

MEDICAL READINESS SKILLS SUSTAINMENT (MRSS) WORK GROUP CHARTER

1. PURPOSE

The overall purpose of the Medical Readiness Skill Sustainment (MRSS) Work Group (WG) is to draft the MRSS Defense Health Agency-Multi Service Regulation (DHA-MSR) in support of the Joint Requirements Oversight Council Memorandum (JROCM), 050-19, Action Item #16.

The Assistant Director, Combat Support (AD-CS), under the authority, direction, and control of the Director, DHA through the Joint Trauma System's (JTS), Chief, Joint Trauma Education and Training (JTET) will establish a WG to develop a DHA-Publication on MRSS.

The WG will develop the DHA process that outlines procedures to ensure medical personnel are prepared to deploy to include the requirement for pre-, during, and post deployment assessments of medical personnel's proficiency and competency and for hands-on training on the skill sustainment resources (e.g., MM&S and associated curricula) with which medical personnel will deploy.

Pursuant to JROCM, 050-19, the DHA Publication will capture the following requirements at a minimum:

- Ensure medical personnel are competent in required medical skills prior to deployment.
- Conduct hands-on-pre-deployment training on sustainment resources which will be available for use in the deployed setting.
- Provide platform specific sustainment training on highly perishable mission essential medical skills (HPMEMS) for medical personnel.
- Capture and reporting joint measures of performance (MOP) and measures of effectiveness (MOE) on medical personnel's proficiency/competency during deployments.
- Conduct pre, during, and post deployment assessments of individuals and teams proficiency/competency that assess proficiency and allows comparison of current proficiency to pre deployment levels.
- Gather, identify, document, and disseminate lessons learned and best practices for the sustainment of HPMEMS in the deployed environment.

The MRSS DHA Publication will implement procedures to establish the MRSS for both assessment and management in accordance with the JROCM, Task #16.

2. RESPONSIBILITIES

The DHA, AD-CS, provides authority, direction, and control for the MRSS WG and appoints the Chairperson and Co-Chair.

The Chair is fixed, non-rotational, and responsible for coordinating all MRSS WG activities and overall management and execution of the WG initiatives and publications.

The Military Services, Joint Staff, and Office of Assistant Secretary of Defense (Health Affairs) (ASD(HA)) participate in the WG to develop a process and procedural guidance for the establishment of MRSS publication in support of JROCM requirements.

This Charter does not limit the authorities or responsibilities of the ASD(HA), Director, DHA, the Service medical departments, or other organizational entities represented on the MRSS WG.

3. REPORTING RELATIONSHIPS

The MRSS WG Chair reports to the AD-CS, under the authority, direction, and control of the Director, DHA.

4. MEMBERSHIP AND VOTING

The Chair and Co-Chair will be appointed through this Charter by the AD-CS. Should there be no Chairperson or the Chairperson is absent, the Co-Chair shall act in the Chairperson's stead until the Chairperson returns or a new Chairperson is appointed. The Chair and members may designate an approved alternate in the event they are unable to attend a meeting or reschedule within seven working days. Consensus on key issues will be initiated by the Chair and will be determined by a majority vote of the members present.

Membership consists of the following:

Voting Members:

- DHA, Chair
- Joint Staff, Co-Chair
- Assistant Secretary of Defense (Health Affairs), Representative, Member
- U.S. Army, Representative, Member
- U.S. Navy, Representative, Member
- U.S. Navy, Representative (Marine Corps) Member
- U.S. Air Force, Representative, Member

Advisory/Supporting Work Group Members (Non-Voting):

- Other DHA/Service Appointed Advisory/Supporting (s)
- Civilian and Contract Support Staff, Advisory/Supporting (s)

5. MEETING MANAGEMENT

Meetings. Meetings shall be held at least once a month and at the discretion of the Chair. If a member is unable to attend, the member will designate an alternate. Meeting attendance is considered mandatory for voting members, but is optional for advisory/supporting members.

Meeting invitations and agendas. The Chairperson or designee will publish/update meeting calendar invitations using Outlook and provide the agenda and read ahead items no later than three business days before WG meeting. Meeting proceedings shall be summarized. A draft of the meeting minutes shall be distributed to the WG within five business days after the meeting concludes. WG Members and Advisory/Supporting Members shall submit their comments to the minutes within three business days after receipt of the draft. The final meeting minutes shall be distributed to the WG, prior to the next meeting. All timelines for meetings will follow procedures set forth by the DHA Publication Systems Office (PSO).

6. DELIVERABLES

The Chair shall:

- Advise higher authorities on issues affecting MRSS development, business processes, and strategy management as they apply to development of the DHA Publication;
- Facilitate all WG meetings;
- Promulgate final WG policies, guidance, and procedures;
- Routinely work with stakeholders concerning needs for MRSS development;
- Participate in the WG;
- Manage workflow/taskers in coordination with the DHA-PSO;
- Serve as final decision-maker on all recommendations forwarded by the WG;
- Brief significant issues and recommendations pertaining to this WG to the AD-CS.

The Co-Chair shall:

- Serve as the Chair in absence of the Chair, responsible for performing all of the duties listed above;
- Provide administrative support as required.

The members shall:

- Review, coordinate, and assist with the development of the MRSS DHA Publication including, but are not limited to, making recommendations in order to implement the MRSS DHA Publication;
- Serve as Service and component representatives and communicate their Service, component, Command, or DHA principal position on these matters and be responsible for reporting WG activities to their respective Service, component, command or DHA principal, as appropriate;

- Establish procedures to implement MRSS policy by regularly communicating actionable medical skills sustainment recommendations to Joint Staff, Services, DHA leadership, education and training components, and personnel involved in oversight and delivery of medical skills;
- Establish procedures for the MRSS in coordination with the Joint Staff Surgeon and the JTS to identify gaps and priorities in medical skills sustainment, DoD-funded research, development, testing, and evaluation of effective solutions to the leading challenges in sustaining medical skill in a deployed setting in support of JROCM requirements;
- Outline component responsibilities that support the delivery of medical skills sustainment and data capture into the Service approved data system;
- Issue MRSS guidance to optimize deliberate dissemination and implementation of standards of medical skills in combat and operational settings and DoD medical treatment facilities;
- Develop standardized implementation procedures and provide compliance recommendations through the creation of a MRSS DHA Publication in accordance with applicable DoD policies, Joint Publications, and JROCM requirements.

The output for this WG will be to draft a MRSS DHA-MSR in support of JROCM 050-19, according to the DHA Publication guidelines established in DHA-Procedural Instruction 5025.01, “Publication System.”

7. DURATION

This Charter becomes effective upon signature. The Charter will remain active and current for 24 months from signature before requiring renewal. It will sunset upon publication of the subject DHA Publication. All charter changes with accompanying justification shall be submitted with the AD-CS, for approval.

8. REFERENCES

- Joint Requirements Oversight Council Memorandum, 050-19, Action Item #16, “Medical Readiness Skills Sustainment DOTmLPF-P Change Recommendation,” May 28, 2019
- DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- DoD Instruction 6040.47, “Joint Trauma System (JTS),” September 28, 2016, as amended
- DoD Instruction 1322.24, “Medical Readiness Training (MRT),” March 16, 2018
- Public Law 114-328, Section 708, “National Defense Authorization Act for Fiscal Year 2017,” Dec 23, 2016

APPROVAL

 John V. Teyhen
 Acting Assistant Director
 Combat Support

6 May 2020

 Date