HUMAN-SYSTEM INTEGRATION

DEFICIENCY REPORT

Status	Date
Open	
Closed	

					Report No.
Title:					HSI-DR-_____ . _____
Model:		Class:			Date:

Priority	L M H	Rationale		System:	
				Subsystem:	
				Component:	

Originator:	
Action POC	

Refs:		Encl:	

1.	Issue/Deficiency:	
2.	Test Conditions and Results:	
3.	Mission Impact:	
4.	Specification Compliance:	
5.	Cause Analysis:	
6.	Action Taken:	
7.	Status:	
8.	Proposed Remediation / Disposition:	

Purpose and Use

This form represents a method to capture human factors (HF) and related issues and/or deficiencies in human-system integration (HSI) that may adversely impact the development and use of a complex system. Any individual familiar with an operational or technical human factors deficiency in any system, subsystem or component of the system of systems being acquired may fill out this form and pass it to the HSI point of contact for the program. The HSI POC will assign the next available unique sequential number in the form HSI-DR-xxx.00, where xxx is the assigned sequence number. The HSI POC may the assume responsibility for tracking the identified issue, and may submit updates to the original DR, with the format HSI-DR-xxx.yy, where xxx are the original assigned sequence number, and yy is a two-digit sequential number for DR updates associated with the same issue. Provision is made for digital signatures to be affixed by HSI and/or RR representatives, in effect, validating the issue on behalf of the acquisition Program Manager.

Key

Header data

Status	This block represents the status of the issue/deficiency.
Date Opened:	Enter the date that the original DR numbered xxx.00 was submitted.
Date Closed:	Enter the date the issue was considered closed by the acquisition Program Manager.
Title:	Enter a short descriptive title that would be meaningful to a lay reader.
Report No.	If this is the first submittal under the Title, enter HSI-DR-xxx, where xxx is the next available sequential number for DR titles. If this is an update to a previously submitted DR, enter the Report Number for the title.
Seq. No.	If this is the first submittal under this title, enter 00. If this is an update to a previously submitted DR, enter the next available two-digit sequence number for this Title.
HF Model:	Identify a taxonomic model to be used to categorize HF deficiencies in this program.
Class:	Enter a taxonomic category for this DR; use space available to enter more than one if needed. This category doesn't have to be absolutely correct – it just focuses attention of analysts on the specific issue/deficiency raised in the report.
Date:	Enter the date this DR was originated or submitted.
Priority & Rationale:	Assign a priority of Low, Medium, or High, and explain your rationale for upper management.
System:	The system impacted by this DR.
Subsystem:	The subsystem impacted by this DR.
Component:	The principal configuration item impacted by the DR.
Originator:	Enter the name of the originator of this DR, your name if you are filling it out now.
Action:	Enter name of the individual responsible for correcting the deficiency (Action Officer).
Refs.	List any references for specs, standards, guideline, related DRs, or any other technical information sources, relevant to this DR.
Encl:	List/describe enclosures, such as test results, etc., not easily accessible by reference.

Narrative data

1. Provide short narrative description of the issue or observed deficiency. Describe context. Relate to existing ConOps or other top-level description of program goals.
2. Describe any test conditions or other circumstances during which the deficiency has been observed and/or evaluated.
3. Describe the impact of this deficiency on operational safety, efficiency, and/or on life-cycle costs. Discuss/explain referenced or enclosed data pertinent to validating the mission impact.
4. Identify by paragraph number any specific specs, standards, etc., that are violated by this deficiency.
5. Describe any underlying "root" cause of the observed deficiency if it does not arise from HF.
6. Describe any remedial action taken as of the date of this report.
7. Describe current status of the deficiency as of the date of this report.
8. Describe recommended disposition of this DR: track, close, suspend, escalate. Explain why, any unusual factors to consider or mitigating circumstances.