**Minutes MRL Working Group, 22 Jan 2019**

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\*Attended via telecom

The MRL Working Group quarterly meeting took place at the SAIC facility at 80 M Street Southeast in Washington DC on 22 Jan. 2019. The meeting began at 0900 reviewing the agenda (Appendix A). We then proceeded to go around the room with introductions and sharing of relevant information for the team.

* Angela Babian spoke about her attendance on the cyber team that was recently formed. She talked about the importance of considering facility and network security as well as dealing with classified programs as the cyber team moves forward. Discussion also needs to happen concerning where any additional cyber language would fit into the criteria.
* Tony Fowler mentioned that DMCA was continuing to update their MRL training and beginning to develop training on AS6500.
* Steve Watts is back on the team after retirement and is supporting the Army as a contractor.
* Jeff Shubrooks mentioned that Raytheon had a busy quarter conducting many MRAs. He was concerned that during the MRA process they had discovered repetition in the MRL 6 criteria. He will send the redundant criteria to the team for review.
* John Rizzo talked about training P&W was providing at OCALC for engine repair development.
* Larry Dalton talked about the software that Mississippi State was developing that needed further updates to the MS C producibility effort and an effort was underway to develop an MS A producibility aid. Larry further mentioned that he was working with Adele Ratcliff’s office on the Next Generation Manufacturing Challenge. Information on this can be found at [www.projectmfg.com](http://www.projectmfg.com).
* Don Szczur mentioned that the Army new command is now up and running.
* Jim Morgan spoke to aiding the Air Force on conducting MRAs on several hypersonic programs.
* Mike Ganowsky talked about Boeing Defense and Space applying MRL to many programs. In addition, Boeing commercial has conducted 100’s of MRA on new aircraft programs.
* Mike Spears mentioned that at GE cyber protection is very important. He also talked about how the MRL process being utilized on new engine development has helped GE maintain a healthy supply chain.
* Ian McCammon spoke to L3 Technologies using MRL to keep up with development of production programs.

Next, the action items from the Jan 2019 meeting were reviewed and discussed (Appendix B). Most items were completed and the items marked in green (2-3, 5-6, and 9-10) would be discussed further during the course of the meeting. Item #8 was discussed and Jordan said he had a draft version and would be creating a final version soon. Item #3 will remain an action item until the User’s Guide has been updated.

Next, the new matrix, Deskbook and User’s Guide were discussed. Jack has completed the new matrix and Deskbook and sent them to Angie. Angie will send to Mark Gordon and ask him to place them on the website. Ali and Tom L. addressed the new User’s Guide. Tom L. had sent relevant updates to Ali and Jim and Jack had sent the new matrix question set. Ali was in the process of adding all the information into the User’s Guide and is 80% complete. He expects to finish updating the guide by the end of May at the latest. 2019 versions of the matrix, Deskbook and User’s Guide will continue to be worked throughout the year.

The cyber security discussion was tabled as the team was ahead of schedule and Jason Schmidt had not yet joined the meeting.

Next, Jordan provided an update of the black belt six sigma effort the Army was conducting. The effort was being conducted to improve the MRA process within the Army.

Angie discussed the cyber security team that was recently formed. Jason Schmidt and Dave Karr would serve as co-leads for the team. We thank Boeing for allowing Jason to serve in this important role. Angie mentioned that the team had been formed and that Jason had set up weekly meetings to occur every Thursday. Tony Fowler ask to join the team.

Next, the team broke for lunch.

Following lunch Jim led a discussion on the ongoing MRL 1-4 issue. Jim went over the history of how we got to were we are today. The MRL 1-4 sub team had come up with a version that was distributed to the sub team for one more look. The team was asked to look it over and only comment if there were serious objections. Jordan had comments on a couple of MRL 4 criteria and Jim had issues with some of the MRL 1-2 criteria. Jordan mentioned that a couple of word changes would fix his concern and Jim wanted a few of the MRL 1-2 criteria deleted as he felt they were not value added. After much discussion, Jordan agreed to send his comments to the team. The team would work word changes and the team would bring that version to the MRL WG in July for final approval.

Next, Josh led a discussion about a change to the SOW suggestions in the Deskbook. Josh was concerned about a sentence in section L as he thought it encourages some bad practices of inflating MRLs in a proposal. Josh suggested deleting the words “For any capability that is assessed below MRL ’X’” could alleviate that practice. After discussion, the team agreed to eliminate the entire sentence from the Deskbook. During the discussion, Tom L. mentioned that AS6500 needed to be addressed throughout the Deskbook as opposed to just one section of the Deskbook.

DMC 2019 was discussed next. At the January meeting, we had a discussion on getting MRL more attention at DMC. Very few people outside of the MRL WG were attending our technical sessions at DMC and we needed a new method to get the MRL philosophy proliferated throughout the conference. Jim spoke to Tracy Tapia who leads the DMC conference at UTC. She thought we could potentially be able to talk to the other technical session leaders to have them incorporate MRL into their call for abstracts. Scott Pearl had the idea of us using the abstract method to determine some of the presentations at our sessions. Scott has volunteered to draft an abstract for our use. Also, discussed was a revamping of the training sessions at DMC. Tom L. will give this some thought and report to us at the July meeting.

MRL training was discussed next. We are currently in the process of collecting real life case studies to use for training purposes. With additional training being a reoccurring request at our annual workshops we would like to collect the cases studies to use in existing training or in newly developed training. Josh R. and Jeff S. indicated that they had some possible candidates. These will be further pursued and it is hoped that additional case studies will become available. If any MRL WG members have case studies that can be used minus any proprietary information please let Jim know.

Finally, Tom L. led a discussion on Independent Technical Risk Assessments (ITRA). Tom discussed the mandate that ITRA should be conducted prior to all major program MS decisions. Tom reviewed the FY17 NDAA (Section 807, # 2448b), highlights for each MS decision and actions required from risk assessments.

Lastly, Jim and the team went over the action items collected during the meeting and the meeting adjourned.

Action items from April meeting:

1. Point out MRL 6 criteria that are redundant. Put topic on July agenda. OPR, Jeff S. and Jim, due 23 July.
2. Ask UTC if everyone received the link to the DMC 2018 charts, OPR Jim, due 22 May.
3. Send latest MRL matrix and Deskbook to Mark G. to put on website, OPR Angie, due 30 April.
4. Once approved for PR, send Army BB 6 sigma charts to the team, OPR Jordan M., due 25 June.
5. Eliminate sentence per Josh R. discussion form section L of Deskbook, OPR Jack, due 23 July.
6. Ask JDMTP subpanels to include MRL in DMC call for abstracts OPR Jim, due 23 June.
7. Take a look at DMC MRL training and provide suggestions for DMC 2019, OPR Tom L., due 23 July.
8. Write white paper discussing “assessing risk to reaching nominal MRL target”, OPR Jordan Masters, due 23 July.
9. Enquire if AF ManTech MRAs can be shared for training case studies, OPR Angie, 23 July.
10. Add Tony Fowler to the cyber team, OPR Dave K. and Jason, due 22 May.
11. Ensure all cyber team members get invite to regularly scheduled meetings, OPR Jason, due 13 May.
12. Send Jim Raytheon DMC 2017 briefing with example case studies, OPR Jeff S., DONE.
13. Send two missing cells in MRL 1-4 to Ali, OPR Tom L., due 13 May.
14. Complete latest version of User’s Guide, OPR Ali, due 30 May.
15. Bring ideas for DMC briefings to July meeting, OPR All MRL WG members, 23 July.
16. Draft an abstract for DMC MRL tech sessions, OPR Scott., due 15 May.

Appendix A - Agenda

**23 April 2019**

0900 – 1000 Around the room All

1000 – 1015 Review January meeting action items Jim

1015 – 1100 Matrix, Deskbook, User’s Guide Updates Jack, Ali, Tom L.

1100 – 1115 Cyber Security Jason

1115 – 1145 Update Lean Six Sigma Black Belt Project Jordan

1145 – 1245 Lunch

1245 – 1300 MRL 1-4 Jim

1300 – 1330 SOW language Angie, Josh

1330 – 1400 DMC 2019 Jim, Angie, Scott

1400 - 1430 Future MRL Training Jim, All

1430 – 1500 Independent Risk Assessments Tom L.

1500 – 1515 Review Action Items All

1500 Adjourn

Appendix B – Status of Action Items from Jan 2019 MRLWG Meeting

1. Enquire Army workshop MRL 1-4 “too prescriptive” comments for April meeting. Don S., due 23 April.
2. Find out how to influence DMC 2019 MRL information content, OPR Jim and Angie, due 23 April.
3. Get latest versions of Matrix, Deskbook, and User’s guide complete, OPR Jack and Ali, due 31 Jan.
4. Post latest versions of Matrix, Deskbook, and User’s guide to website, OPR Jim M. and Mark G., due 15 Feb.
5. Work and provide updates to 2019 Matrix, Deskbook, and User’s Guides, OPR Jack, Ali, Team, due 28 Jan 2020.
6. Produce SOW language asking for MRA on programs for Deskbook., OPR Josh and Team, due 23 April.
7. Get Army S&T input to workshop MRL 1-4 “too prescriptive” comments, OPR Don Szczur, due 3 Mar.
8. Write white paper discussing “assessing risk to reaching nominal MRL target”, OPR Jordan Masters, due 3 Dec.
9. Enquire if ManTech MRA can be shared for training case study, Josh., 23 April.
10. Continue Air Force and Navy cyber security input, OPR Dave Karr and Clint Osborne, due 3 Dec.
11. Spam emails to MRL WG and DMC attendees asking for MRA case studies, OPR Jim, due 23 April.
12. Find out if Raytheon has a case study that can be used, OPR Jim, due 23 April.
13. Send new matrix questions for User’s Guide to Mike G. to look at questions with “and”, OPR Jack, due 23 April.
14. Email MRL WG and seeking volunteers to be on “cyber” team, OPR Jim, due 15 Feb.
15. Email info to Boeing requesting Jason S. to lead “cyber” team, OPR Angie, 15 Feb.
16. Add delinking MRL from TRL and independent risk assessments to next agenda, OPR Jim M., due 23 April.
17. Put delinking MRLs from TRLs on April agenda, OPR Jim M., 16 April
18. Send latest MRL 1-4 version to MRL team, OPR Jim, due 15 Feb.
19. Ask Steve G. what can be sent to working group attendees concerning OSD Mfg and Quality, OPR Jim, due 15 Feb.
20. Provide draft SOW language to include MRL or TRL in contract, OPR John R. due 15 May

Green – In progress

Red – needs completed

Black – done/OBE