

**National Aeronautics and Space Administration
Office of Safety and Mission Assurance
June 1, 2018
Human Factors Task Force Charter 1.0**

1.0 Purpose.

This charter establishes the goals and structure of the Human Factors Task Force (HFTF). The HFTF is an entity within the Office of Safety and Mission Assurance at NASA HQ. The purpose of the Human Factors Task Force is to provide and expand the understanding and impact of Human Factors across the Agency. This includes consideration of Human Factors preventatively for improved organizational performance as well as identification of Human Factors retrospectively in mishap investigations.

2.0 Applicability / Scope

The HFTF supports all NASA mission and strategic efforts within the Agency. This includes NASA Headquarters, NASA Centers, and Mission Directorates, Institutions, support functions, component facilities, NASA crewmembers or vehicles, operations, and training.

3.0 Authority

NPD.8700.1 NASA Policy for Safety and Mission Success

4.0 Governing Affiliation

NASA Office of Safety and Mission Assurance and Chief Office of Safety and Mission Assurance.

5.0 Functions

1) The HFTF will function in an advisory capacity to the Chief of OSMA in Human Factors related issues

Organization – The HFTF will

- Include members from a variety of professionals from across the Agency
- Have familiarity of Human Factors theories and tools, including the Human Factors Analysis and Classification System (HFACS).
- Develop, update and maintain an Agency specific HFACS taxonomy (NASAHFACS) geared to all aspects of NASA endeavors; space, aviation, research
- Use the NASAHFACS tool for analysis, trending and benchmarking of HF within the Agency.
- Seek inter-Agency collaborations with NASA Safety Center, Mishap Investigation experts, Program Managers, etc.
- Cultivate technical informational exchanges with Academia, other Government agencies and industrial organizations

Training: The HFTF will

- Support training and training development for Agency personnel to conduct NASAHFACS data collection and trend analysis.
- Conduct workshops to build awareness and provide information to prevent

- occurrences of human error.
- Seek development of a cadre of HFACS trained personnel to understand and apply NASAHFACS
- Develop tailored training specific to requesting organizations

Tools: HFTF tools include

- NASAHFACS Investigator Checklist
- NASAHFACS Taxonomy
- NASAHFACS Trifold
- NASAHFACS Quick Reference
- NASAHFACS 2-Day Certification Training

Products

- Produce the HF Annual Report
- Conduct Center, program or other organization HF analysis, per request
- Maintain HF Webpage on OSMA site
- This will contain HFTF tools, products, HFTF POCs, links, guidance, and other information
- Upload sanitized 3-year NASA HFACS beta test Center
- Continue Beta-Center HF analysis for trending
- Factors
- Maintain HF program fundamentals; goals guidance processes and products to develop and improve the efficacy of the analysis.

6.0 Membership

HFTF Membership includes:

- a. Chair.
- b. Co-Chair.
- c. Core Members may include representation from:
 1. OSMA
 2. Centers
 3. Support offices
 4. Mission Directorates
- d. Other members encouraged depending on goals/tasks.

7.0 Meetings / Presentations


- a. Conduct monthly telephonic meetings
- b. Conduct an annual face to face meeting
- c. Report to OSMA, Deputy SMA, and SARD Director on program status and accomplishments via OSMA Quarterly Performance Reviews.
- d. Brief NASA Human Factors results and trends annually to the Administrator.

8.0 Duration

This charter will remain in existence at the discretion of the Chief, SMA.

9.0 Records, Reports, and Actions

The Chair is responsible for maintaining official written reports. Records will be maintained in accordance with the HFTF Documents Management Plan.

 *6/19/2018*

Terrence Wilcutt
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