joint Human Systems Integration Working Group (JHSIWG) Charter

SCOPE: The Joint Human Systems Integration (HSI) Working Group (JHSIWG) is chartered by the Joint HSI Steering Committee (JHSISC). The JHSISC is co-chaired by the Director, Mission Assurance, Office of the Deputy Assistant Secretary of Defense for Systems Engineering (ODASD(SE)/MA) and the Director, Human Performance, Training and BioSystems, Office of the Assistant Secretary of Defense for Research and Engineering (OASD(R&E)), or their designated representatives. The JHSIWG is an integral part of the Department of Defense (DoD) HSI management structure, representing expertise from all the Services and partner Departments. The JHSIWG assures that HSI activities are managed effectively to be robust, collaborative, and supported by policy and funding in order to optimize total systems performance at every warfighter level.

MISSION: The JHSIWG is established to develop recommendations to DoD planning, policy, and guidance; oversee and encourage effective and proactive process management; provide an avenue for inter-Service collaboration; and support the DoD HSI initiatives.

1. MEMBERSHIP

1.1 Members: The JHSIWG is composed of one (1) Chair, (1) Secretary, seven (7) principal members, and partner members.

1.1.1 Chair: The Chair will rotate among the Military Services' principal members on a Fiscal Year basis.

1.1.2 Secretary: The Chair shall appoint the Secretary and the position will rotate concurrently with the Chair.

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

- o Office of the Deputy Assistant Secretary of Defense for Systems Engineering (ODASD(SE))
- o Office of the Assistant Secretary of Defense for Research and Engineering (OASD(R&E))
- o Office of the Secretary of Defense for Personnel and Readiness (OSD (P&R))
- o HQ Department of the Army, G-1, US Army MANPRINT Office
- o Office of the Assistant Secretary of the Air Force for Acquisition (SAF/AQ), Air Force Human Systems Integration Office (SAF/AQ-AFHSIO)
- o Deputy Chief of Naval Operations, DCNO (MPT&E), Acquisition & Human Systems Integration Branch, OPNAV (N151)
- o Marine Corps Systems Command (MARFORSYSCOM), Systems Engineering, Interoperability, Architectures, and Technology (SIAT)

1.1.4 Partner members: partnership with non-DoD HSI organizations is highly encouraged. The Chair may authorize partner member participation. However, partner members do not have voting privileges.

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 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.

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 assign and dissolve subgroups on an *ad hoc* basis to accomplish actions. The established sub-groups and their functions are:

- Policy, Process, & Evaluation
 - 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 and processes that effectively optimize performance and reduce total ownership costs.
 - Develop a corporate DoD position on HSI related actions and issues.
- Events & Partnerships
 - Serve as the DoD HSI problem and solution set champion for government and industry partners.
 - 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.
- Competency
 - Promote effective HSI practices through education, training, and awareness.
 - Ensure quality articulation of HSI definition, processes, best practices and policies to internal and external constituents.
- Research, Development, Technology & Tools
 - Review proposed HSI-relevant research and projects to prevent redundancies and ensure they are relevant, feasible, and further the effort to optimize performance and reduce total ownership costs.

3. ROLES AND RESPONSIBILITIES

3.1 JHSIWG Chair 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, recommend subgroups to address special topics.
- Establish guidelines for presentations to the JHSIWG.

3.2 Principal members will:

- 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.
- Ensure that all new proposals and action items comply with DoD policy.
- 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 systems performance at every warfighter level.
- 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:

- 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 updates on open assigned JHSIWG action items.
- Participate in JHSIWG deliberations, actions, and subgroups as appropriate.
- 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.
- 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 memoranda (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 twice a year, at minimum.
- The Chair may call more frequent meetings as necessary.

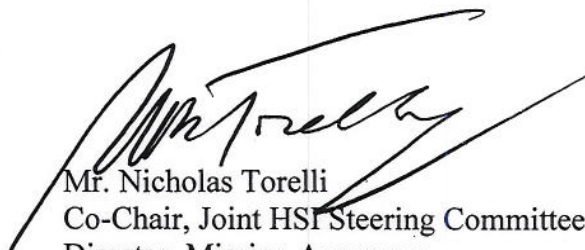
4.2 Format

- JHSIWG meetings should be conducted in person, when possible.
- The Chair may authorize teleconferencing, as necessary.
- The Chair may authorize an electronic-only meeting, as necessary. The Chair will establish the guidelines for electronic-only meetings.

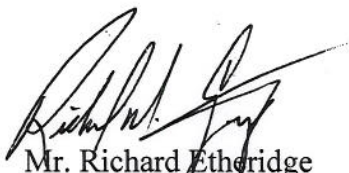
5. **CHARTER:** Changes to this charter require approval of a majority of the JHSIWG voting membership and the approval of the JHSISC.



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