DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
CONCEPT OF EMPLOYMENT (CONEMP)	PPA-005670-2 25 November 2020

3. DESCRIPTION

The Concept of Employment (CONEMP) is a high level of abstraction, essentially solution-free military capability description of intended use, in terms of who the users of the capability are intended to be, and what they intend to uses the capability for. The CONEMP is prepared by users or for users, in user language, and provides an early reference for fitness for intended use.

4. PURPOSE

The CONEMP serves primarily to achieve a shared understanding amongst key stakeholders of the purpose of the proposed new or changed capability, before significant resources are committed. The CONEMP is also used as a driver for the development of the more detailed and precise Concept of Use (CONUSE), in that it provides the framework and high level of abstraction identification of the information listed above. Note that a CONUSE may alternatively be referred to as an Operational Concept Description (OCD).

The CONEMP is the product of the first stage in capturing a solution independent description of the need for the capability, in terms of its intended use. The CONEMP is enormously important in avoiding the tendency to jump to solution-specific descriptions that, in the end, do not properly address the real problem or need.

The CONEMP often accompanies, and is referred to in, a Business Case that is used to seek funds to continue activities to develop the capability, i.e. to take it the next approval gate.

The CONEMP is not, or should not be, a statement of intended use of military hardware. Military hardware will most likely form a part of the solution to provide the needed capability.

5. PREPARATION GUIDELINES

5.1 General Instructions

The term "document" in this DID means data and its medium, regardless of the manner in which the data are recorded.

6. SOURCE

5. PREPARATION GUIDELINES *continued*

5.2 Acronyms

Acronyms used in this document shall be interpreted as follows:

CapSyRS   Capability System Requirements Specification

CC   Creative Commons

DID   Data Item Description

OCD   Operational Concept Description/Document

5.3 Abbreviations

Abbreviations used in this document shall be interpreted as follows:

CONEMP   Concept of Employment

CONUSE   Concept of Use

SI   International System of Units

5.4 Foreword

This Data Item Description (DID) for a Concept of Employment (CONEMP) is intended to provide guidance and instruction on the preparation of a CONEMP, which describes, in overview, who is intended to use a postulated new capability or change to an existing capability, and for what purpose(s) they intend to use it.

The CONEMP informs capability planning. The CONEMP does not address the interests of non-operational users and other stakeholders (but a subsequent Concept of Use (CONUSE)/OCD, derived from the CONEMP, and prepared early in capability development, does).

The CONEMP is used to contribute to an outcomes focus, as contrasted to a military hardware focus, in the very early stages of a proposed programme or project, before decisions are made on the best means of achieving the outcomes. The CONEMP would typically accompany a Business Case.

The CONEMP provides a focus for validating downstream work before a CONUSE/OCD and Capability System Requirements Specification (CapSyRS) are created, and these documents subsequently approved for ongoing use. The CONEMP is maintained only until release of an approved CONUSE/OCD, at which time the more detailed and greater scope CONUSE/OCD replaces it.

5.5 Content Requirements

Content requirements begin on the following page. The numbers shown designate the paragraph numbers to be used in the document. Each such number is understood to have the prefix "5.2" within this DID. For example, the paragraph numbered 1.1 is understood to be paragraph 5.2.1.1 within this DID.

TABLE OF CONTENTS

1. SCOPE

This section should be divided into the following paragraphs.

1.1 Identification

This paragraph should contain an identification of the capability system to which the CONEMP applies, including, as applicable, identification number(s), title(s), abbreviation(s), and version number(s). Where the capability system to which the document applies includes incremental builds of the capability system which are subject to individual specification, the above information should be provided for each such build which is the subject of the CONEMP.

1.2 Document Overview and Use

This paragraph should summarise the purpose (including intended audience) and contents of the CONEMP and should describe any security or privacy considerations associated with its use.

2. REFERENCED DOCUMENTS

This section should list the number, title, revision, and date of each document referenced in the CONEMP. This section should also identify the source of each document not available through normal channels.

3. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

This section should be divided into the following paragraphs.

3.1 Definitions

This paragraph should list alphabetically and define each word or term used in subsequent sections for which reliance on dictionary definitions is not appropriate. As a guide, terms which are not likely to be in the vocabulary of the intended users of the CONEMP, terms which have multiple dictionary meanings but only a single CONEMP meaning, technical terms and terms which are used with special meanings should be defined in this paragraph.

3.2 Acronyms

This section should list alphabetically each acronym used in the document, together with the acronym's expanded meaning.

3.3 Abbreviations

This section should list alphabetically each abbreviation used in the document, together with the abbreviation's expanded meaning, except that abbreviations within the International System (Si) system of units should not be listed.

4. OPERATIONS

This section should be written from a high level of abstraction operations point of view, identifying and describing the users of the capability, and in very broad terms the intended uses, mapped to each user.

Note that users in this context are not operators of equipment, but are those who will task the capability and and/or be served by the operational outcomes that it delivers.

The information may be organised in any way that is effective in the circumstances. Sections defined below are not intended to constrain how this section is structured.

4.1 Users

4.1.1 Identification of Users

This section should identify and describe the intended users (beneficiaries of use) of the capability system, in terms of organisations and, where applicable, individuals.

4.1.2 Organisational Structure

This subsection should identify and describe in broad terms the organisational structure(s) of the personnel. It should state the mission or charter of each organisational element and describe any reporting relationships, where relevant to intended use.

4.2 Use(s) or Mission(s)

This subsection should identify and describe the applicable primary and any secondary uses(s) or mission(s) that the capability system will address. It should state the overall purpose and intent of each use, where this is not obvious. It should overview, if applicable, such things as geography of operations and any doctrine governing the intended use. It should identify threats to successful use.

A. ANNEXES

Annexes may be used to provide information published separately for convenience in document maintenance (e.g., charts, databases). As applicable, each annex should be referenced in the main body of the document where the data would normally have been provided. Annexes may be bound or prepared digitally as separate documents for ease of use. Annexes should be lettered alphabetically (A, B, etc.).

Appendices may be used to annexes. Appendices should be numbered numerically (1, 2, etc.).