

Requirements Document Wizard (RDW)

User Guide

Version 1.3

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About the Requirements Document Wizard

Purpose

The RDW is a new and novel software package created by the Defense Acquisition University (DAU) that helps Requirements Managers construct quality requirements documents (think Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs), etc.) in line with the governing regulation—the JCIDS Manual. NO other software currently provides the capabilities resident within the RDW. There are more than 4,000 potential users worldwide—spread across the Services, DoD Agencies, the Joint Staff, OSD, and beyond.

Requirements

This software package is **NOT** web-based—it must be downloaded and made available to users by other means—as help desks and their respective processes allow. Please refer to the software's Technology Sharing Agreement (TSA) for terms and conditions, which is available in on the RDW Homepage content1.dau.edu/rdw.

Working with your IT Help Desk:

It is VERY LIKELY that because this software is made available via a downloadable .zip file that you'll need to work with your supporting IT Help desk to gain access

It is also possible that someone within your domain has already done so—such that it is available via some sort of "Software Center" or "Software Library"—just ask them!

RDW Support:

In support of this process, the RDW team has created a document called "RDW Access Guide"

The Access Guide is posted on the website and is intended to help you communicate to your IT Help Desk what the RDW is and other technical details, in support of their unique testing, configuration control, and change management processes

Features and Capabilities at a Glance

The RDW offers a host of resources all in one place; prompts user entries section by section and provides administrative and content scaffolding. There are lighthouses at the top and bottom of sections providing macro or sectional-level guidance and lightbulbs providing micro guidance at the individual entry level.

There are <u>eight</u> templates available—one for each document outlined in the 2021 JCIDS Manual:

- CDD-2021
- CDD Annex/Increment-2021
- DCR-2021
- ICD-2021
- IS-ICD-2021
- IS-CDD-2021

- JUON/JEON-2021
- SW-ICD-2021

Macro-level Capabilities:

- JCIDS Manual and DAU glossary built-in
- Section-by-section JCIDS extracts and SME-curated content
- Mandatory and optional sections and/or sub-sections
- Stand-alone instance, but can tie into shared drive (collaboration)
- Red/green visual enforcement of mandatory requirements
- Required tables pre-constructed

Micro-level Capabilities:

- Rich-text fields (color, italicize, bold, bullets, etc.)
- Cut/paste—and change font (if required)
- Spell-check
- Add picture (.jpg) or table
- Document preview (MS Word)
- Finds and surfaces all acronyms

Getting Started

Installing the Requirements Document Wizard

To install the Requirements Document Wizard:

1. Go to the RDW Homepage: content1.dau.edu/rdw

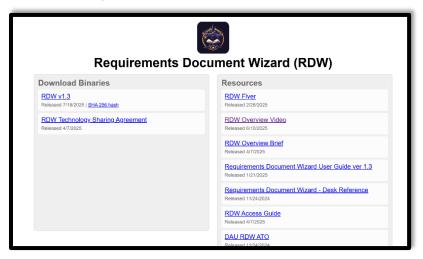


Figure 2. Requirements Document Wizard (RDW) download and resources site.

- 2. To download the application, click the RDW v1.3 link.
- 3. Choose your method of downloading the ZIP file.

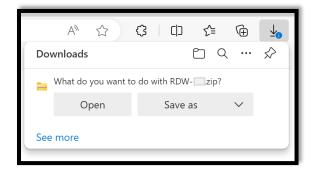


Figure 3. Users can open or save the RDW zip file.

4. After downloading or opening the zip file, extract the folder onto your system.

Launching the Requirements Document Wizard

To launch the application, follow these steps:

1. Open Document Wizard from the **DAU.DocGen** folder.

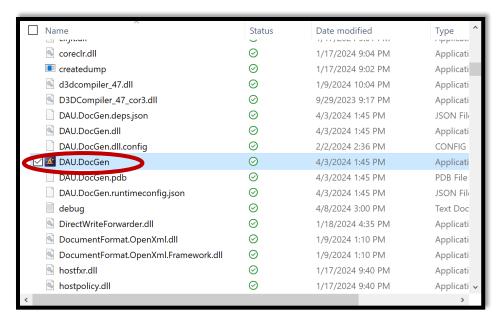


Figure 4. DocGen folder for the RDW application.

2. Read the RDW Technology Sharing Agreement (TSA).

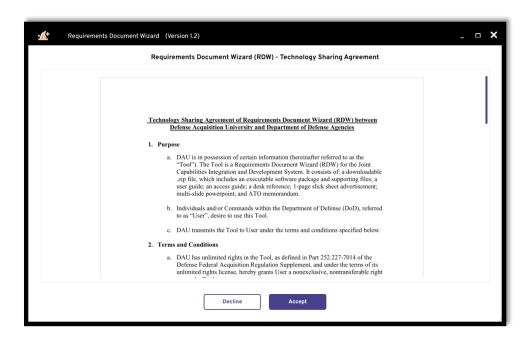


Figure 5. Users must read and agree to the RDW Technology Sharing Agreement.

3. Click **Accept**. You will need to do this every time you open the application.

To create your first project in Document Wizard:

1. Click Create New Project.

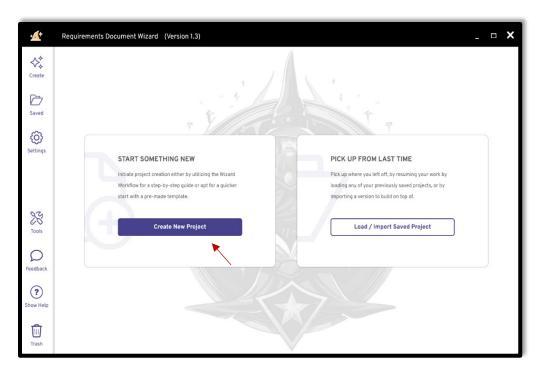


Figure 6. The RDW application startup screen.

A Note about Template Changes and Updates

If a new version of the Requirements Document Wizard is released with updates to any of the templates, all existing documents using the changed template will be highlighted in purple if the template has new or removed sections, sub sections, controls, etc.

Creating Multiple Projects

To work on multiple projects simultaneously, you **must** click the **Create** tab, not Saved; the Saved tab contains *existing* documents.



Figure 7. Users must use the Create tab to create another document.

Saving Your Work

The RDW applications offers two options for users to save work.

Save Button

The Save button at the bottom right of the application allows users to save work immediately.

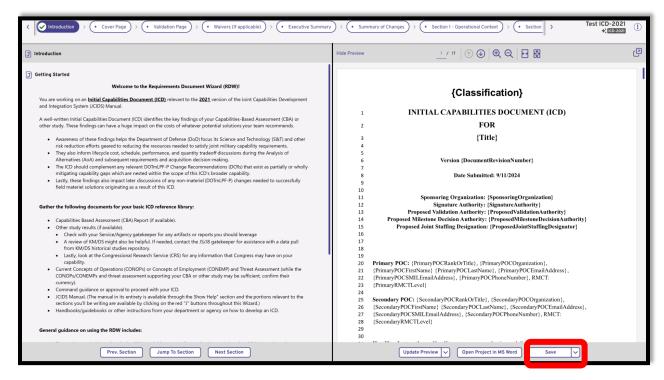


Figure 8. The Save button allows for quick, immediate saving.

Users may also click on the dropdown arrow on the Save button if they would like to save the document and close out the project.



Figure 9. Save and Close.

This option will not close the RDW application but will return users to templates selections.

Top Menu

Users may also save their document by clicking on the three dots in the top right corner. This button is located by their project's name and template type.



Figure 10. Save the document using the three dots in the upper right.

When the user clicks on the button, a dropdown list will appear. Users can select either **Save** to save and continue working on the document or **Save and Close** to save and exit the project.



Figure 11. This dropdown list offers options to save the document and access other features.

The other dropdown list options include the following:

- Reveal: Show the folder location of the document.
- **Duplicate**: Duplicate your project.
- Rename: Rename your project.
- Open Project in MS Word: Open your project in MS Word to save as a Word document.
- View Acronyms: View acronyms used in the project.
- Trash: Delete your project.

User Aids

JCIDS Manual

To access the JCIDS Manual (and additional resources), follow these steps:

1. On the left side menu, click **Show Help**.



Figure 12. Users will need to toggle the Help section.

2. In the Help Center, click on **View Documents** beneath Additional Resources.

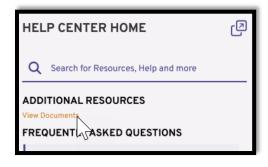


Figure 13. Additional Resources.

3. In the open window, select the 2021 JCIDS Manual file.

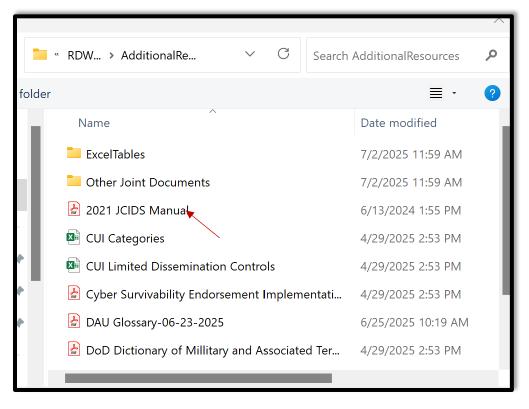


Figure 14. The JCIDS Manual is provided in the downloadable files.

4. Click Open.

Section Aids

If a user is unsure about what a particular section or subsection requires, all template sections and subsections contain quick reference aids extracted directly from the JCIDS Manual.

To toggle a section or subsection aid, follow these steps:

1. In any section or subsection of your document, click on the icon with the letter J.



Figure 15. Each section and subsection contain a JCIDS extraction information help toggle icon.

The JCIDS manual extraction overview for that specific section or subsection will appear on the right-side providing information.

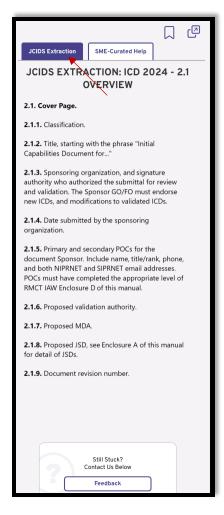


Figure 16. JCIDS Extraction Help

Users may also click the **SME-Curated Help** tab to obtain additional information from Subject Matter Experts.

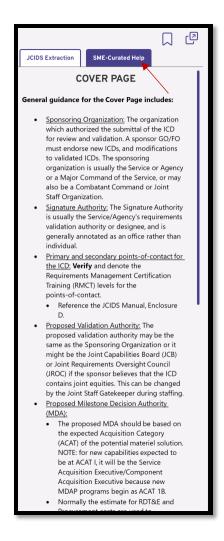


Figure 17. SME-Curated Help.

2. To close the help center, click **Hide Help** on the bottom left of the screen.



Figure 18. Users can click Hide Help after consulting the help area.

Expert Curated Hints

Every section and subsection also include Expert Curated Hints which provide additional information for success. The top yellow box (indicated by a lighthouse icon) provides a description of the given section. The bottom yellow box (indicated by a lighthouse icon) reminds users to ensure all relevant steps were followed (page lengths, version numbering, etc.). The blue text boxes (indicated by a light bulb icon) provide guidance for completing individual subsections.

The figure below provides an example of a yellow lighthouse Expert Curated Hint:



Figure 19. First Expert Curated Hint for the Cover Page.

The figure below provides an example of a blue lightbulb Expert Curated Hint:



Figure 20. The blue Expert Curated Hint provides additional details for guidance.

Preview Pane

The Preview Pane allows users to preview the document in real time. Toggle this pane on and off or update preview as changes are made.

To use the preview feature, follow these steps:

1. To toggle the Preview Pane, click **Show Preview** in the top right corner.



Figure 21. Toggle the Preview feature.

2. To update a preview, click on **Update Preview** in the bottom right.

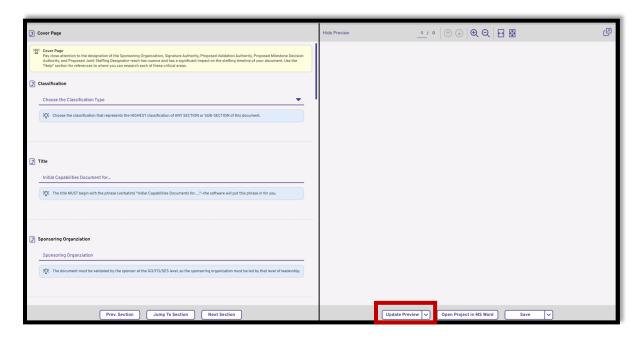


Figure 22. Update Preview.

Your Preview Pane will appear as shown below:

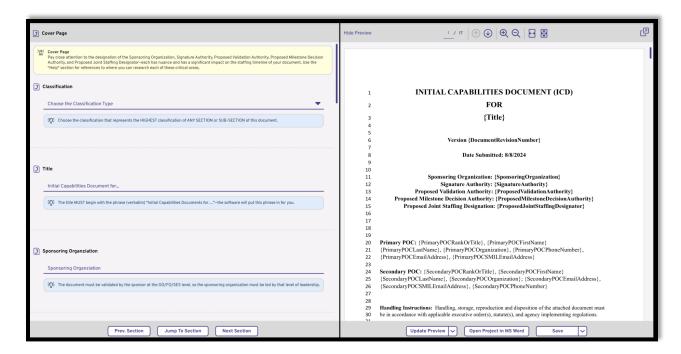


Figure 23. Preview Pane showing the document.

To hide the Preview Pane, click **Hide Preview**.



Figure 24. Hide Preview Pane.

Bookmarks

Bookmarks allow users to quickly reference help pages that they may want to access frequently. Once a help section is bookmarked, they will appear under the "Saved" tab when clicking on "BOOKMARKS". The user will be able to click on a bookmark title to pull up the selected help page.

Creating a Project

Open the RDW application to create a project and begin using the application's features. Follow these steps:

- 1. Launch the RDW application.
- 2. On the startup screen, choose Create New Project.

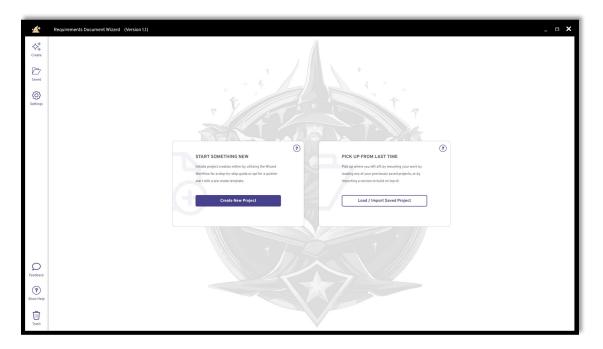


Figure 25. Startup screen.

3. Select one of the templates shown in the Create New Project window.

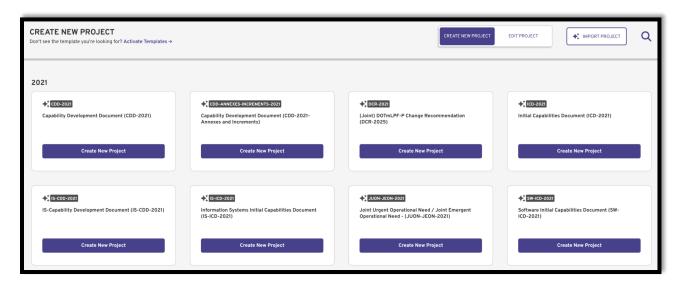


Figure 26. Select a template from the Create New Project window.

4. Name the project.



Figure 27. Users must name the project.

5. Click Create.

Importing a Project

If a user has a previously existing project or one from another user built within the RDW application (JSON file) it may be imported into the application.

To import a project to the RDW, follow these steps:

- 1. Go to Create New Project.
- 2. In the upper right corner, click Import Project.



Figure 28. Users can import an existing project into the RDW application.

3. Click Browse.

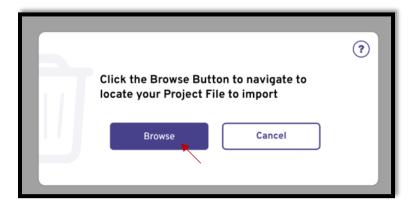


Figure 29. Users must click Browse to locate the file.

- 4. Select the project (as a JSON file) from the file browser.
- 5. Click Open.

Creating and Completing the Capability Development Document (CDD-2021)

Creating the Capability Development Document (CDD-2021)

To create the CDD-2021, follow these steps:

1. Go to Create.



Figure 30. Users must select Create to establish a new document.

2. Select Capability Development Document (CDD-2021) and click Create New Project.

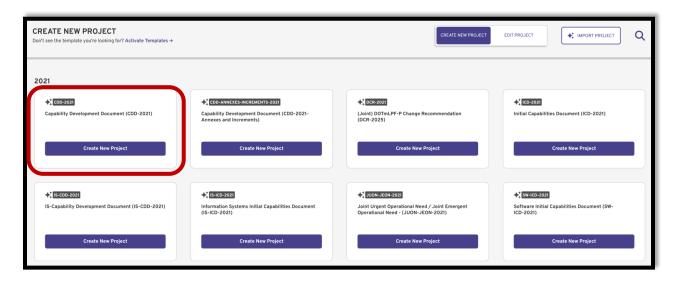


Figure 31. Create a new project for the CDD.

3. Name the project.



Figure 32. Users must give the project a name.

1. Click Create.

Completing the CDD

Introduction

The Introduction is the first page users will see when opening the document.

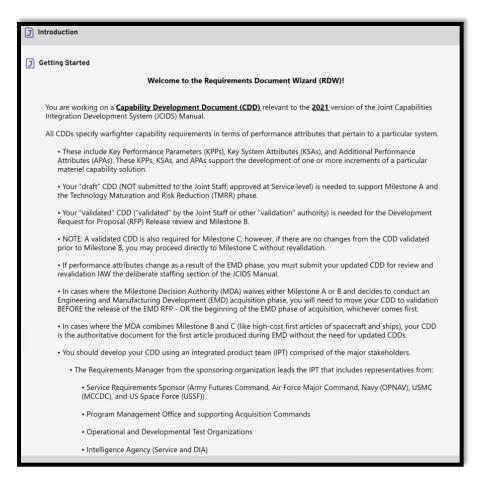


Figure 33. Introduction page for a CDD.

Cover Page

The Cover Page is the first section that users will complete. There are sixteen (16) subsections to complete; fourteen of which are required for document completion.

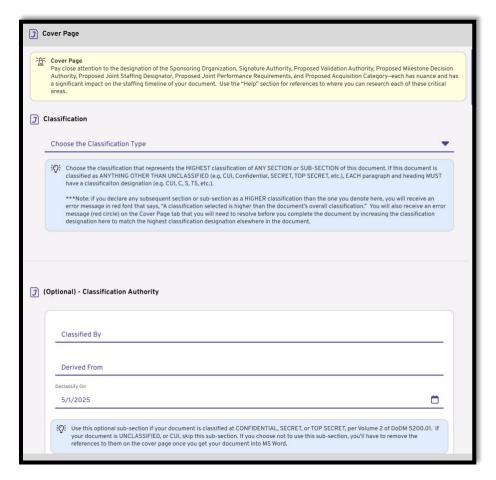


Figure 34. Cover Page

The subsections for this area are as follows:

- Classification
- (Optional) Classification Authority
- (Optional) CUI Designation Indicator
- Title
- Sponsoring Organization
- Signature Authority
- Date Submitted by the Sponsoring Organization
- Primary POC for the Document Sponsor
- Secondary POC for the Document Sponsor
- Proposed Validation Authority
- Proposed Milestone Decision Authority (MDA)
- Proposed Joint Staffing Designator (JSD)

- Proposed Joint Performance Requirements (JPR)
- Proposed Acquisition Category (ACAT)
- Document Revision Number
- Other Requests for this Document

Complete all required subsections in their entirety. Ensure you keep the Document Revision Number updated for all subsequent drafts.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file**.

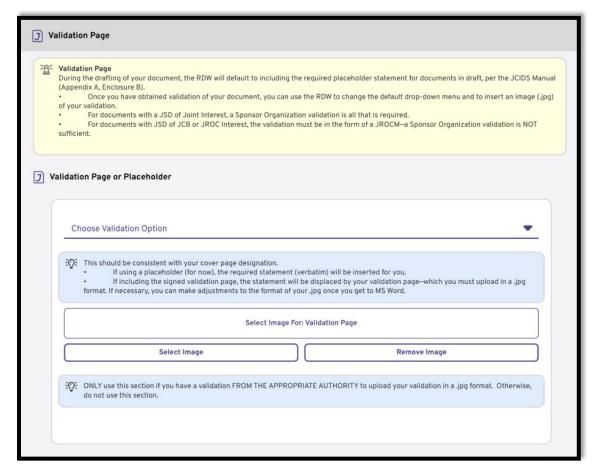


Figure 35. Validation Page

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

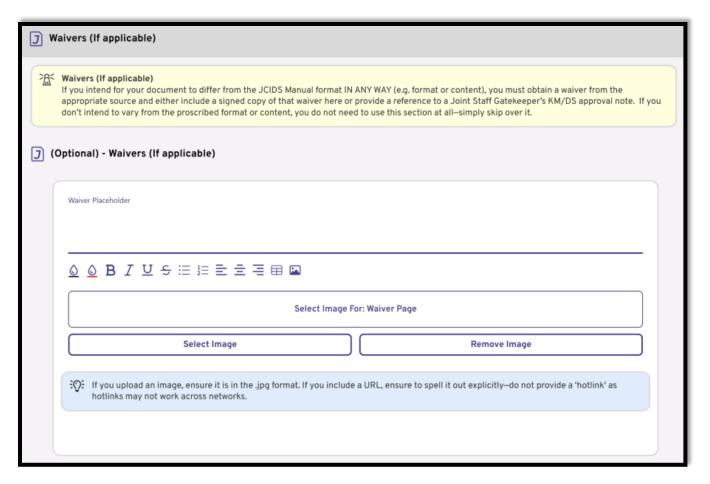


Figure 36. Waivers

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Executive Summary

This section requires users to summarize the project. For this section, the executive summary must not exceed one-page. Use the Preview feature to ensure the summary remains within the one-page limit.

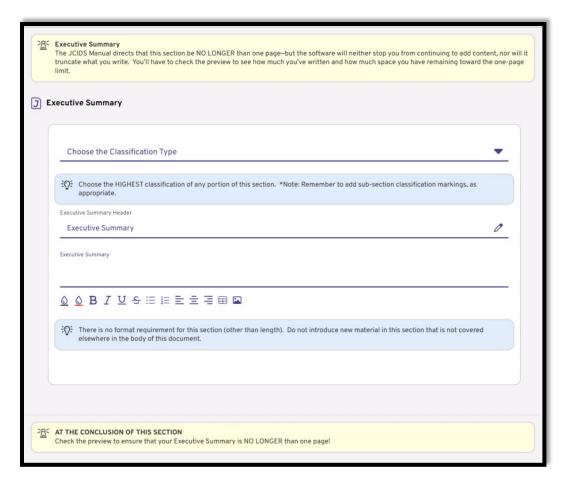


Figure 37. Executive Summary

Summary of Changes

This section is intended for users to track all changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

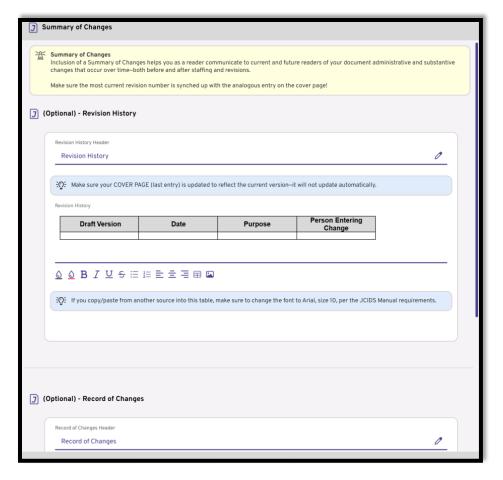


Figure 38. Summary of Changes

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are four (4) subsections, three of which are required for document completion.

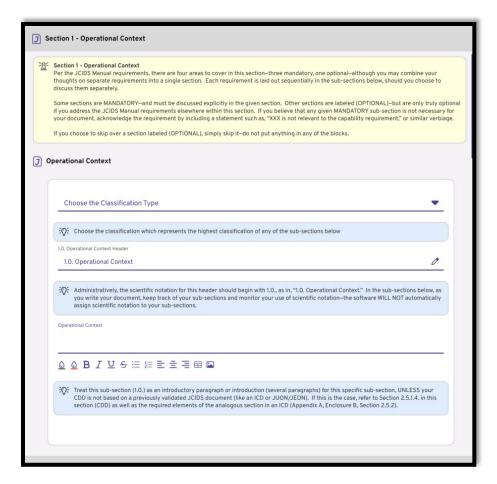


Figure 39. Operational Context.

- Operational Context
- DpDAF OV-1
- Validated or Other Source Documents
- (Optional) Other DoDAF OVs
- Remember to upload DoDAF OV files as images.

Complete all required subsections in their entirety.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There are eight (8) subsections, five of which are required for document completion.

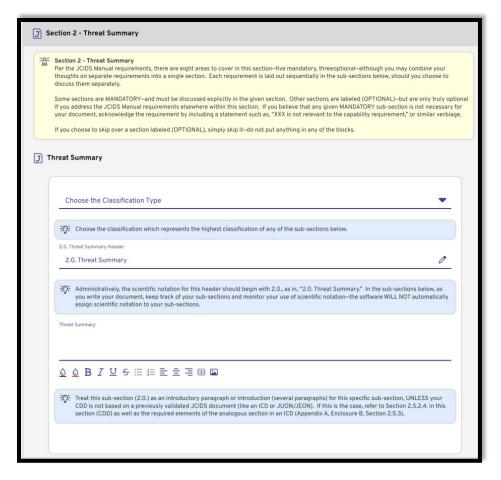


Figure 40. Threat Summary

- Threat Summary
- Cite Latest Approved Threat Products
- Summarize Critical Intelligence Parameters (CIPs)
- (Optional) Summarize Applicable Threats (Kinetic)
- (Optional) Summarize Applicable Threats (CBRN)
- (Optional) Summarize Applicable Threats (Environmental)
- (Optional) Summarize Applicable Threats (EMS)
- (Optional) Summarize Applicable Threats (Cyber)

Complete the mandatory subsections in their entirety.

Section 3 - Capability Discussion

The Capability Discussion section requires users to describe the capabilities for the project. There are six (6) subsections, four of which are required for document completion.

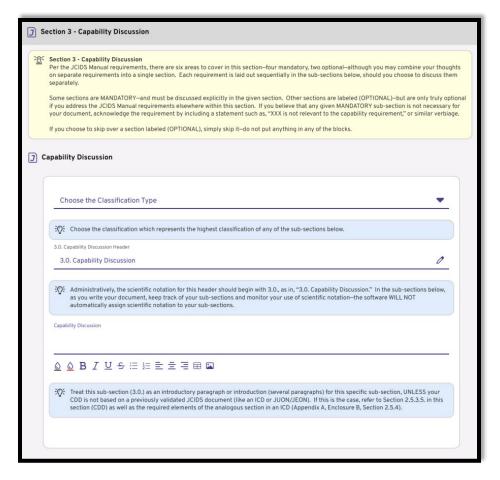


Figure 41. Capability Discussion.

The subsections for this are as follows:

- Capability Discussion
- (Optional) Updated Capability Viewpoints (CVs)
- Summarize Analyses Supporting Performance Parameters (KPPs, KSAs, APAs)
- Figure B-7 CR Performance Attribute Traceability Table
- Capability Dependencies
- (Optional) Intelligence Dependencies

Complete the required subsections in their entirety. If you upload CVs, remember to upload them as image files. Refer to the provided instructions for uploading tables into the form.

Section 4 - Program Summary

This section requires users to describe the program in detail. There are four (4) subsections, all of which are required for document completion.

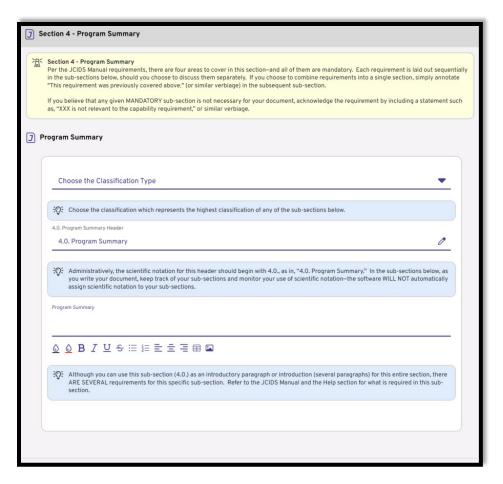


Figure 42. Program Summary.

- Program Summary
- Modular Open Systems Approach (MOSA)
- IOC/FOC
- Operational Units and Quantities

Complete the required subsections in their entirety.

Section 5 - Performance Attributes (KPPs, KSAs, and APAs)

This section requires users to identify and describe performance attributes pertaining to the project. There are fourteen (14) subsections, eight of which are required for document completion.

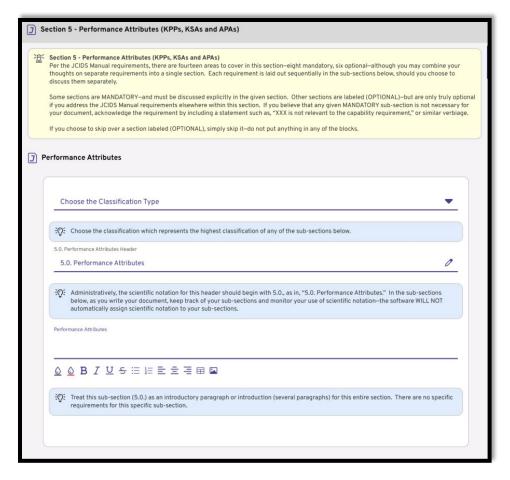


Figure 43. Performance Attributes

- Performance Attributes
- Correlate Performance Attributes to Capability Requirements
- Figure B-8 KPP Table
- Figure B-9 KSA Table
- Figure B-10 APA Table
- Figure B-11 Net-Ready Performance Attribute Table
- (Optional) Discussion/Narrative of Interoperability Attributes (Net-Ready, Physical, JTTI)
- (Optional) Discussion of System Survivability Attributes (Kinetic, Cyber, EMS, CBRN, Environmental)
- (Optional) Discussion of Incremental Approach
- (Optional) Discussion of Acceptable Degraded Levels of Performance
- (Optional) Discussion of Family of Systems Approach
- Discussion of Threat-Sensitive Attributes and Attributes Dependent on Intelligence Support
- Discussion of Exportability "Allied/Partner Interoperability and Coalition Use"
- (Optional) Performance Attributes Final Comments

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 6 - Other System Attributes

This section requires users to list other system attributes. There are ten (10) subsections, one of which is required for document completion.

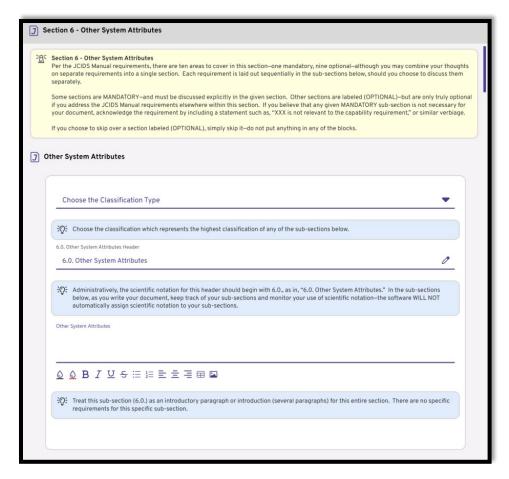


Figure 44. Other System Attributes

The subsections are as follows:

- Other System Attributes
- (Optional) Future Integration Platforms
- (Optional) Embedded Instrumentation, Electromagnetic Attack, and Wartime Reserve Mode (WARM) Requirements
- (Optional) Human Systems Integration (HIS)
- (Optional) Environmental
- (Optional) Weather, Oceanographic and Astro-Geophysical
- (Optional) Transportability and Deployability Considerations
- (Optional) Space, Weight & Power, and Cooling (SWAP-C)
- (Optional) Derived System Requirements

(Optional) Cybersecurity Risk Management for DoD Systems

Complete the required subsections in their entirety.

Section 7 - Interoperability (JPR/KPP/KSA)

This section requires users to discuss the interoperability between JPRs, KPPs, and KSAs as it applies to the project. There are five (5) subsections, four of which are required for document completion.

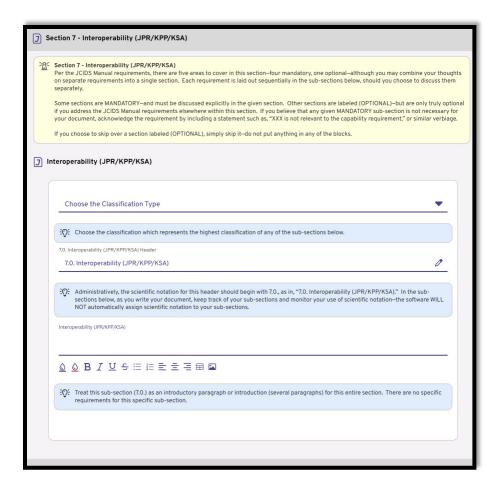


Figure 45. Interoperability (JPR/KPP/KSA)

The subsections are as follows:

- Interoperability (JPR/KPP/KSA)
- (Optional) Intelligence Interoperability
- Physical Interoperability
- Net-Ready Interoperability
- Figure B-12 Net-Ready Attribute Sources Table
- Joint Training Technical Interoperability (JTTI)

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 8 - (E3) Control Requirements

This section requires users to describe Electromagnetic Environmental Effects (E3) related requirements for the project. There are four (4) subsections, one of which is required for document completion.

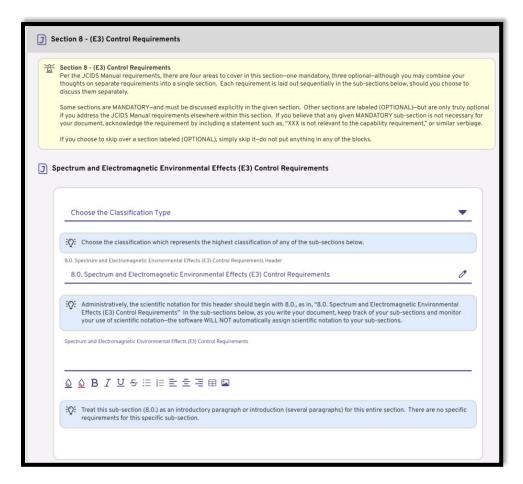


Figure 46. E3 Control Requirements

The subsections are as follows:

- Spectrum and Electromagnetic Environmental Effects (E3) Control Requirements
- (Optional) Spectrum Supportability
- (Optional) Requirements to Ensure Mutual Electromagnetic Compatibility (EMC)
- (Optional) Other applicable Spectrum-Related Requirements

Complete the required subsections in their entirety.

Section 9 - Intelligence Supportability

This section requires users to describe intelligence supportability as it relates to the project. There are seven (7) subsections, one of which is required for document completion.

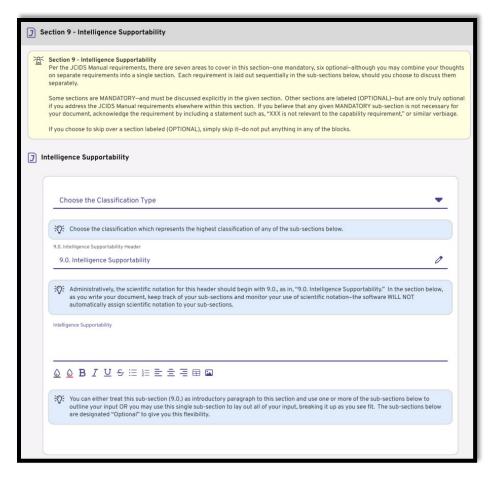


Figure 47. Intelligence Supportability.

- Intelligence Supportability
- (Optional) Intelligence Resource Support
- (Optional) Targeting Intelligence Support
- (Optional) Intelligence Interoperability Support
- (Optional) Space Intelligence Support
- (Optional) Intelligence Mission Data Support
- (Optional) Counterintelligence and Security Support

Complete the required subsections in their entirety.

Section 10 - Weapon Safety Assurance

This section requires users to discuss weapon safety as it pertains to the project. There is one (1) subsection of which is required for document completion.

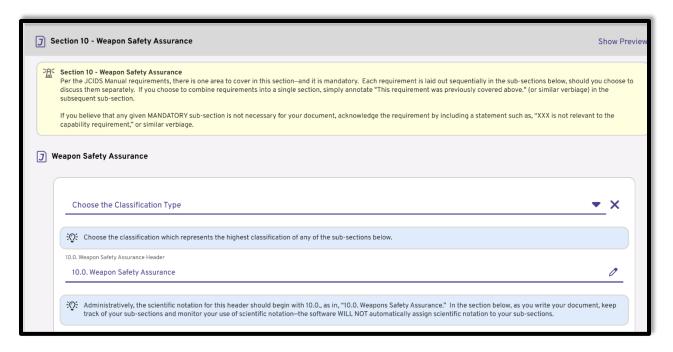


Figure 48. Weapon Safety Assurance

The subsection is as follows:

Weapon Safety Assurance

Complete the required subsections in their entirety.

Section 11 - Technology Readiness

This section requires users to identify and describe the readiness of technology as it pertains to the project. There are three (3) subsections of which all are required for document completion.

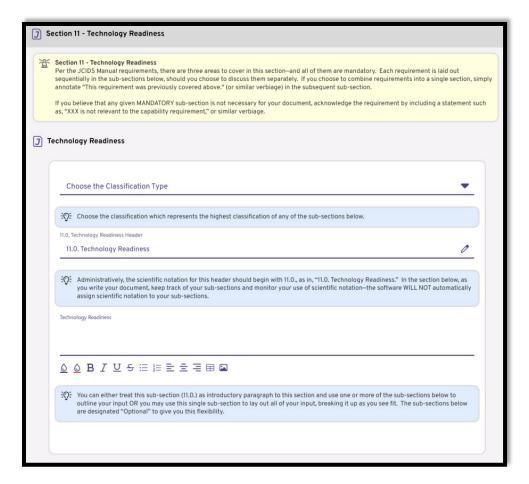


Figure 49. Technology Readiness

- Technology Readiness
- Critical Technology Elements (CTEs)
- Exportability "Allied/Partner Interoperability and Coalition Use"

Complete the required subsections in their entirety.

Section 12 - DOTmLPF-P Considerations

This section requires users to describe DOTmLPF-P considerations as they relate to the project. There are two (2) subsections of which both are required for document completion.

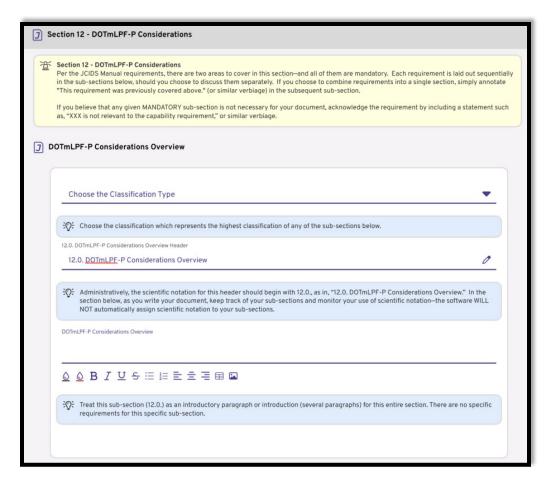


Figure 50. DOTmLPF-P Considerations

- DOTmLPF-P Considerations Overview
- DOTmLPF-P Considerations

Complete the required subsections in their entirety.

Section 13 - Program Cost

This section requires users to detail financial requirements for the project. There are five (5) subsections of which all are required for document completion.

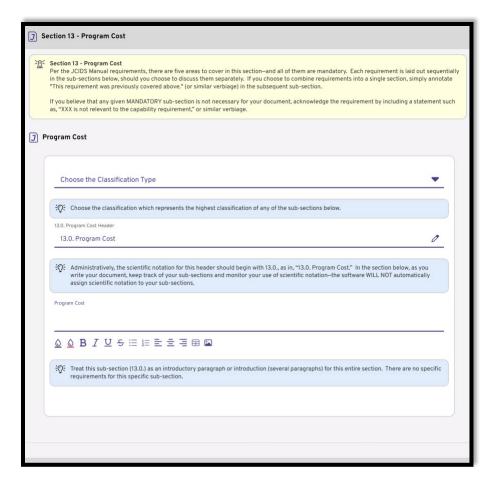


Figure 51. Program Cost

- Program Cost
- Cost Caps
- Cite Applicable Lifecycle Cost Analyses
- Figure B-13 Summary of Required Resources
- Total Obligation Authority (TOA) and Affordability

Complete the required subsections in their entirety.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

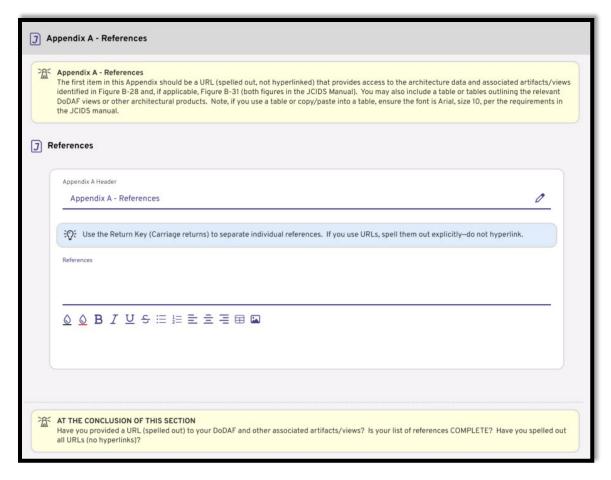


Figure 52. Appendix A - References

Appendix B – Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

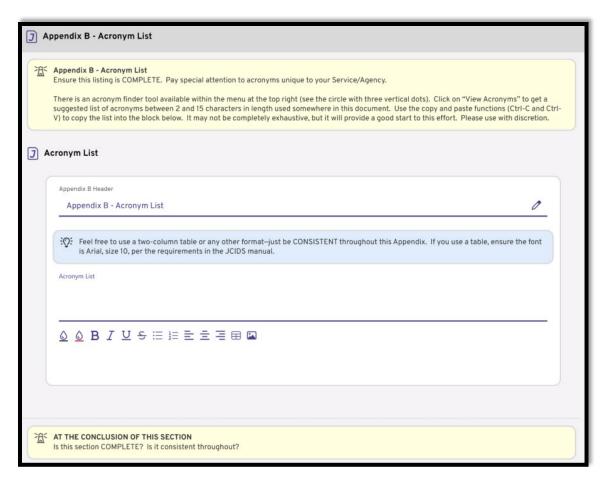


Figure 53. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

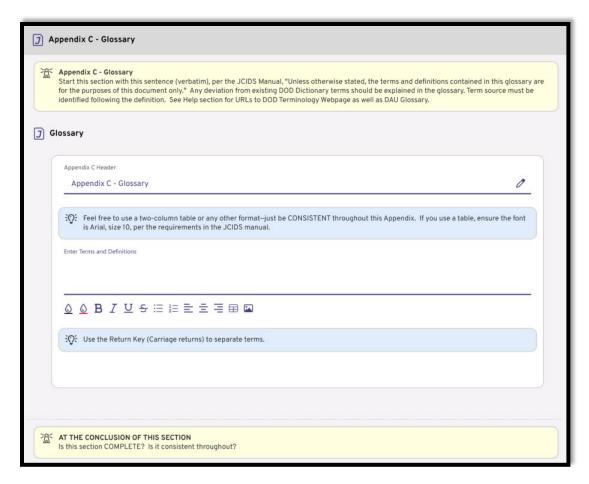


Figure 54. Appendix C – Glossary

Appendix D – Classified Appendix (Optional)

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

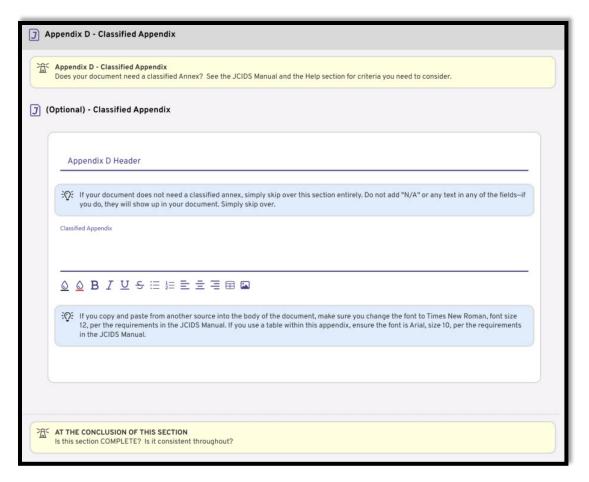


Figure 55. Appendix D - Classified Appendix

Appendix E – Cyber Survivability

This appendix requires users to describe cyber survivability attribute requirements.

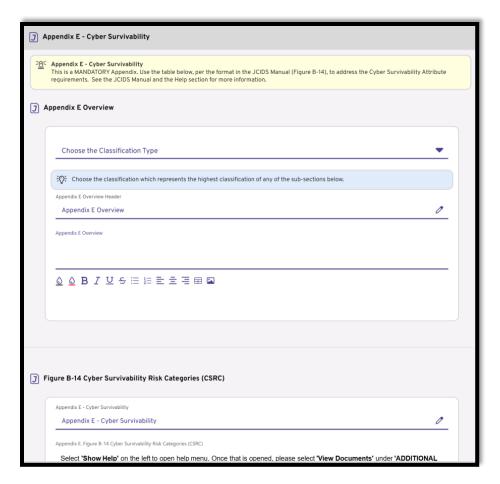


Figure 56. Appendix E - Cyber Survivability

This appendix contains the following subsections:

- Appendix E Overview
- Figure B-14 Cyber Survivability Risk Categories (CSRC)

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Appendix F – EMS Survivability

This appendix requires users to describe all EMS survivability requirements.

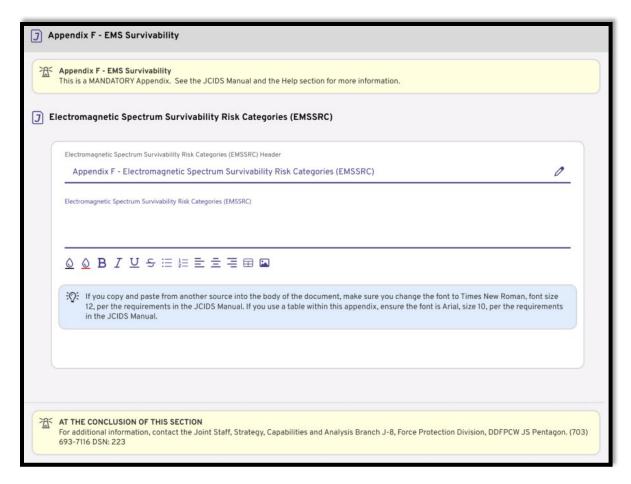


Figure 57. Appendix F - EMS Survivability

Annexes A-Z (Optional)

This section is optional and allows users to list annexes alphabetically and document additional information.



Figure 58. Annexes A-Z

Notes (Optional)

This section is optional for note taking use and will not be rendered on the document.

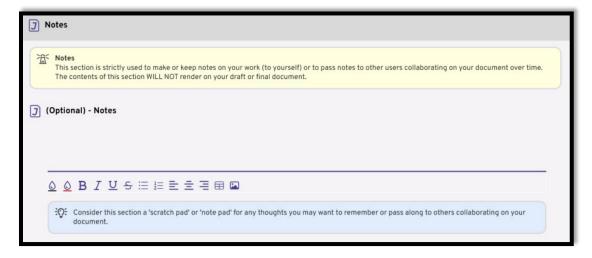


Figure 59. Notes

Creating and Completing the Capability Development Document (CDD-Annexes and Increments-2021)

Creating the CDD Annexes and Increments

To create a CDD-Annexes and Increments-2021, follow these steps:

- 1. Go to Create New Project.
- 2. Select CDD-Annexes and Increments-2021 and click Create New Project.

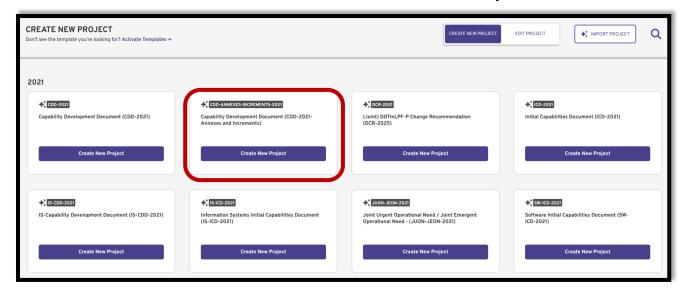


Figure 60. Users will select Create New Project for the CDD Annexes and Increments template.

3. Name the project.



Figure 61. Users must give the project a name.

4. Click Create.

Completing the CDD Annexes and Increments

Introduction

The Introduction is the first page users will see when opening the document.

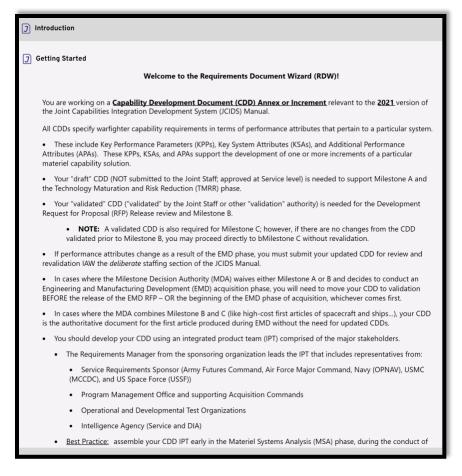


Figure 62. Introduction for the CDD Annexes and Increments.

Cover Page

The Cover Page is the first section the user will complete. This section has seventeen (17) subsections, fourteen of which are required for document completion.

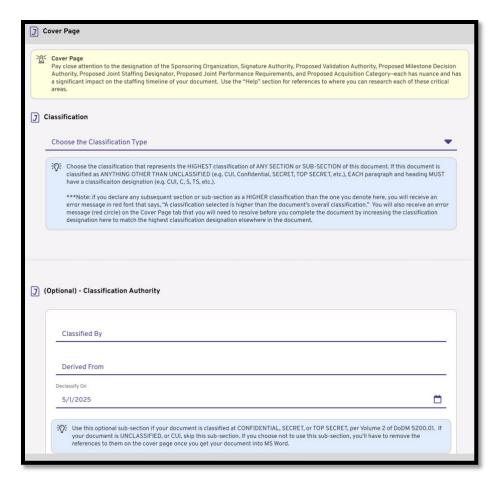


Figure 63. Cover Page

- Classification
- (Optional) Classification Authority
- (Optional) CUI Designation Indicator
- Document Type
- Title
- Sponsoring Organization
- Signature Authority
- Date Submitted by the Sponsoring Organization
- Primary POC for the Document Sponsor
- Secondary POC for the Document Sponsor
- Proposed Validation Authority
- Proposed Milestone Decision Authority (MDA)
- Proposed Joint Staffing Designator (JSD)
- Proposed Joint Performance Requirements (JPR)
- Proposed Acquisition Category (ACAT)
- Document Revision Number

• Other Requests for this Document

Complete the required subsections in their entirety. Ensure you keep the Document Revision Number updated for all subsequent drafts.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file.**

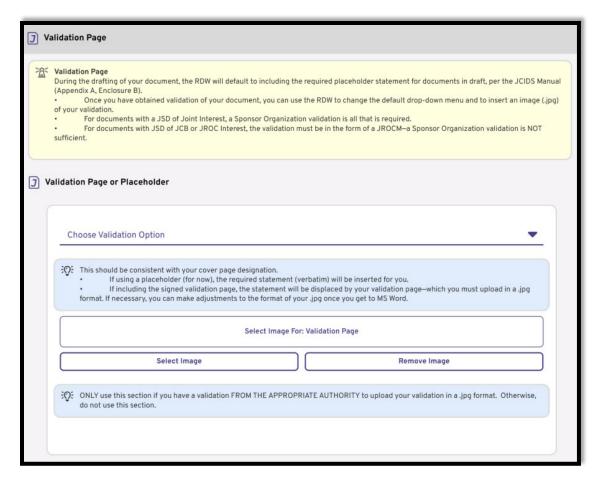


Figure 64. Validation Page

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

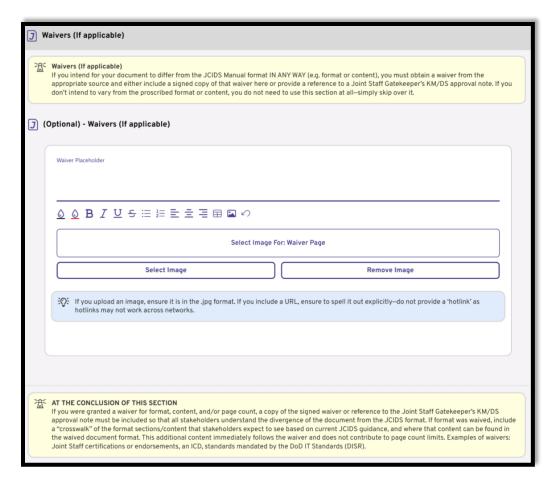


Figure 65. Waivers

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Executive Summary

This section requires users to summarize the project. For this section, the executive summary must not exceed one-page. Use the Preview feature to ensure your summary remains within the one-page limit.

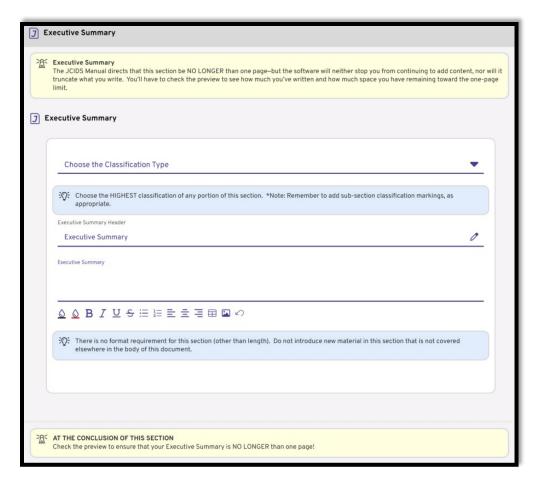


Figure 66. Executive Summary

Summary of Changes

This section requires users to track changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

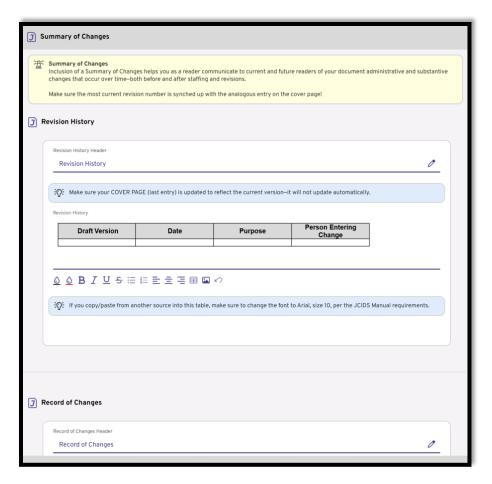


Figure 67. Summary of Changes

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are two (2) subsections of which one is required for document completion.

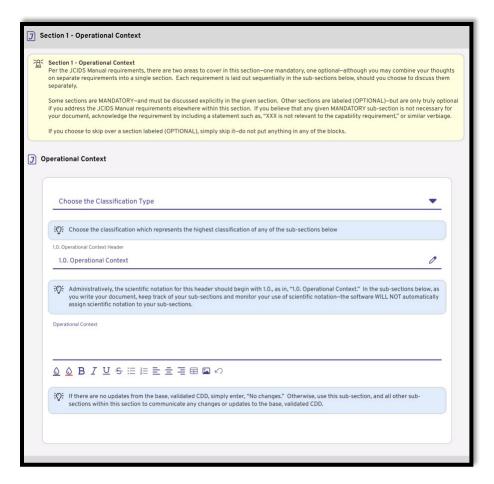


Figure 68. Operational Context

The subsections for this area are as follows:

- Operational Context
- (Optional) DoDAF OV-1

Complete the mandatory subsections in their entirety. If you upload a DoDAF OV-1, upload as an **image** file.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There is one (1) section of which is required for document completion.

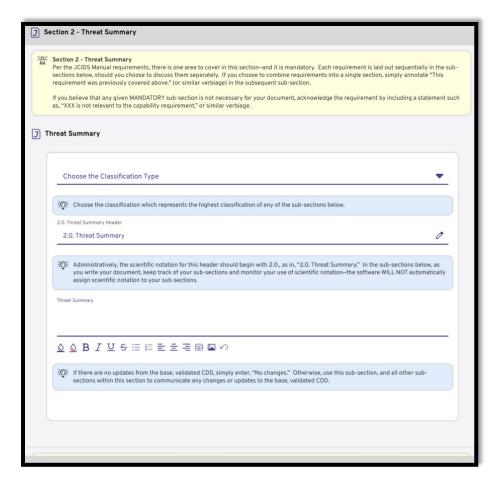


Figure 69. Threat Summary.

Complete the required subsections in their entirety.

Section 3 - Capability Discussion

The Capability Discussion section requires users to describe capabilities pertaining to the project. There are two (2) subsections of which both are required for document completion.

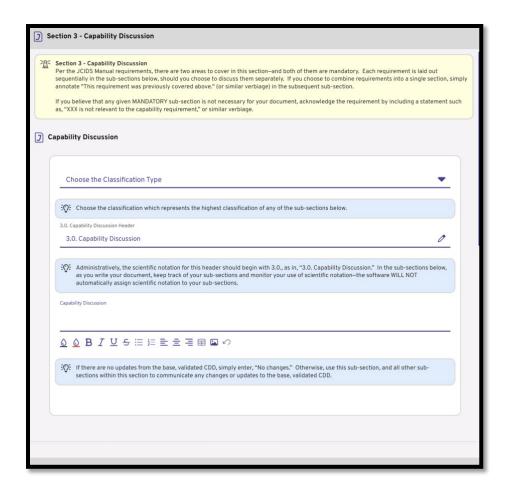


Figure 70. Capability Discussion.

The subsections for this area are as follows:

- Capability Discussion
- (Optional) Figure B-7 CDD CR to Performance Attribute Traceability Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 4 - Program Summary

This subsection requires users to describe the program in detail. There is one (1) section of which is required for document completion.

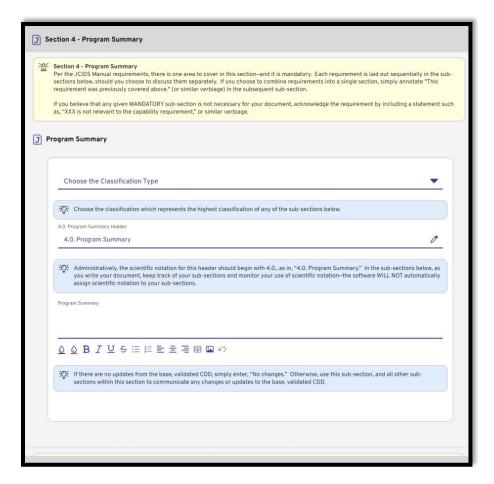


Figure 71. Program Summary

The subsections for this area are as follows:

• Program Summary

Complete the required subsections in their entirety.

Section 5 - Performance Attributes (KPPs, KSAs, and APAs)

This section requires users to identify and describe performance attributes pertaining to the project. There are five (5) subsections one which is required for document completion.

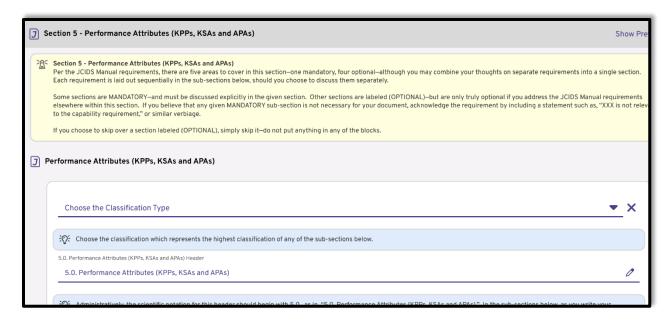


Figure 72. Performance Attributes (KPPs, KSAs, and APAs)

- Performance Attributes (KPPs, KSAs, and APAs)
- (Optional) Figure B-8 KPP Table
- (Optional) Figure B-9 KSA Table
- (Optional) Figure B-10 APA Table
- (Optional) Figure B-11 Net-Ready Performance Attribute CDD Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 6 - Other System Attributes

This section requires users to list other system attributes. There is one (1) subsection of which is required for document completion.

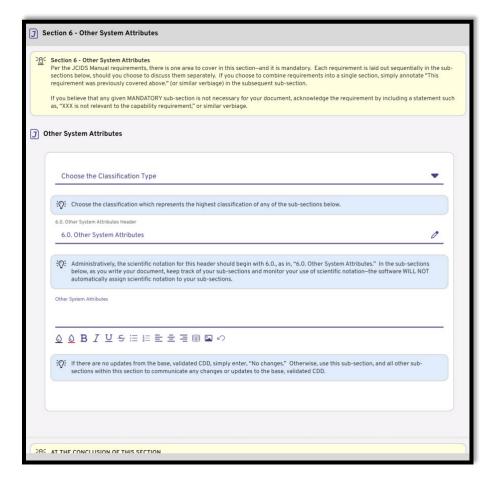


Figure 73. Other System Attributes

The subsections for this area are as follows:

Other System Attributes

Complete the required subsections in their entirety.

Section 7 - Interoperability

This section requires users to detail interoperability between JPRs, KPPs, and KSAs as it pertains to the project. There are two (2) subsections of which both are required for document completion.

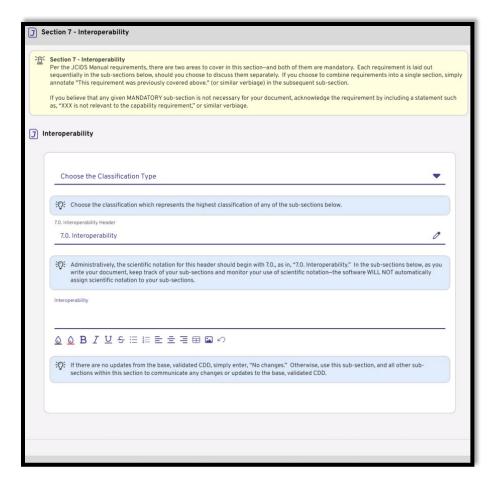


Figure 74. Interoperability

- Interoperability
- (Optional) Figure B-12 Net-Ready Attribute Source Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 8 - Spectrum and Electromagnetic Environmental Effects (E3) Control Requirements

This section requires users to describe Electromagnetic Environmental Effects (E3) related requirements for the project. There is one (1) subsection of which is required for document completion.

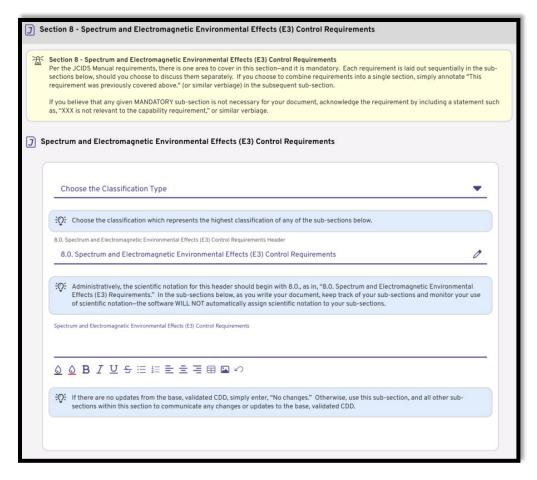


Figure 75. Spectrum and Electromagnetic Environmental Effects (E3) Control Requirements.

The subsections for this area are as follows:

• Spectrum and Electromagnetic Environmental Effects (E3) Control Requirements

Complete the required subsections in their entirety.

Section 9 - Intelligence Supportability

This section requires users to describe intelligence supportability as it pertains to the project. There is one (1) subsection of which is required for document completion.

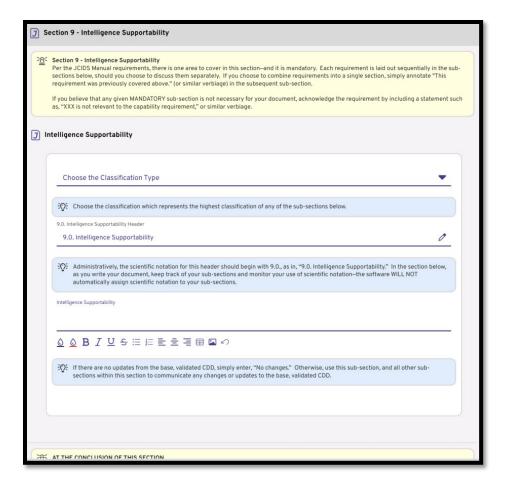


Figure 76. Intelligence Supportability.

Intelligence Supportability

Complete the required subsections in their entirety.

Section 10 - Weapon Safety Assurance

This section requires users to detail weapon safety as it pertains to the project. There is one (1) subsection of which is required for document completion.

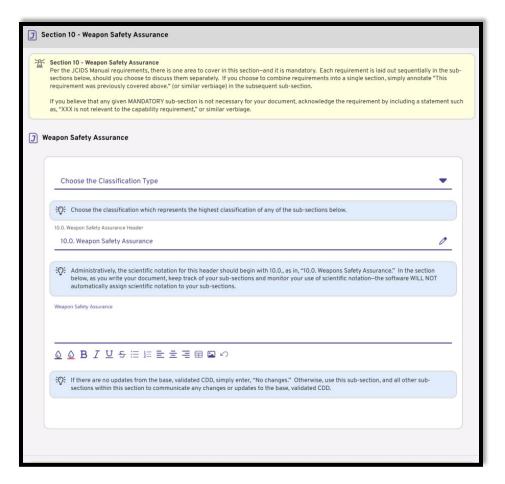


Figure 77. Weapon Safety Assurance.

Weapon Safety Assurance

Complete the required subsections in their entirety.

Section 11 - Technology & Manufacturing Readiness

This section requires users to identify and describe the readiness of technology as it pertains to the project. There is one (1) subsection of which is required for document completion.

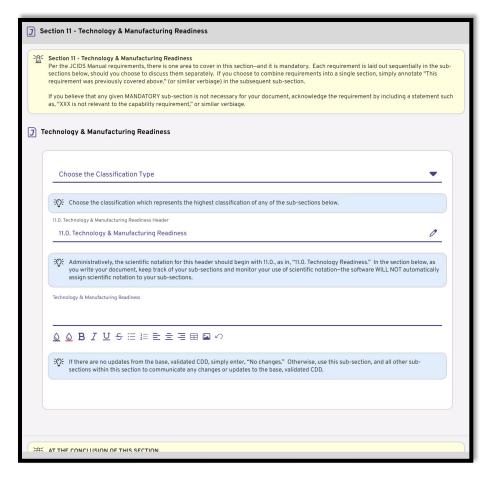


Figure 78. Technology & Manufacturing Readiness

Technology & Manufacturing Readiness

Complete the required subsections in their entirety.

Section 12 - DOTmLPF-P Considerations

This section requires users to describe DOTmLPF-P considerations as they relate to the project. There are two (2) subsections of which is required for document completion.

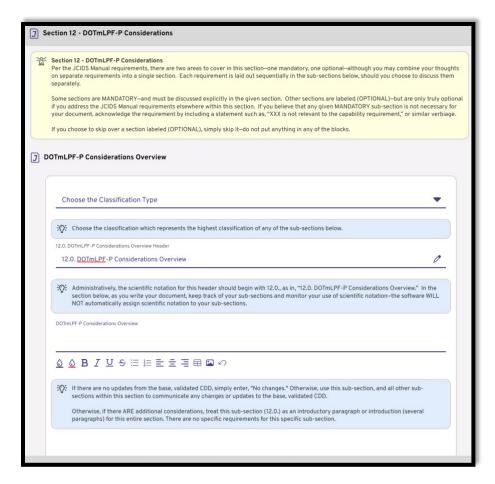


Figure 79. DOTmLPF-P Considerations

- DOTmLPF-P Considerations Overview
- (Optional) DOTmLPF-P Considerations

Complete the required subsections in their entirety.

Section 13 - Program Cost

This section requires users to detail the financial requirements for the project. There are two (2) subsections of which one is required for document completion.

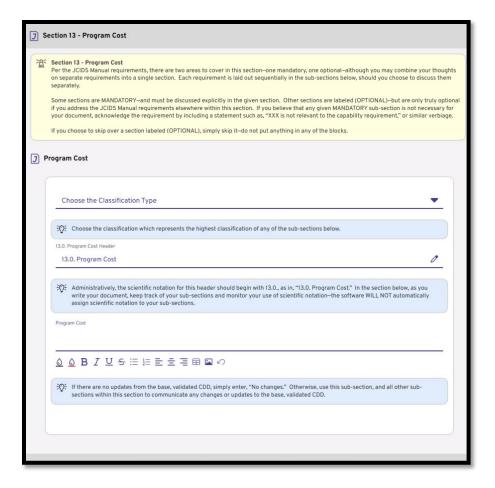


Figure 80. Program Cost

- Program Cost
- (Optional) Figure B-13 Summary of Required Resources Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

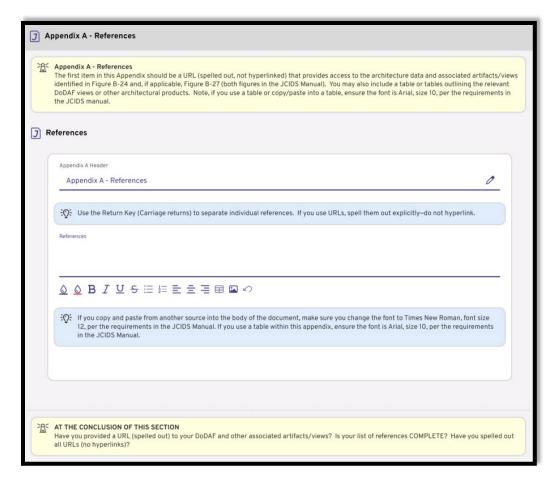


Figure 81. Appendix A - References

Appendix B - Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

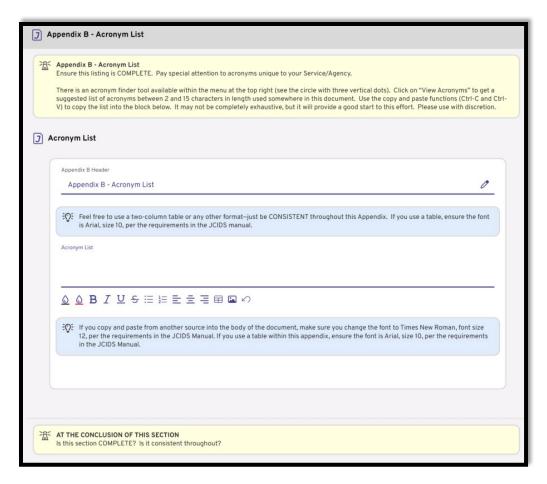


Figure 82. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

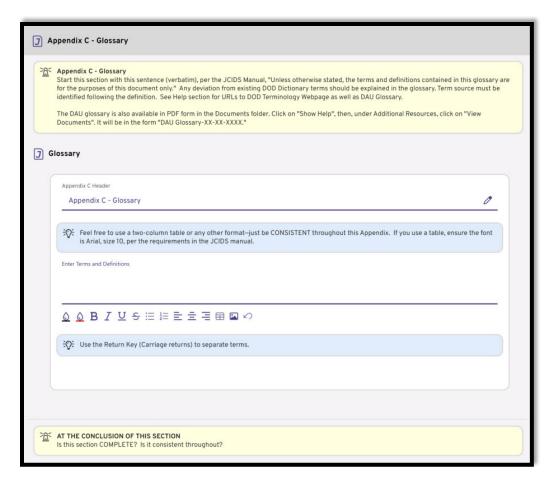


Figure 83. Appendix C – Glossary

Appendix D - Classified Appendix (Optional)

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

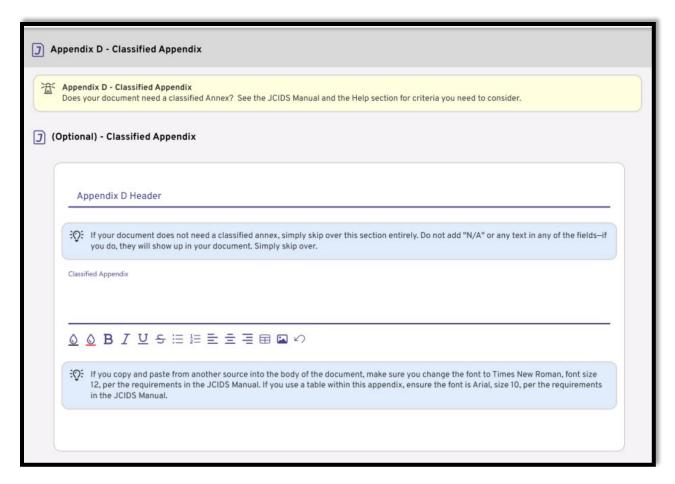


Figure 84. Appendix D - Classified Appendix

Appendix E – Cyber Survivability

This appendix requires users to describe cyber survivability attribute requirements.

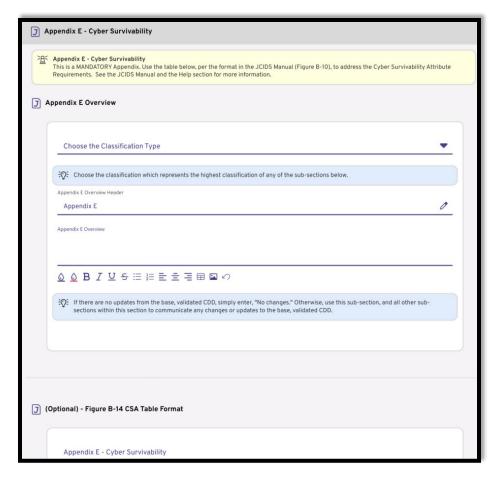


Figure 85. Appendix E - Cyber Survivability

This appendix contains the following subsections:

- Appendix E Overview
- Figure B-14 Cyber Survivability Risk Categories (CSRC)

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Appendix F – EMS Survivability

This appendix requires users to describe all EMS survivability requirements.

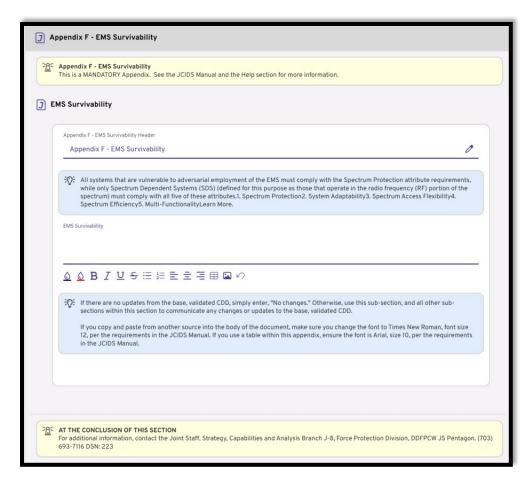


Figure 86. Appendix F - EMS Survivability

Annexes A-Z (Optional)

This section is optional and requires users to list annexes alphabetically and document additional information.



Figure 87. Annexes A-Z

Notes (Optional)

This section is optional for note taking use and will not render on the document.

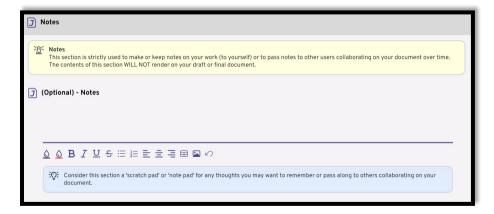


Figure 88. Notes

Creating and Completing the (Joint) DOTmLPF-P Change Recommendation (DCR-2021)

Creating the DCR

To create the DCR-2021, follow these steps:

- 1. Go to Create.
- 2. Select DCR-2021 and click Create New Project.

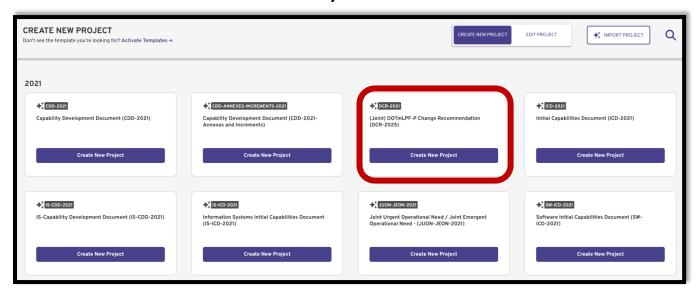


Figure 89. Select the DCR template.

3. Name the project.

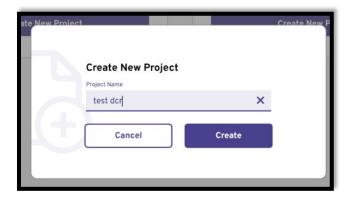


Figure 90. Users must give the project a name.

4. Click Create.

Completing the DCR

Introduction

The Introduction is the first page users will see when opening the document.

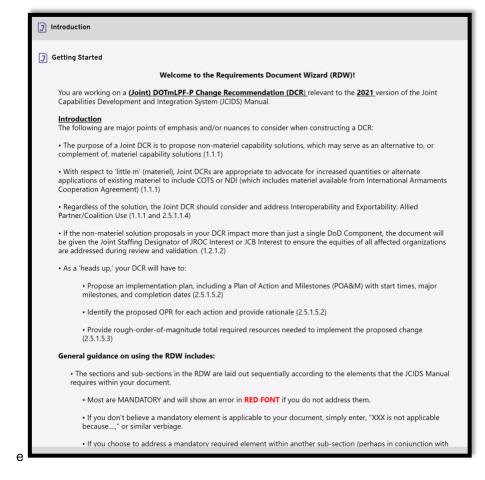


Figure 91. Introduction for the DCR template.

Cover Page

The Cover Page is the first section that users will complete for the DCR. There are twelve (12) subsections of which ten are required for document completion.

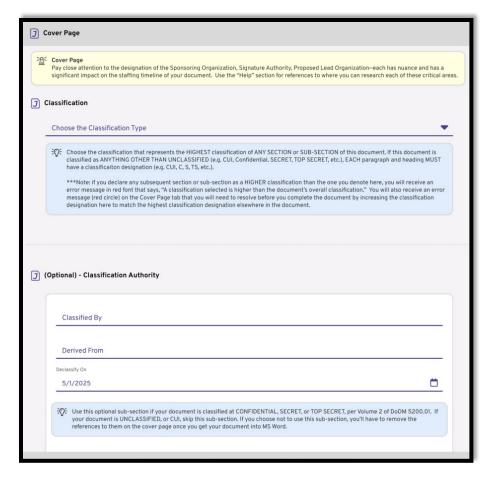


Figure 92. Cover Page

The subsections for the Cover Page are as follows:

- Classification
- (Optional) Classification Authority
- (Optional) CUI Designation Indicator
- Title
- Sponsoring Organization
- Signature Authority
- Date Submitted by the Sponsoring Organization
- Primary POC for the Document Sponsor
- Secondary POC for the Document Sponsor
- Proposed Lead Organization
- Document Revision Number
- Other Requests for this Document

Complete the required subsections in their entirety.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file**.

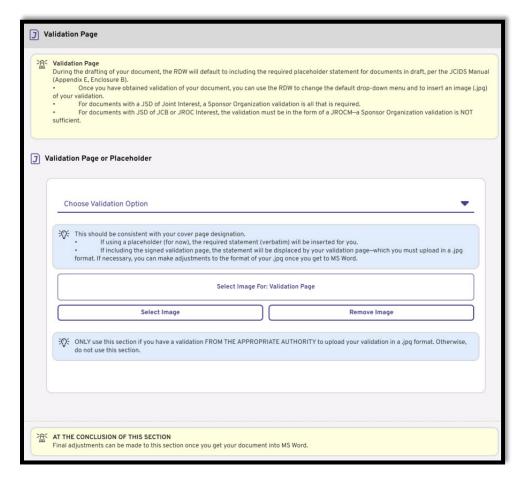


Figure 93. Validation Page

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

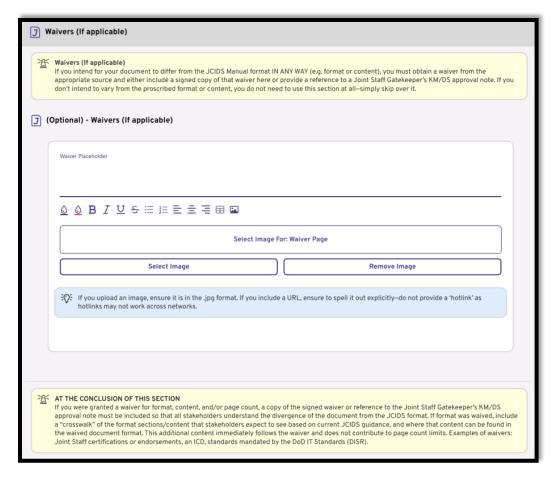


Figure 94. Waivers.

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Executive Summary

This section requires users to summarize the project. For this section, the executive summary must not exceed one-page. Use the Preview feature to ensure your summary remains within the one-page limit.

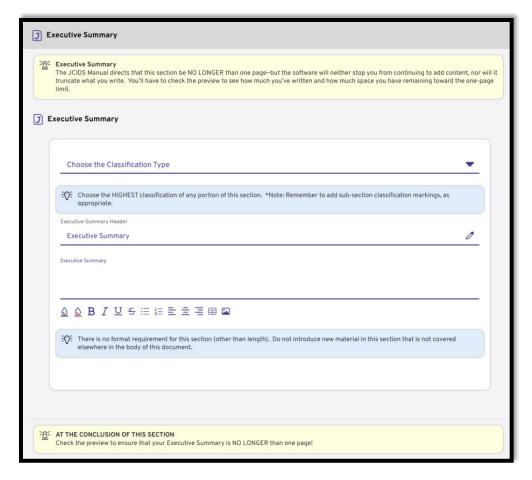


Figure 94. Executive Summary

Summary of Changes

This section requires users to track all changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

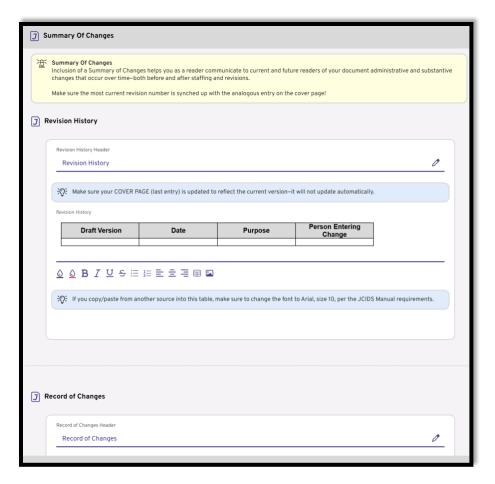


Figure 95. Summary of Changes

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are six (6) subsections of which all are required for document completion.

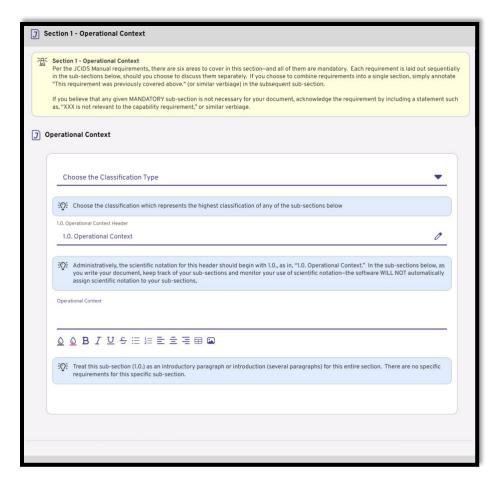


Figure 96. Operational Context

- Operational Context
- DoDAF OV-1
- Competition Continuum (formerly Range of Military Operations [ROMO])
- Interoperability
- Address Exportability "Allied/Partner Interoperability and Coalition Use"
- Cite the validated source document(s) that identified the Capability Requirements (CRs)

Complete the required subsections in their entirety.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There are three (3) subsections of which one is required for document completion.

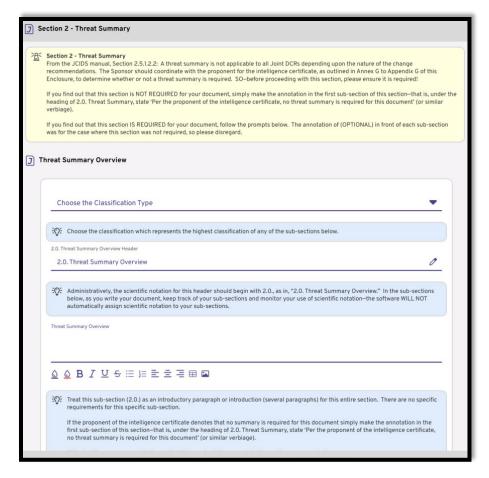


Figure 97. Threat Summary

- Threat Summary Overview
- (Optional) Intelligence Support Requirements and Changes to Intelligence Supportability of Fielded Capabilities
- (Optional) Cite the Source(s) of the Threat Summary

Complete the required subsections in their entirety.

Section 3 - Capability Requirements (CR) Discussion

The Capability Discussion section requires users to describe the capabilities for the project. There are four (4) subsections of which three are required for document completion.

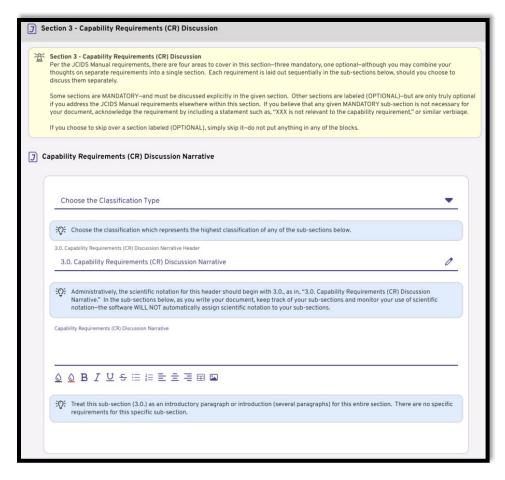


Figure 98. Capability Requirements (CR) Discussion

- Capability Requirements (CR) Discussion Narrative
- Cite the Source(s) of the Capability Requirements (CR)
- Cite the Source(s) for the Recommendations
- (Optional) Cite any Key Intelligence Support Capabilities Affected by the Changes to DOTmLPF-P

Complete the required subsections in their entirety.

Section 4 - Change Recommendations

This section requires users to describe change recommendations as it pertains to the project. There are three (3) subsections of which two are required for document completion.

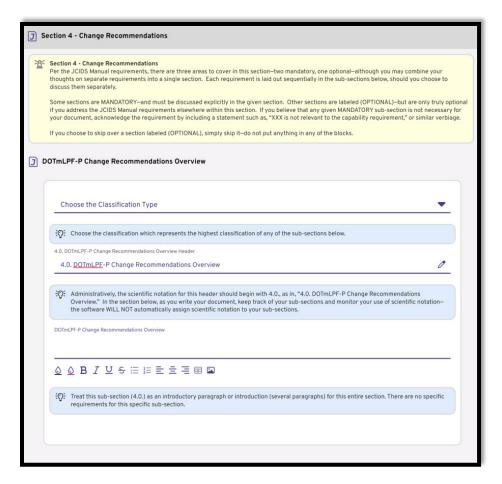


Figure 99. Change Recommendations

- DOTmLPF-P Change Recommendations Overview
- DOTmLPF-P Change Recommendations
- (Optional) Updated DoDAF OVs or CVs

Complete the required subsections in their entirety.

Section 5 - Implementation Plans

This section requires users to describe implementation plans for the project. There are three (3) subsections of which all are required for document completion.

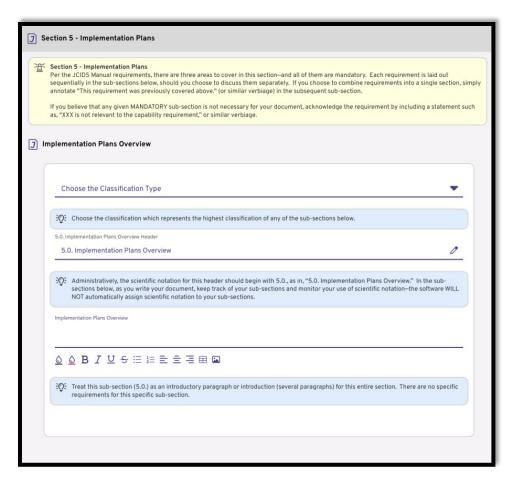


Figure 100. Implementation Plans

- Implementation Plans Overview
- Implementation Plans
- Figure B-19 Summary of Required Resources Table

Complete the required subsections in their entirety.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

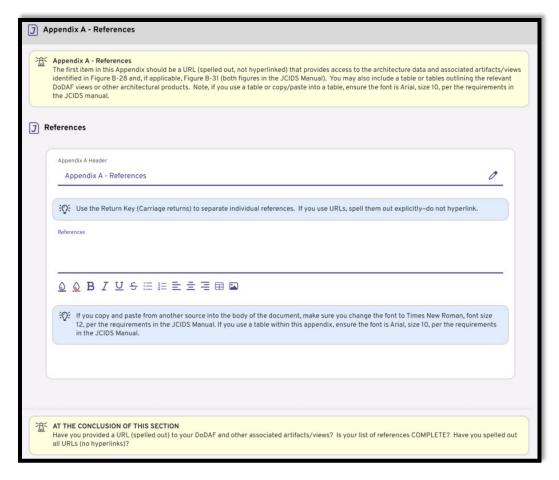


Figure 101. Appendix A – References

Appendix B – Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

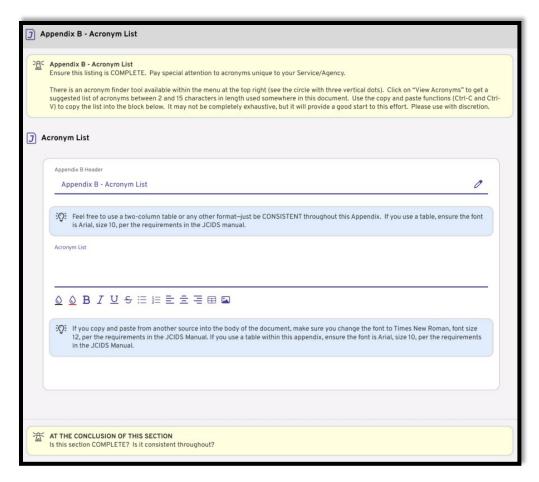


Figure 102. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

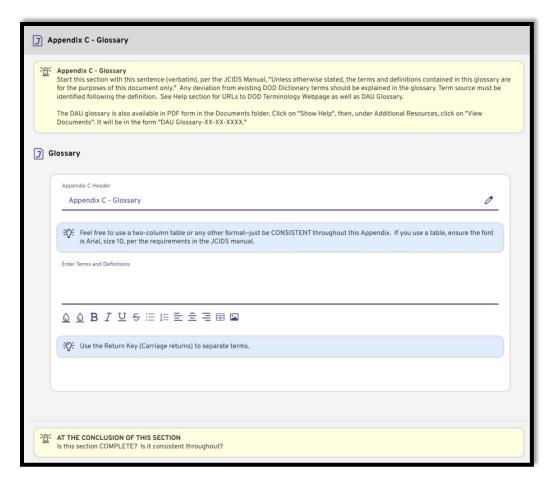


Figure 103. Appendix C – Glossary

Appendix D – Classified Appendix

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

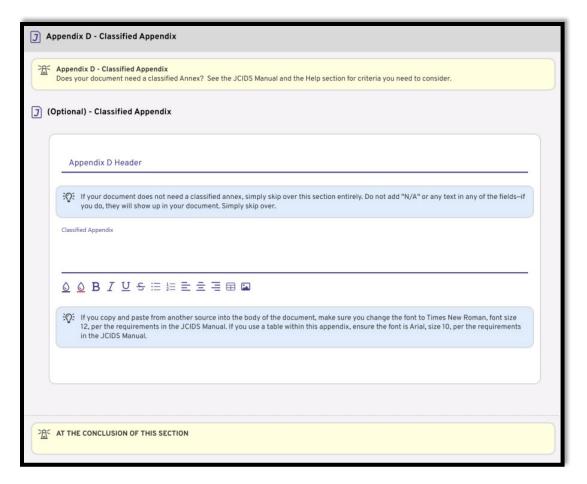


Figure 104. Appendix D- Classified Appendix

Notes (Optional)

This section is optional for note taking use and will not be rendered on the document.

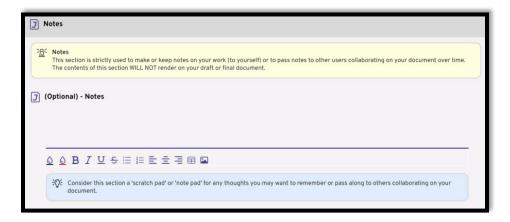


Figure 105. Notes

Creating and Completing the Initial Capabilities Document (ICD-2021)

Creating the Initial Capabilities Document (ICD-2021)

To create the ICD-2021, follow these steps:

- 1. Go to Create New Project.
- 2. Select ICD-2021 and click Create New Project.

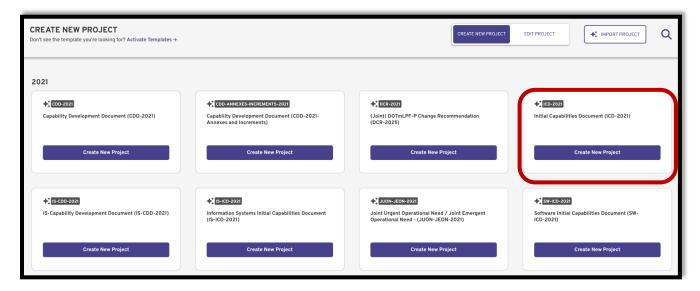


Figure 106. Select the ICD template.

3. Name the project.

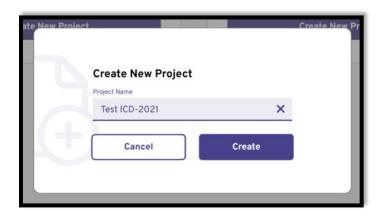


Figure 107. The project must have a name.

1. Click Create.

Completing the ICD-2021

Introduction

The Introduction is the first page users will see when opening the document.

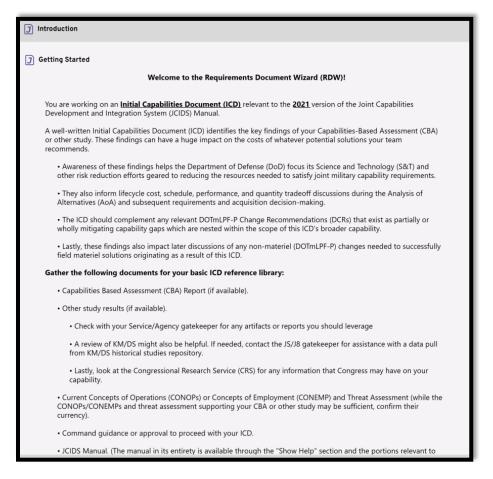


Figure 108. ICD-2021 Introduction page.

Cover Page

The Cover Page is the first section the user will complete for the ICD-2021. There are fourteen (14) subsections of which twelve are required for document completion.

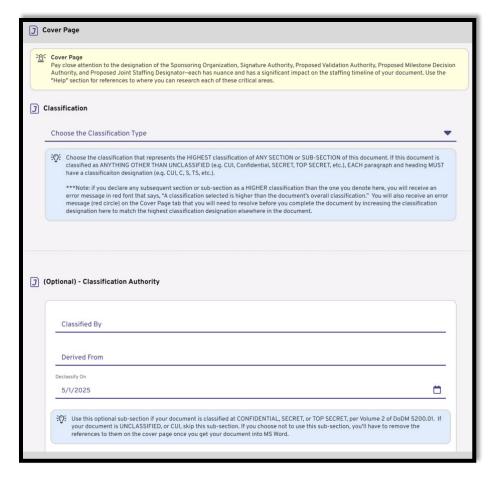


Figure 109. ICD-2021 Cover Page

The subsections for this area include the following:

- Classification
- (Optional) Classification Authority
- (Optional) CUI Designation Indicator
- Title
- Sponsoring Organization
- Signature Authority
- Date Submitted by the Sponsoring Or
- Primary POC for the Document Sponsor
- Secondary POC for the Document Sponsor
- Proposed Validation Authority
- Proposed Milestone Decision Authority (MDA)
- Proposed Joint Staffing Designator (JSD)
- Document Revision Number
- Other Requests for this Document

Complete the required subsections in their entirety.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file**.

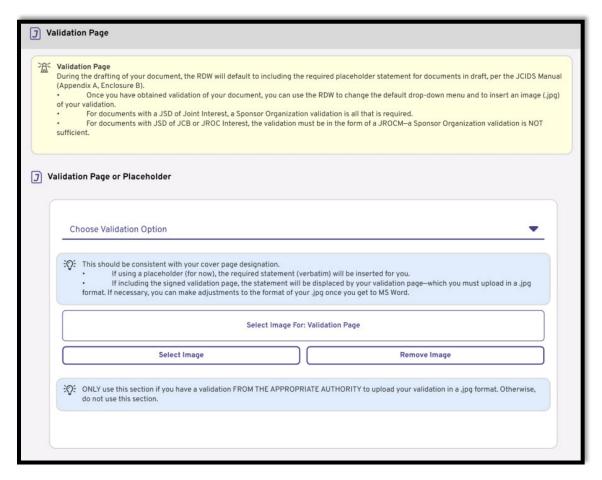


Figure 110. Validation Page.

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

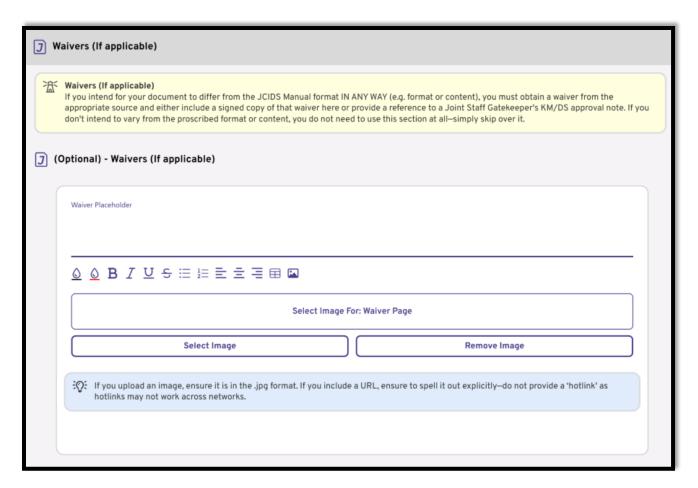


Figure 111. Waivers.

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Executive Summary

This section requires users to summarize the project. For this section, the executive summary must not exceed one-page. Use the Preview feature to ensure your summary remains within the one-page limit.

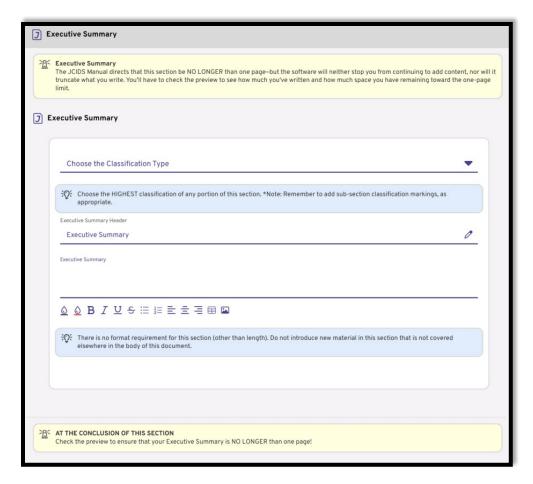


Figure 112. Executive Summary.

Summary of Changes

This section requires users to track all changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

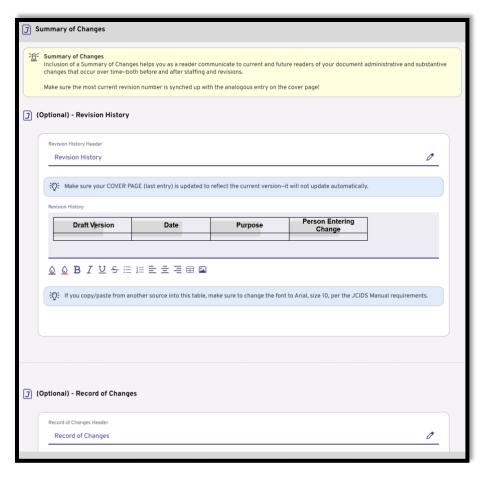


Figure 113. Summary of Changes.

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are six (6) subsections of which are all required for document completion.

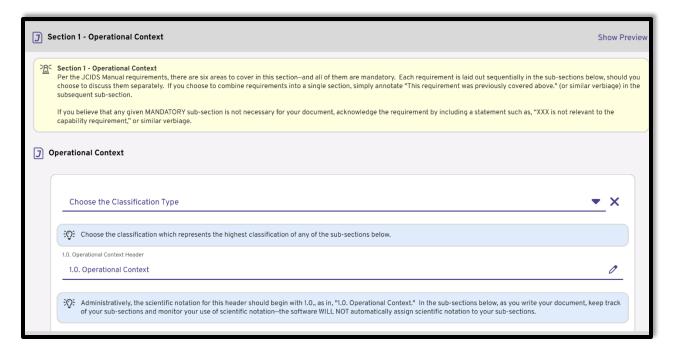


Figure 114. Operational Context

- Operational Context
- Competition Continuum (formerly Range of Military Operations [ROMO])
- Address Exportability "Allied/Partner Interoperability and Coalition Use"
- Identify the timeframe under consideration for IOC and FOC
- Operational Outcomes and Enabling Capabilities
- DoDAF OV-1

Complete the required subsections in their entirety.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There are five (5) subsections of which three are required for document completion.

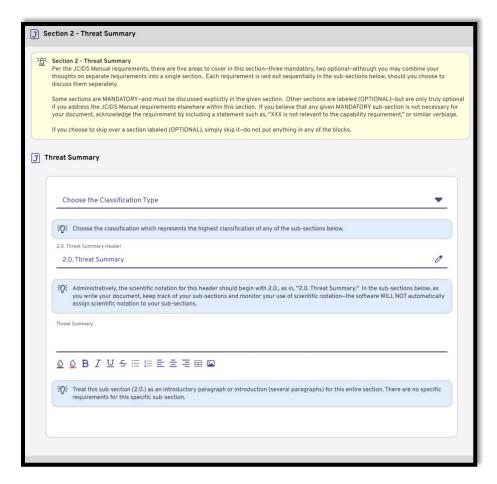


Figure 115. Threat Summary

The subsections for this area are as follows:

- Threat Summary
- (Optional) Cite Threat Products
- (Optional) Identify Anticipated Adversarial Capabilities
- Describe All Threat Capabilities
- Cite Related CIPs

Complete the required subsections in their entirety.

Section 3 - Capability Requirements (CR) and Gaps/Overlaps

The Capability Discussion section requires users to describe the capabilities for the project. There are fourteen (14) subsections of which three are required for document completion.

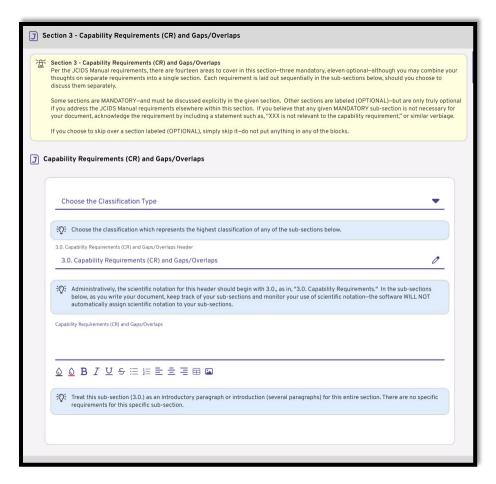


Figure 116. Capability Requirements (CR) and Gaps/Overlaps

- Capability Requirements (CR) and Gaps/Overlaps
- Define Capability Requirements (CRs)
- (Optional) Operational Activity
- (Optional) Threat Analysis
- (Optional) Operational Effect
- (Optional) Physical Areas and Factors
- (Optional) Timeframe
- (Optional) Operational Attributes
- (Optional) Intelligence Supportability
- (Optional) Cyber Survivability Considerations
- (Optional) Electromagnetic Spectrum (EMS) Survivability
- (Optional) CBRN Survivability Considerations
- (Optional) Capability Gaps/Overlaps
- Figure B-1 CR and Gap/Overlap Table

Complete the required subsections in their entirety.

Section 4 - Final Recommendations

This section requires that users provide final recommendations pertaining to the project. There are ten (10) subsections of which two are required for document completion.

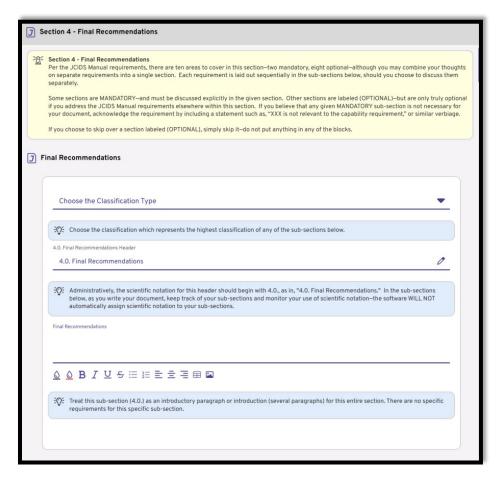


Figure 117. Final Recommendations

The subsections are as follows:

- Final Recommendations
- DOTmLPF-P Recommendations
- (Optional) Preferred Type of Materiel Approach
- (Optional) Evolution of a Fielded Capability Solution(s)
- (Optional) Replacement or Recapitalization of a Fielded Capability Solution(s)
- (Optional) Introduction of a Transformational Capability Solution(s)
- (Optional) Increase Integration/Interoperability
- (Optional) S&T Operational Risk Reduction
- (Optional) Acceptance of Operational Risk
- (Optional) Affordability

Complete the required subsections in their entirety.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

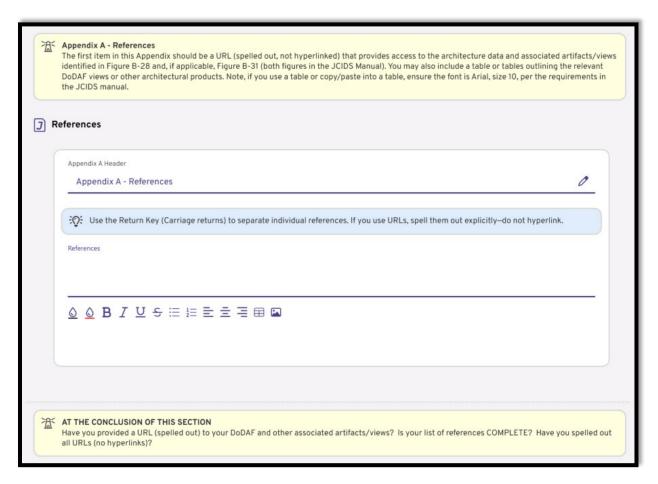


Figure 118. Appendix A - References

Appendix B – Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

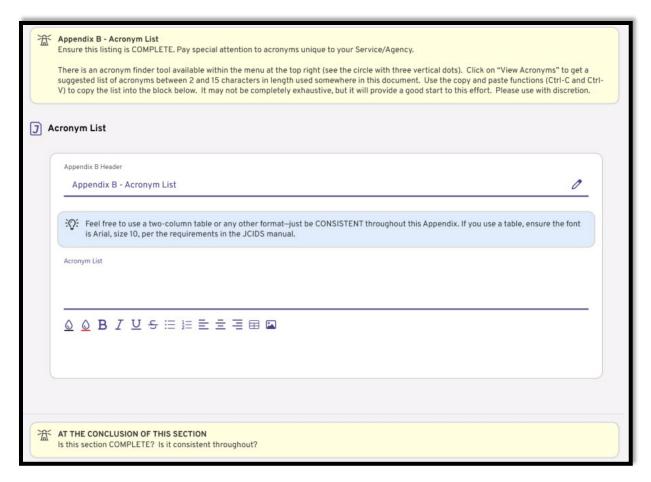


Figure 119. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

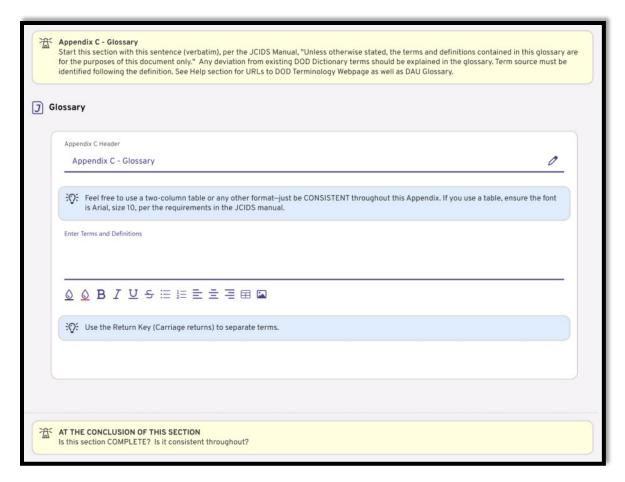


Figure 120. Appendix C – Glossary

Appendix D – Classified Appendix (Optional)

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

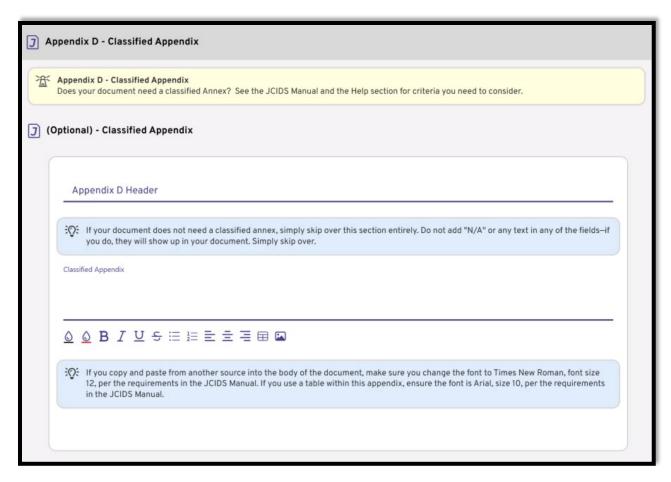


Figure 121. Appendix D - Classified Appendix.

Appendix E – Cyber Survivability

This appendix requires users to describe cyber survivability attribute requirements.



Figure 122. Appendix E - Cyber Survivability

Appendix F – EMS Survivability

This appendix requires users to describe all EMS survivability requirements.

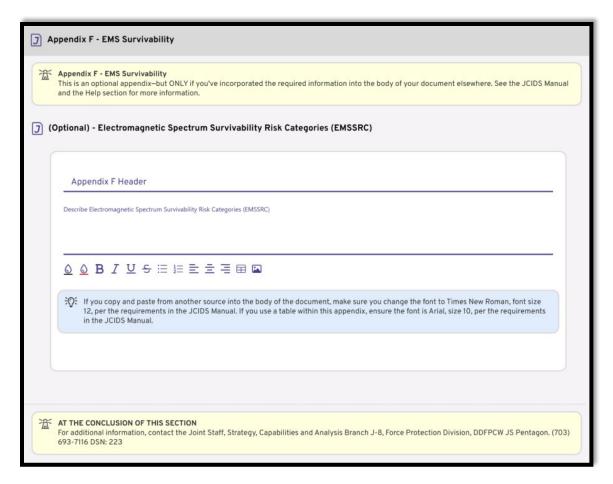


Figure 123. Appendix F- EMS Survivability

Notes (Optional)

This section is optional for note taking use and will not render on the document.

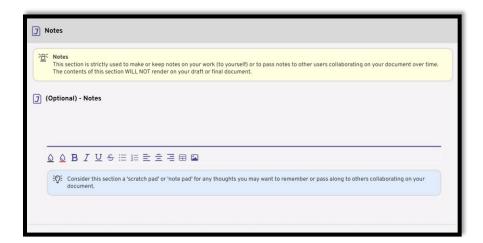


Figure 124. Notes

Creating and Completing the Information Systems Capability Development Document (IS-CDD-2021)

Creating the Information Systems Capability Development Document (IS-CDD-2021) To create the IS-CDD-2021, follow these steps:

- 1. Go to Create New Project.
- 2. Select IS-CDD-2021 and click Create New Project.

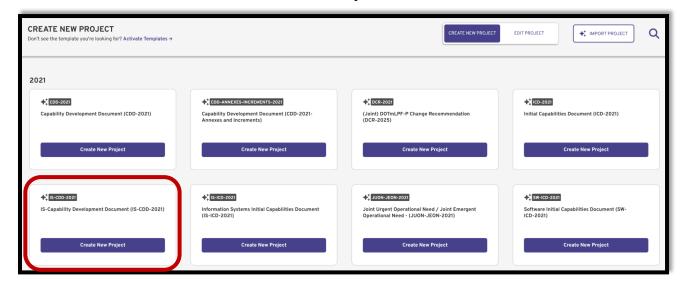


Figure 125. Create New Project for IS-CDD-2021.

3. Name the project.



Figure 126. Name the project.

4. Click Create.

Completing the Information Systems Capability Development Document (IS-CDD-2021)

Introduction

The Introduction is the first page users will see when opening the document.

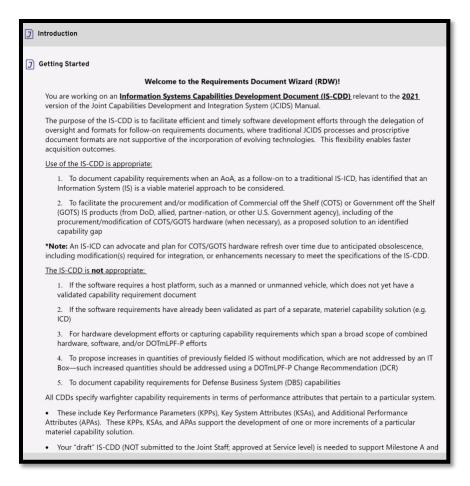


Figure 127. Introduction

Cover Page

The cover page is the first section that users will complete for the IS-CDD. There are sixteen (16) subsections of which fourteen are required for document completion.

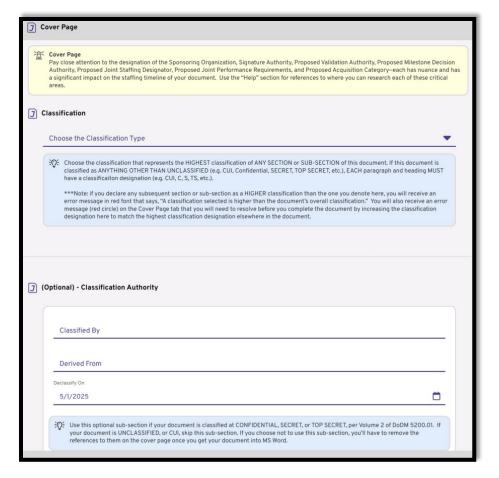


Figure 128. Cover Page

- Classification
- (Optional) Classification Authority
- (Optional) CUI Designation Indicator
- Title
- Sponsoring Organization
- Signature Authority
- Date Submitted to the Sponsoring Organization
- Primary POC for the Document Sponsor
- Secondary POC for the Document Sponsor
- Proposed Validation Authority
- Proposed Milestone Decision Authority (MDA)
- Proposed Joint Staffing Designator (JSD)
- Proposed Joint Performance Requirements (JPR)
- Proposed Acquisition Category (ACAT)
- Document Revision Number
- Other Requests for this Document

Complete the required subsections in their entirety. Ensure the Document Revision Number remains updated for all subsequent drafts.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file**.

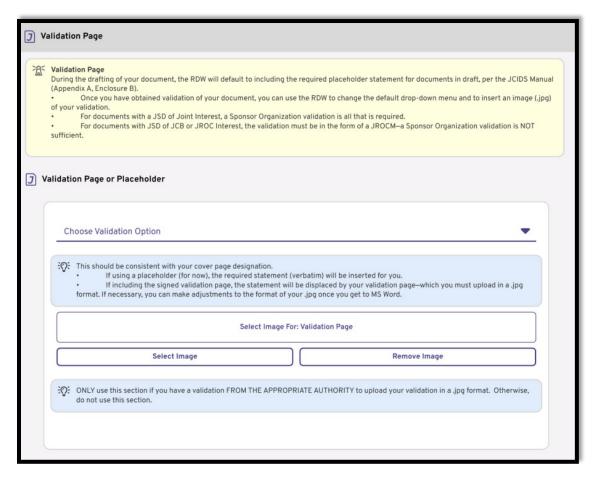


Figure 129. Validation Page

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

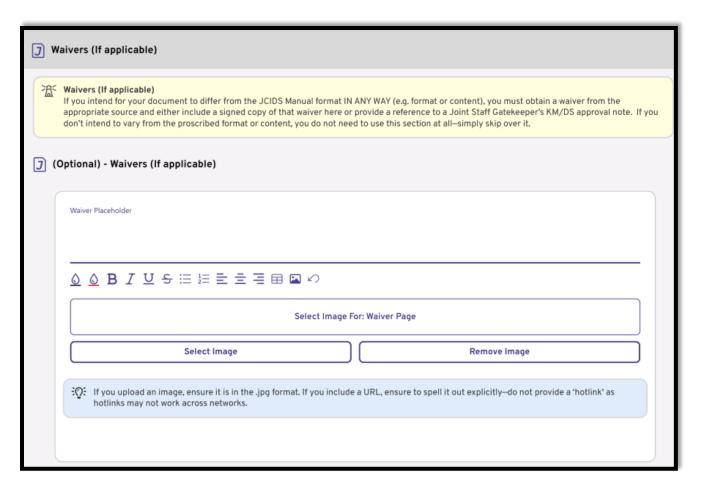


Figure 130. Waivers

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Executive Summary

This section requires users to summarize the project. For this section, the executive summary must not exceed one-page. Use the Preview feature to ensure your summary remains within the one-page limit.

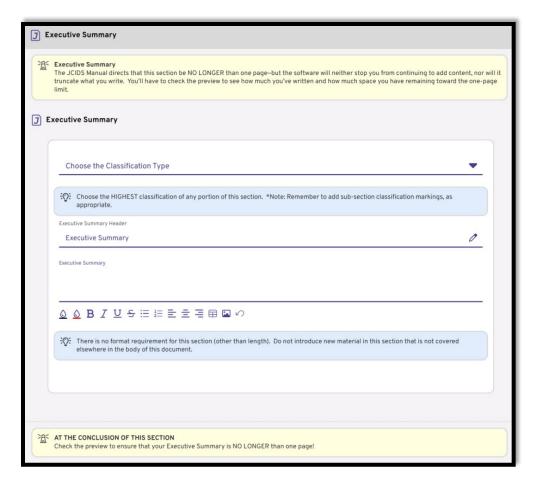


Figure 131. Executive Summary

Summary of Changes

This section requires users to track all changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

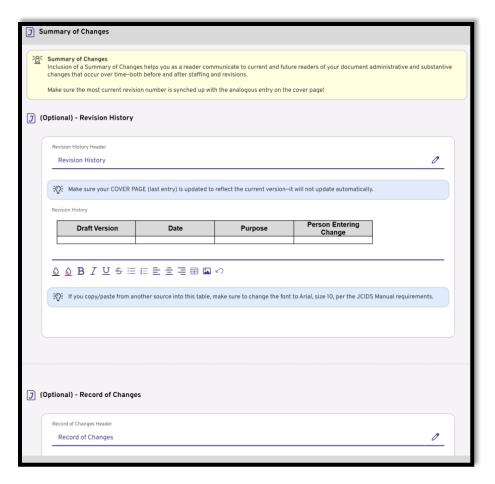


Figure 132. Summary of Changes

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are four (4) subsections of which three are required for document completion.

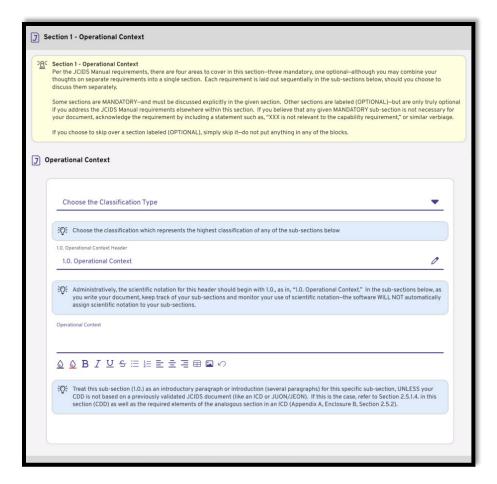


Figure 133. Operational Context

- Operational Context
- DoDAF OV-1
- Validated or Other Source Documents
- (Optional) Other DoDAF OVs

Complete the required subsections in their entirety.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There are eight (8) subsections of which five are required for document completion.

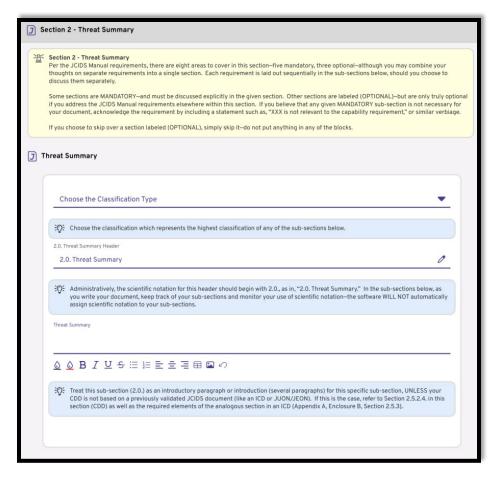


Figure 134. Threat Summary

- Threat Summary
- Cite Lates Approved Threat Products
- Summarize Critical Intelligence Parameters (CIPs)
- (Optional) Summarize Applicable Threats (Kinetic)
- (Optional) Summarize Applicable Threats (CBRN)
- (Optional) Summarize Applicable Threats (Environmental)
- (Optional) Summarize Applicable Threats (EMS)
- (Optional) Summarize Applicable Threats (Cyber)

Complete the required subsections in their entirety.

Section 3 - Capability Discussion

The Capability Discussion section requires users to describe the capabilities for the project. There are seven (7) subsections of which five are required for document completion.

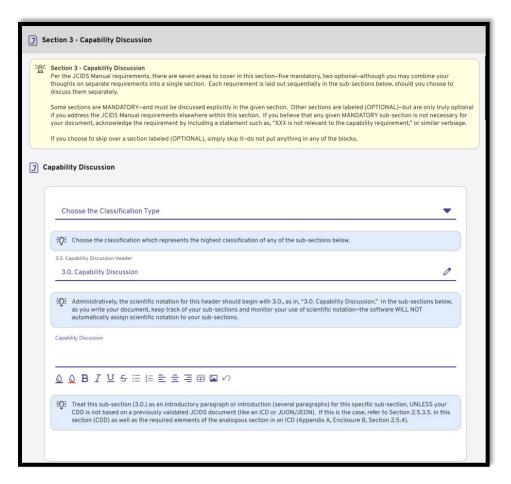


Figure 135. Capability Discussion

- Capability Discussion
- (Optional) Update Capability Viewpoints (CVs)
- Summarize Analyses Supporting Performance Parameters (KPPs, KSAs, APAs)
- Figure B-7 CPR Performance Attribute Traceability Table
- Capability Dependencies
- (Optional) Intelligence Dependencies
- Figure B-15 CR Performance Attribute Traceability Table

Complete the required subsections in their entirety.

Section 4 - Program Summary

This subsection requires users to describe the program in detail. There are four (4) subsections of which all are required for document completion.

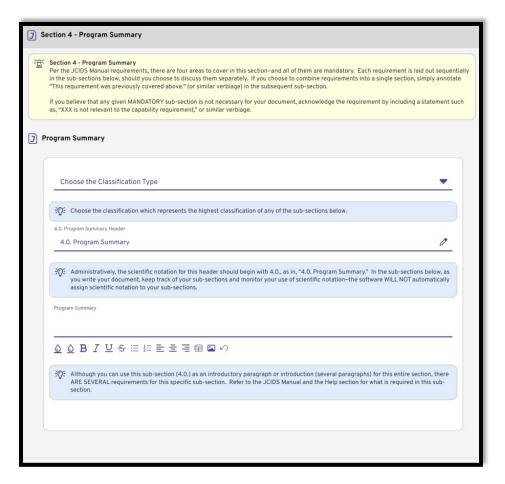


Figure 136. Program Summary

- Program Summary
- Modular Open System Approach (MOSA)
- IOC/FOC
- Operational Units and Quantities
- Figure B-16 Components of the "IT Box" Construct

Complete the required subsections in their entirety.

Section 5 - Performance Attributes (KPPs, KSAs, and APAs)

This section requires users to identify and describe performance attributes pertaining to the project. There are fourteen (14) subsections of which eight are required for document completion.

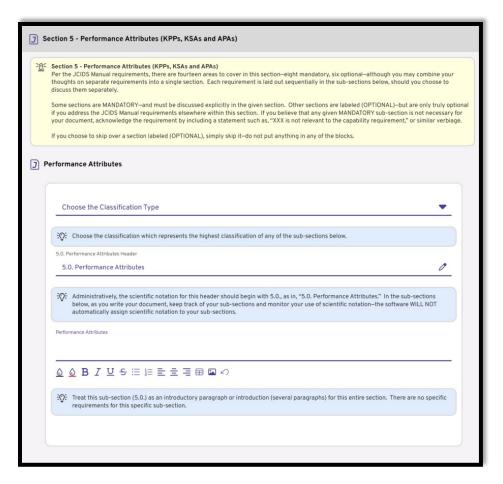


Figure 137. Performance Attributes (KPPs, KSAs, and APAs)

- Performance Attributes
- Correlate Performance Attributes to Capability Requirements
- Figure B-8 KPP Table
- Figure B-9 KSA Table
- Figure B-10 APA Table
- Figure B-11 Net-Ready Attribute Table
- (Optional) Discussion/Narrative of Interoperability Attributes (Net-Ready, Physical, JTTI)
- (Optional) Discussion of System Survivability Attributes (Kinetic, Cyber, EMS, CBRN, Environmental)
- (Optional) Discussion of Incremental Approach
- (Optional) Discussion of Acceptable Degraded Levels of Performance
- (Optional) Discussion of a Family of Systems Approach
- Discussion of Threat-Sensitive Attributes and Attributes Dependent on Intelligence Support
- Discussion of Exportability "Allied/Partner Interoperability and Coalition Use
- (Optional) Performance Attributes Final Comments

Complete the required subsections in their entirety.

Section 6 - Other System Attributes

This section requires users to list other system attributes for the project. There are ten (10) subsections of which one is required for document completion.

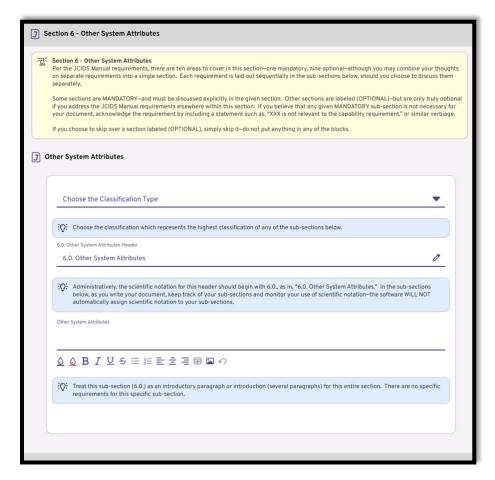


Figure 138. Other System Attributes

The subsections are as follows:

- Other System Attributes
- (Optional) Future Integration Platforms
- (Optional) Embedded Instrumentation, Electromagnetic Attack, and Wartime Reserve Mode (WARM) Requirements
- (Optional) Human Systems Integration (HSI)
- (Optional) Environmental
- (Optional) Weather, Oceanographic and Astro-Geophysical
- (Optional) Transportability and Deployability Considerations
- (Optional) Space, Weight & Power, and Cooling (SWAP-C)
- (Optional) Derived System Requirements
- (Optional) Cybersecurity Risk Management for DoD Systems

Complete the required subsections in their entirety.

Section 7 - Interoperability (JPR/KPP/KSA)

This section requires users to detail interoperability between JPRs, KPPs, and KSAs as it applies to the project. There are six (6) subsections of which five are required for document completion.

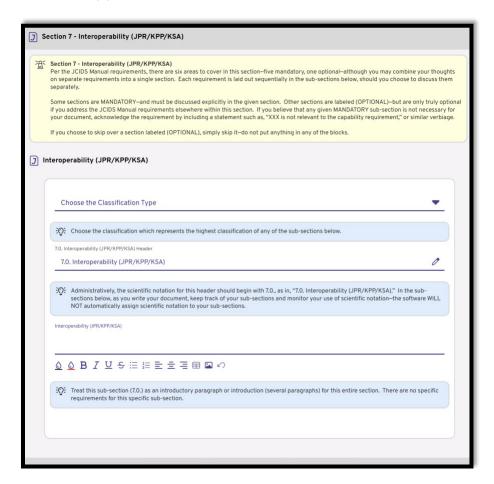


Figure 139. Interoperability (JPR/KPP/KSA)

The subsections are as follows:

- Interoperability (JPR/KPP/KSA)
- (Optional) Intelligence Interoperability
- Physical Interoperability
- Net-Ready Interoperability
- Figure B-17 Net-Ready Performance Attribute Table
- Joint Training Technical Interoperability (JTTI)

Complete the required subsections in their entirety.

Section 8 - (E3) Control Requirements

This section requires users to describe all Electromagnetic Environmental Effects (E3) related requirements for the project. There are four (4) subsections of which one is required for document completion.

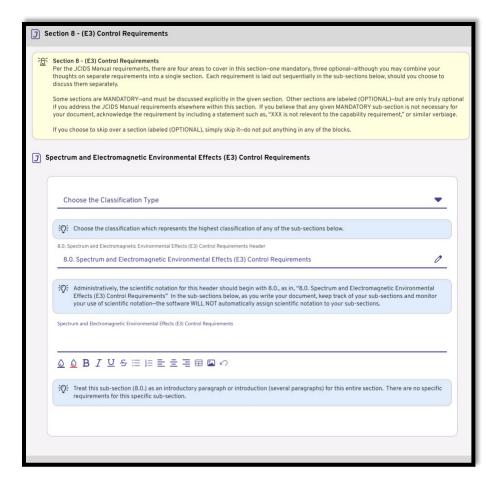


Figure 140. (E3) Control Requirements

- Spectrum and Electromagnetic Environmental Effects (E3) Control Requirements
- (Optional) Spectrum Supportability
- (Optional) Requirements to Ensure Mutual Electromagnetic Compatibility (EMC)
- (Optional) Other Applicable Spectrum Related Requirements

Complete the required subsections in their entirety.

Section 9 - Intelligence Supportability

This section requires users to describe intelligence supportability as it relates to the project. There are seven (7) subsections of which one is required for document completion.

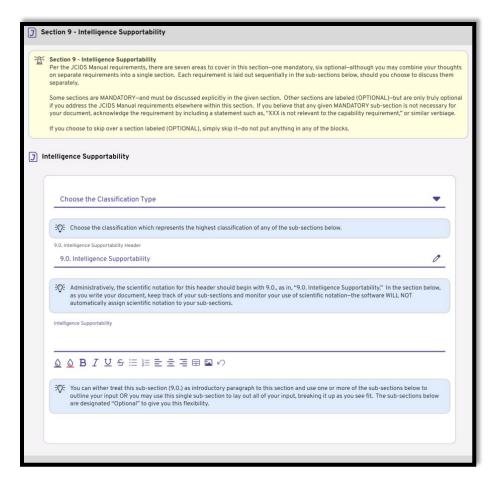


Figure 141. Intelligence Supportability

- Intelligence Supportability
- (Optional) Intelligence Resource Support
- (Optional) Target Intelligence Support
- (Optional) Intelligence Interoperability Support
- (Optional) Space Intelligence Support
- (Optional) Intelligence Mission Data Support
- (Optional) Counterintelligence and Security Support

Complete the required subsections in their entirety.

Section 10 - Weapon Safety Assurance

This section is **NOT** required for an IS-CDD.

Section 11 - Technology Readiness

This section requires users to identify and describe readiness of technology as it pertains to the project. There are three (3) subsections of which all are required for document completion.

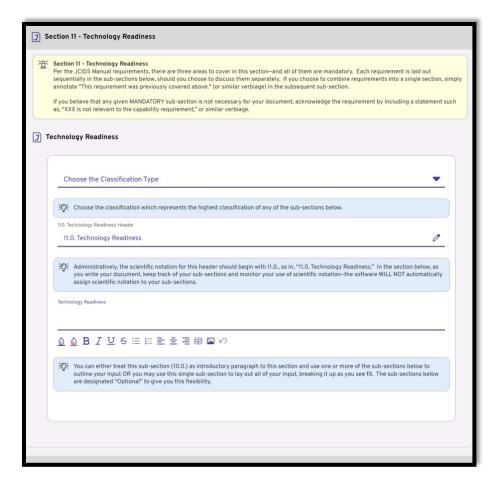


Figure 142. Technology Readiness

- Technology Readiness
- Critical Technology Elements (CTEs)
- Exportability "Allied/Partner Interoperability and Coalition Use"

Complete the required subsections in their entirety.

Section 12 - DOTmLPF-P Considerations

This section requires users to describe DOTmLPF-P considerations as they relate to the project. There are two (2) subsections of which both are required for document completion.

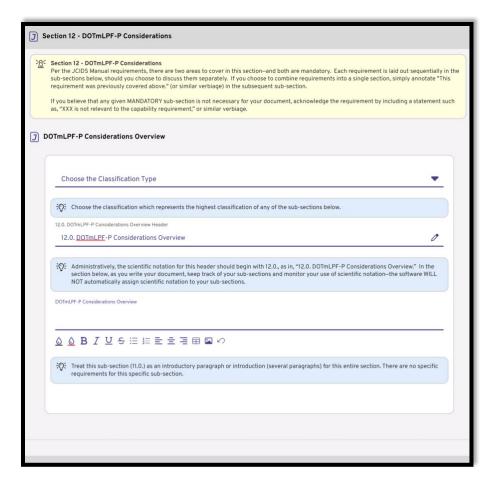


Figure 143. DOTmLPF-P Considerations

- DOTmLPF-P Considerations Overview
- DOTmLPF-P Considerations

Complete the required subsections in their entirety.

Section 13 - Program Cost

This section requires users to discuss the financial requirements for the project. There are five (5) subsections of which all are required for document completion.

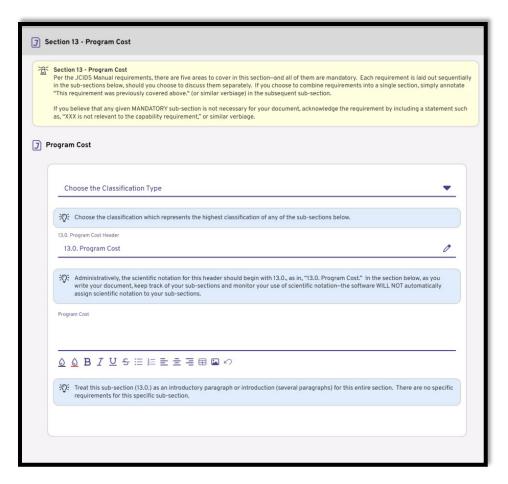


Figure 144. Program Cost

- Program Cost
- Cost Caps
- Cite Applicable Lifecycle Cost Analyses
- Figure B-18 Life Cycle Cost Summary Table
- Total Obligation Authority (TOA) and Affordability

Complete the required subsections in their entirety.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

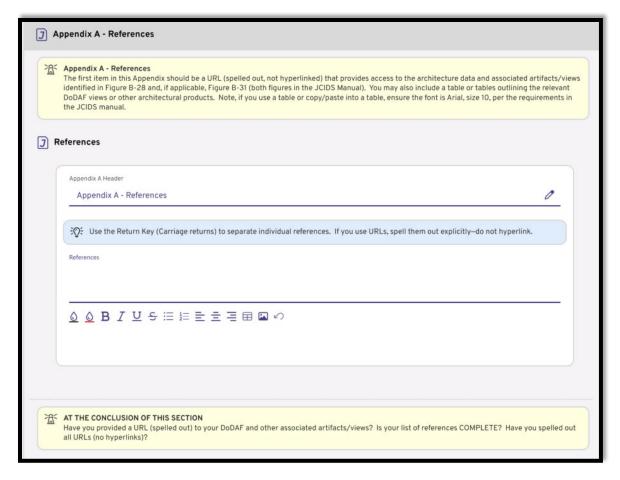


Figure 145. Appendix A – References

Appendix B - Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

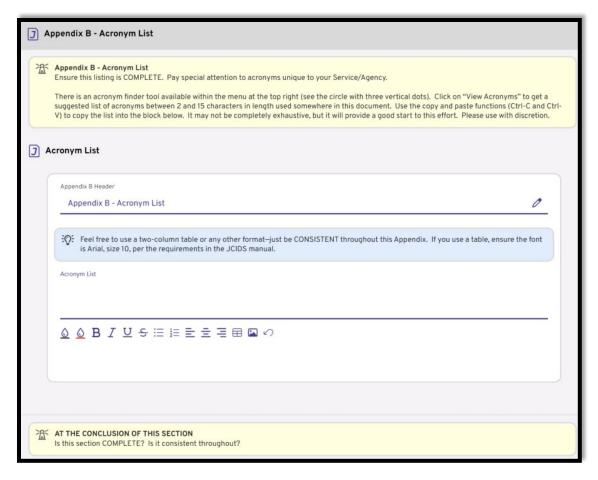


Figure 146. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

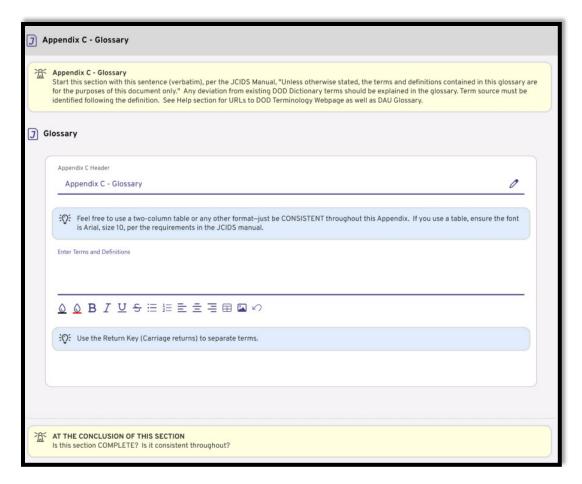


Figure 147. Appendix C – Glossary

Appendix D – Classified Appendix (Optional)

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

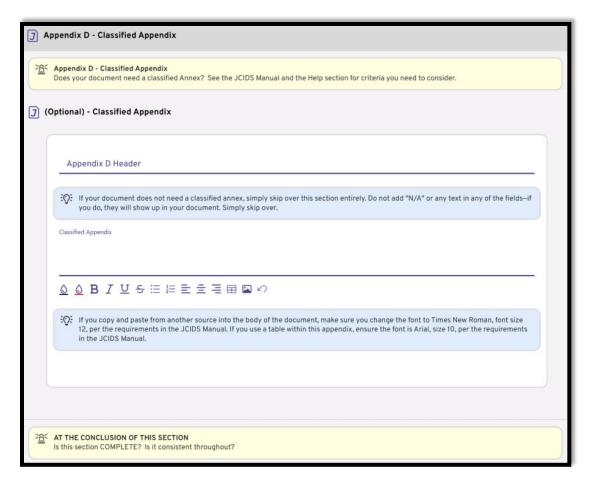


Figure 148. Appendix D - Classified Appendix

Appendix E – Cyber Survivability

This appendix requires users to describe cyber survivability attribute requirements. There are two (2) subsections of which both are required for document completion.

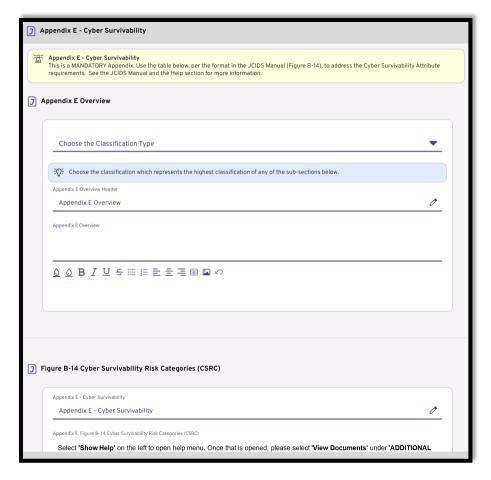


Figure 149. Appendix E - Cyber Survivability

This appendix contains the following subsections:

- Appendix E Overview
- Figure B-14 Cyber Survivability Risk Categories (CSRC)

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Appendix F – EMS Survivability

This appendix requires users to describe all EMS survivability requirements.

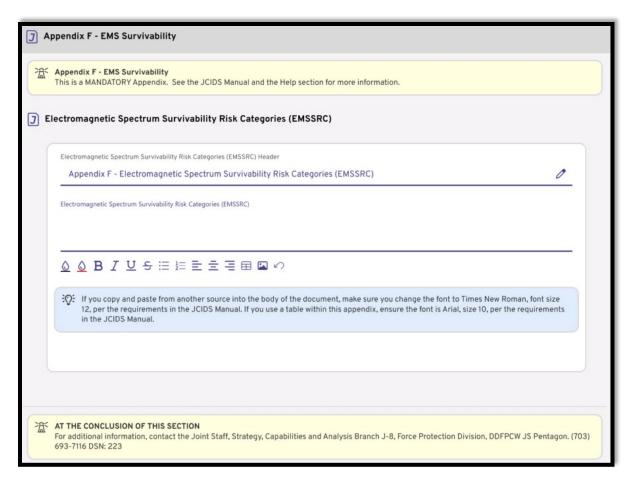


Figure 150. Appendix F - EMS Survivability

Annexes A-Z (Optional)

This section is optional and allows users to list annexes alphabetically and to document additional information.



Figure 151. Annexes A-Z

Notes (Optional)

This section is optional for note taking use and will not render on the document.

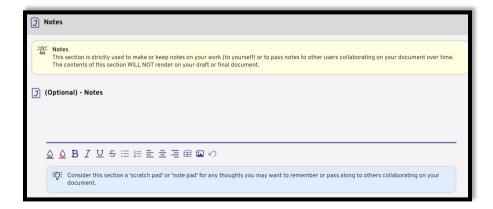


Figure 152. Notes

Creating and Completing the Information Systems Initial Capabilities Document (IS-ICD-2021)

Creating the Information Systems Initial Capabilities Document (IS-ICD-2021)

To create the IS-ICD-2021, follow these steps:

- 1. Go to Create New Project.
- 2. Select IS-ICD-2021 and click Create New Project.

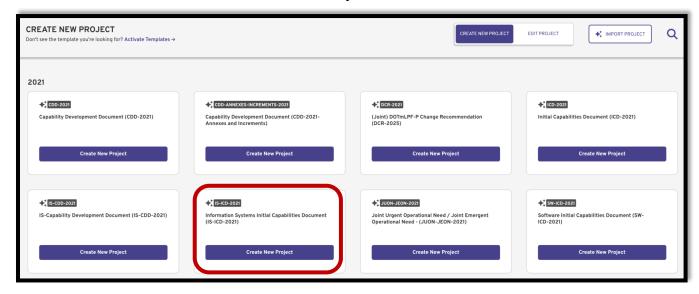


Figure 153. Create New Project for the IS-ICD.

3. Name the project.



Figure 154. Users must name the project.

1. Click Create.

Completing the Information Systems Initial Capabilities Document

Introduction

The Introduction is the first page users will see when opening the document.

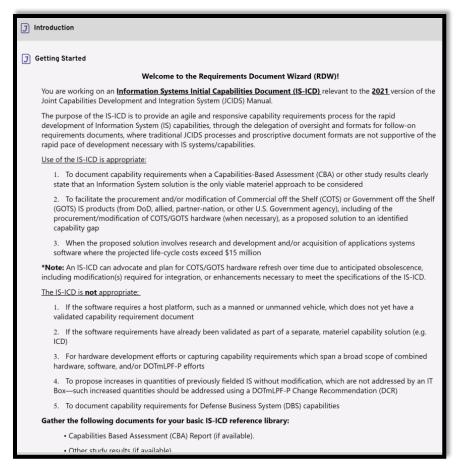


Figure 154. Introduction

Cover Page

The Cover Page is the first section that users will complete for the IS-ICD. There are fourteen (14) subsections of which twelve are required for document completion.

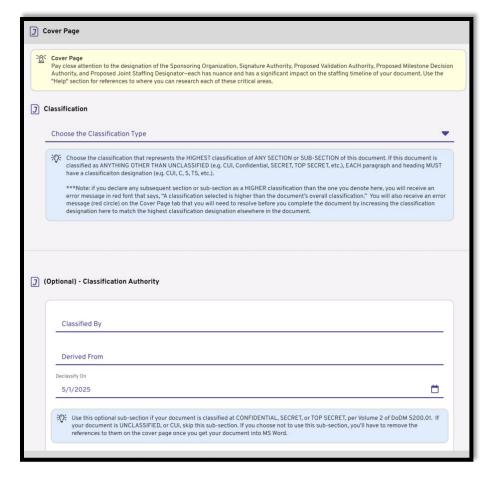


Figure 155. Cover Page

- Classification
- (Optional) Classification Authority
- (Optional) CUI Designation Indicator
- Title
- Sponsoring Organization
- Signature Authority
- Date Submitted by the Sponsoring Organization
- Primary POC for the Document Sponsor
- Secondary POC for the Document Sponsor
- Proposed Validation Authority
- Proposed Milestone Decision Authority (MDA)
- Proposed Joint Staffing Designator (JSD)
- Document Revision Number
- Other Requests for this Document

Complete the required subsections in their entirety. Ensure the Document Revision Number remains updated for all subsequent drafts.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file**.

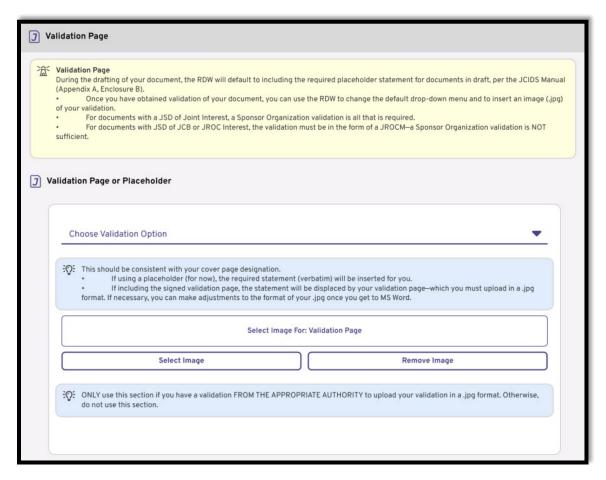


Figure 156. Validation Page

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

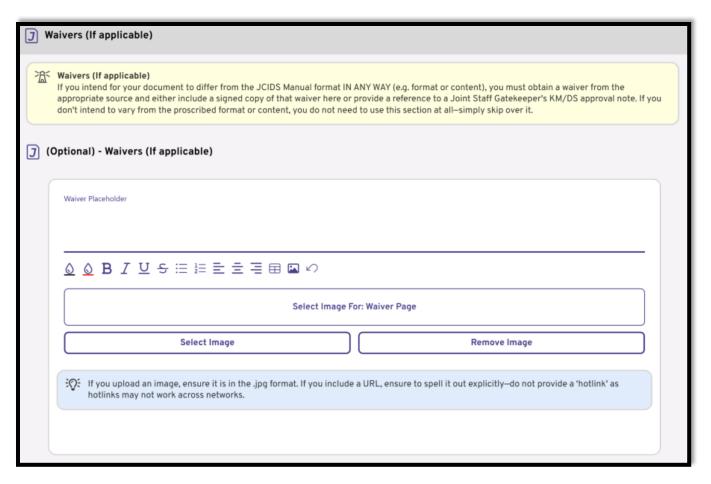


Figure 157. Waivers

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Executive Summary

This section requires users to summarize the project. For this section, the executive summary must not exceed one-page. Use the Preview feature to ensure your summary remains within the one-page limit.

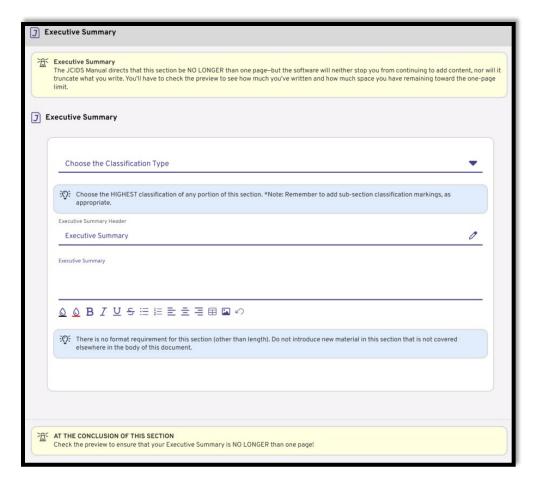


Figure 158. Executive Summary

Summary of Changes

This section requires users to track all changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

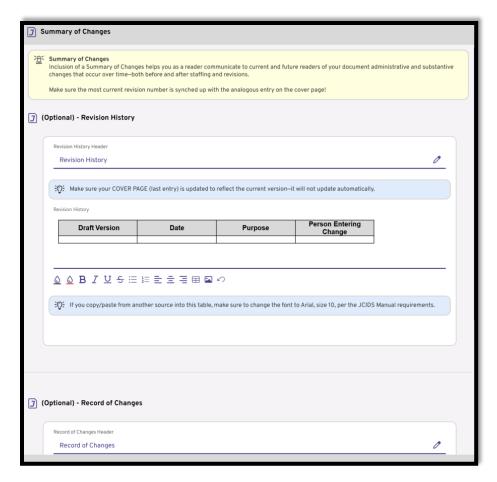


Figure 159. Summary of Changes

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are six (6) subsections of which all are required for document completion.



Figure 160. Operational Context

- Operational Context
- Competition Continuum (formerly Range of Military Operations [ROMO])
- Address Exportability "Allied/Partner Interoperability and Coalition Use"
- Identify the timeframe under consideration for IOC and FOC
- Operational Outcomes and Enabling Capabilities
- DoDAF OV-1

Complete the required subsections in their entirety.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There are five (5) subsections of which three are required for document completion.

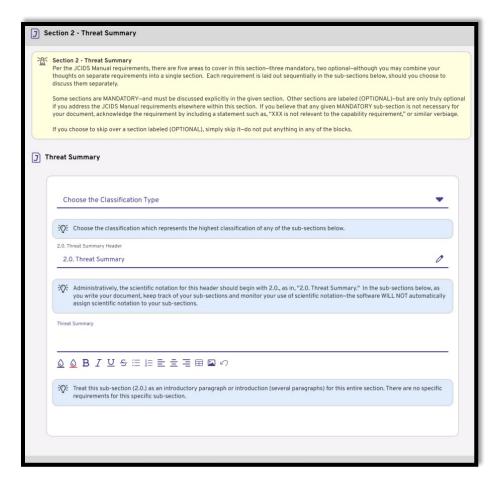


Figure 161. Threat Summary

- Threat Summary
- (Optional) Cite Threat Products
- (Optional) Identified Anticipated Adversarial Capabilities
- Describe all Threat Capabilities
- Cite related CIPs

Complete the required subsections in their entirety.

Section 3 - Capability Requirements (CR) and Gaps/Overlaps

The Capability Discussion section requires users to describe capabilities for the project. There are fifteen (15) subsections of which four are required for document completion.

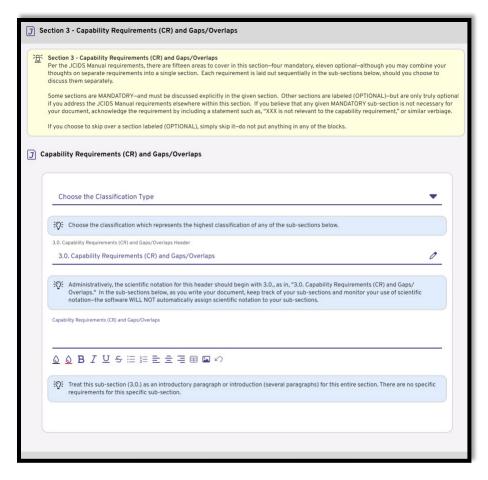


Figure 162. Capability Requirements (CR) and Gaps/Overlaps

- Capability Requirements (CR) and Gaps/Overlaps
- Definite Capability Requirements (CRs)
- (Optional) Operational Activity
- (Optional) Threat Analysis
- (Optional) Operational Effect
- (Optional) Physical Areas and Factors
- (Optional) Timeframe
- (Optional) Operational Attributes
- (Optional) Intelligence Supportability
- (Optional) Cyber Survivability Considerations
- (Optional) Electromagnetic Spectrum (EMS) Survivability
- (Optional) CBRN Survivability Considerations
- (Optional) Capability Gaps/Overlaps
- Figure B-1 CR and Gap/Overlap Table
- Figure B-2 Net-Ready Performance Attribute Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 4 - Final Recommendations

This section allows users to provide additional recommendations pertaining to the project. There are twelve (12) subsections of which four are required for document completion.

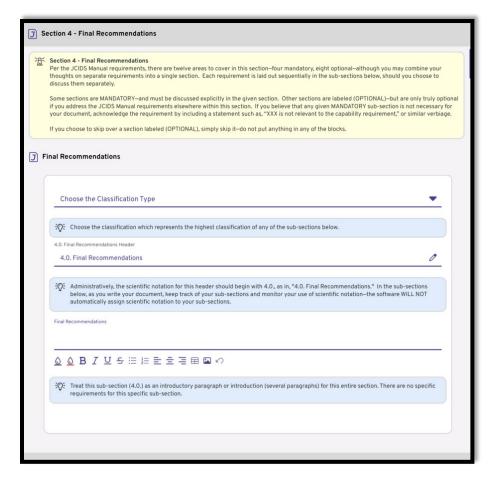


Figure 163. Final Recommendations

The subsections are as follows:

- Final Recommendations
- DOTmLPF-P Recommendations
- (Optional) Preferred Type of Materiel Approach
- (Optional) Evolution of a Fielded Capability Solution(s)
- (Optional) Replacement or Recapitalization of a Fielded Capability Solution(s)
- (Optional) Introduction of a Transformational Capability Solution(s)
- (Optional) Increase Integration/Interoperability
- (Optional) SAT Operational Risk Reduction
- (Optional) Acceptance of Operational Risk
- (Optional) Affordability

- Figure B-3 Components of the "IT Box" Construct
- Figure B-4 Lifecycle Cost Summary Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

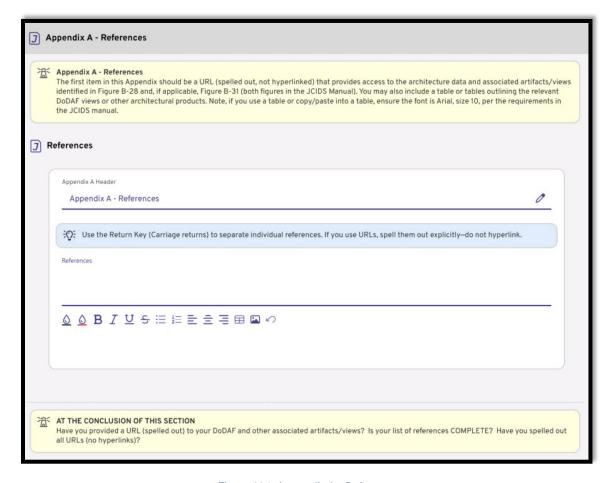


Figure 164. Appendix A – References

Appendix B - Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

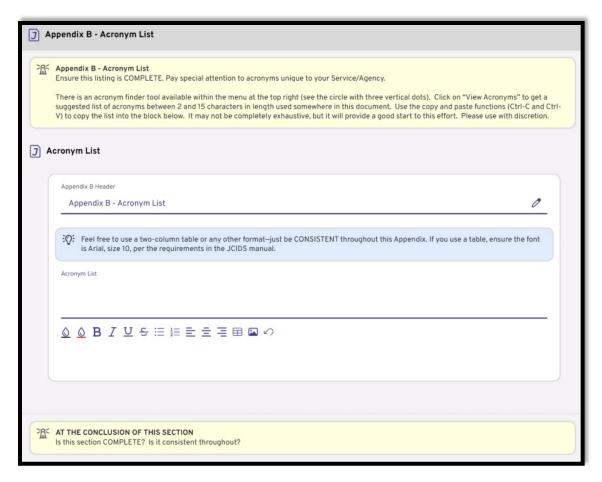


Figure 165. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

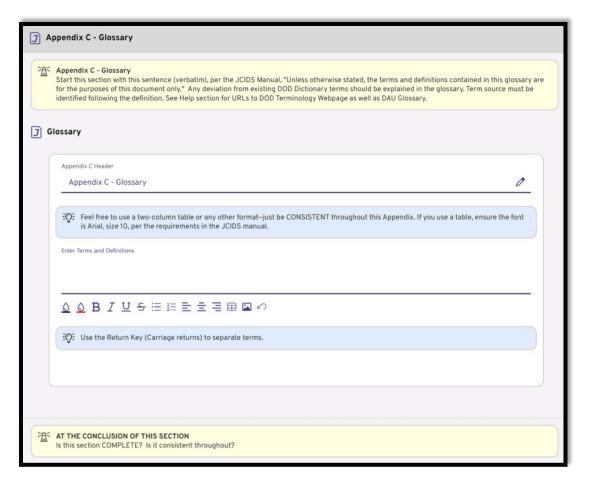


Figure 166. Appendix C – Glossary

Appendix D – Classified Appendix (Optional)

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

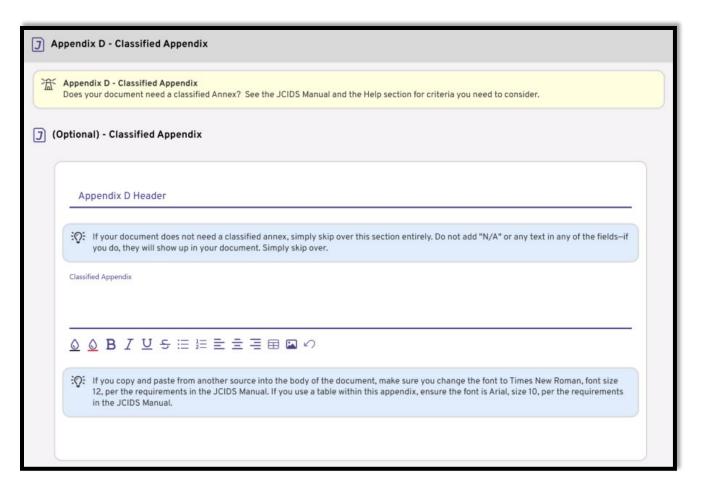


Figure 167. Appendix D - Classified Appendix

Appendix E – Cyber Survivability

This appendix requires users to describe cyber survivability attribute requirements.

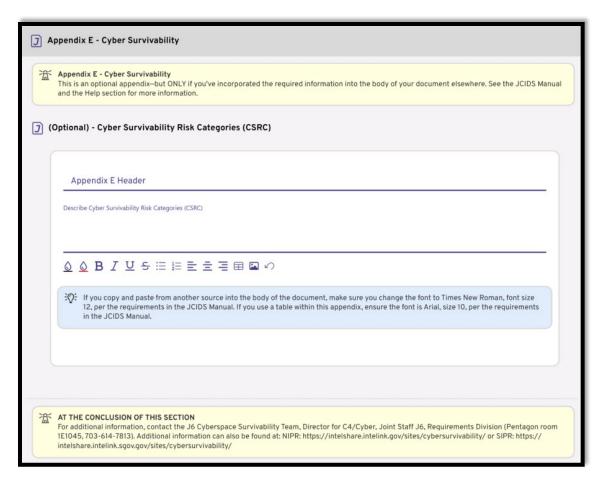


Figure 168. Appendix E - Cyber Survivability

Appendix F – EMS Survivability

This appendix requires users to describe all EMS survivability requirements.

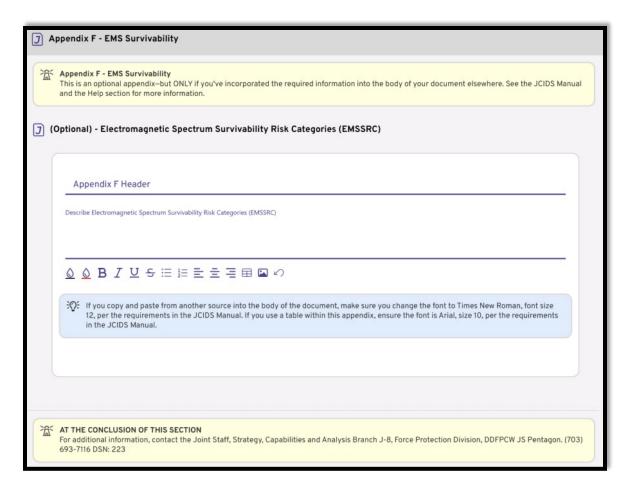


Figure 169. Appendix F - EMS Survivability

Notes (Optional)

This section is optional for note taking use and will not render on the document.

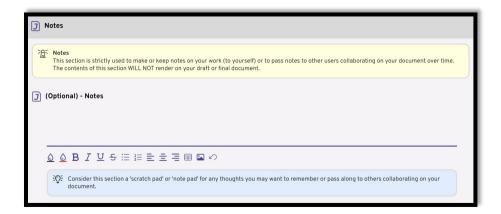


Figure 170. Notes

Creating and Completing the Joint Urgent Operational Need/Joint Emergent Operational Need – 2021 (JUON-JEON-2021)

Creating the JUON-JEON-2021

To create the JUON-JEON-2021 document, follow these steps:

1. Click Create.



Figure 171. Click Create.

2. Select JUON-JEON-2021 and Click Create New Project.

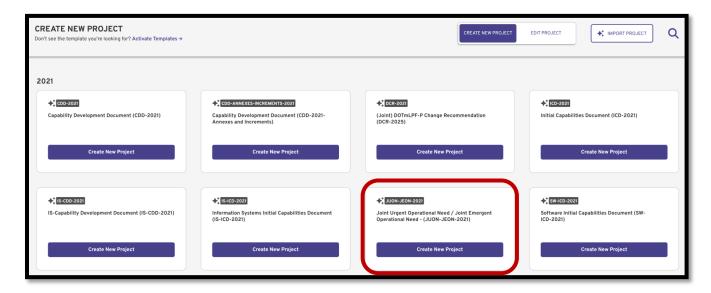


Figure 172. Create a new project for JUON-JEON-2021.

3. Name the project.



Figure 173. Name the project.

1. Click Create.

Introduction

The Introduction is the first page users will see when opening the document.

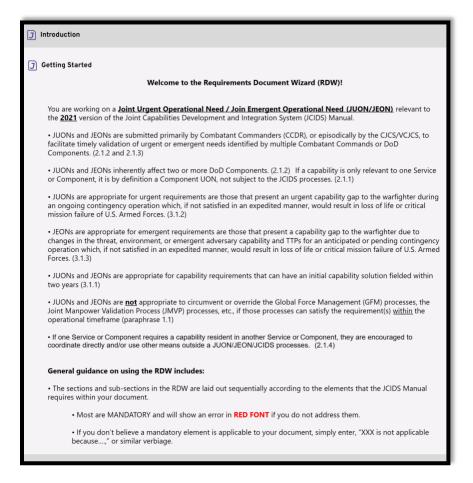


Figure 174. Introduction to the JUON/JEON.

Memo

The Memo is the first section that users will complete for the JUON/JEON document. There are eleven (11) subsections of which ten are required for document completion.

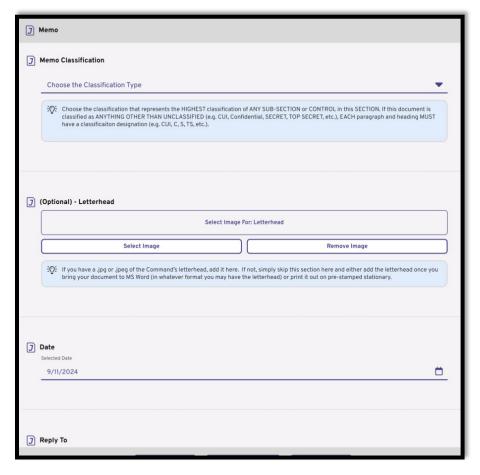


Figure 175. Memo.

The subsections are as follows:

- Memo Classification
- (Optional) Letterhead
- Date
- Reply To
- For
- Subject
- References
- Memo Content
- Signature
- Attachments
- CC

Complete the required subsections in their entirety. When uploading a letterhead, please upload as an **image file**.

Section 1 - Administrative Data

The Administrative Data section requires users to describe all administrative information pertaining to the project. There are nine (9) subsections of which all are required for document completion.

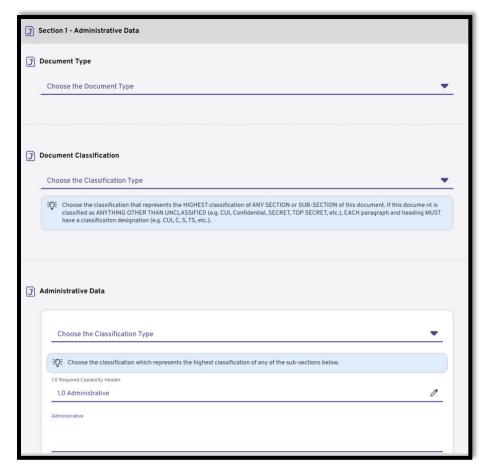


Figure 176. Administrative Data.

The subsections are as follows:

- Document Type
- Document Classification
- · Administrative Data Header
- Title
- Submitted By
- Authorized By
- Primary POC
- Secondary POC
- Date Submitted

Complete the required subsections in their entirety.

Section 2 - Operational Context and Threat Analysis

The Operational Context and Threat Analysis section requires users to provide input pertaining to operational context and threat analysis.

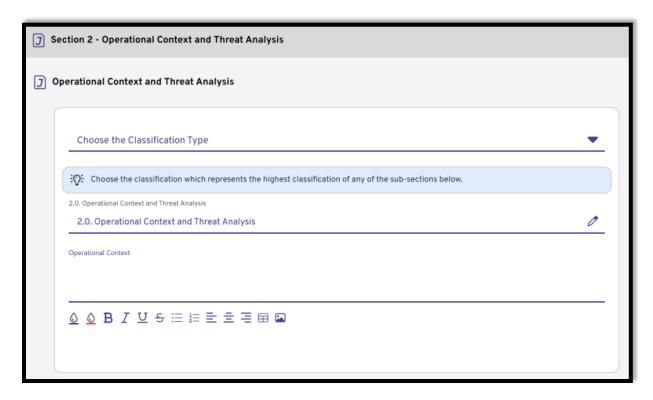


Figure 177. Operational Context.

Section 3 - Required Capability

The Required Capability section requires users to describe the required capability pertaining to the project.

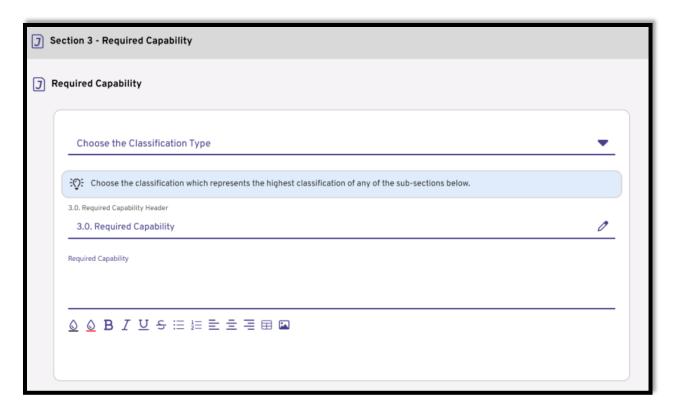


Figure 178. Required Capability.

Section 4 - Flexibility

The Flexibility section requires users to discuss flexibilities within the project.

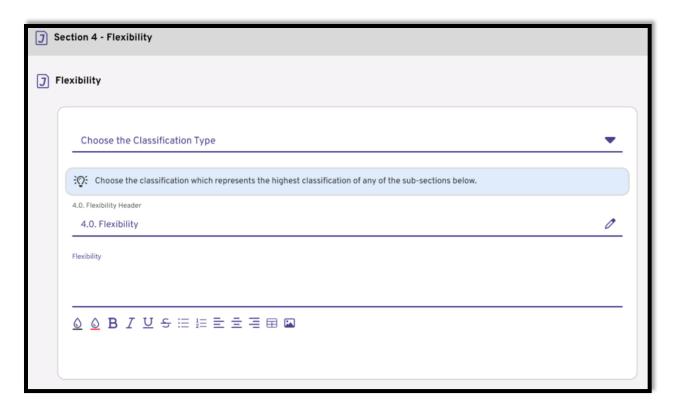


Figure 179. Flexibility.

Section 5 - Potential Non-Materiel Capability Solutions

This section requires users to describe **non-materiel** capability solutions pertaining to the project.

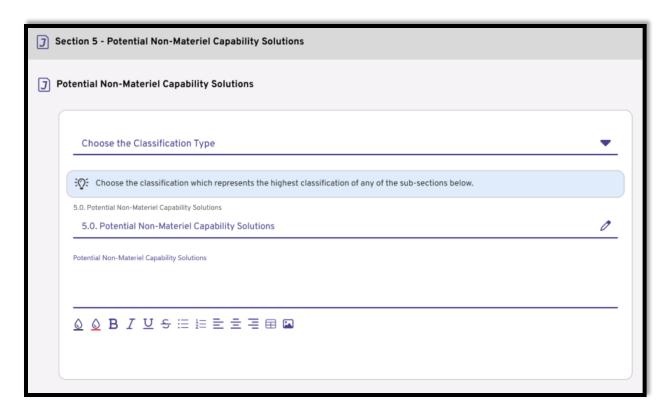


Figure 180. Potential Non-Materiel Capability Solutions.

Section 6 - Potential Materiel Capability Solutions

This section requires users to describe **materiel** capability solutions pertaining to the project.

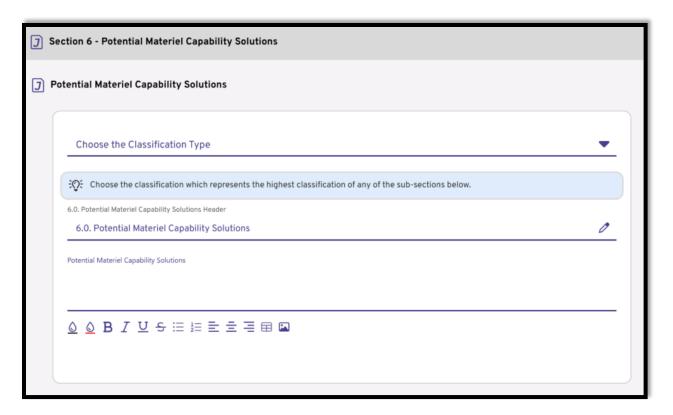


Figure 181. Potential Materiel Capability Solutions section.

Section 7 - Required Quantities

The Required Quantities section requires users to enter the required number of quantities for the project.

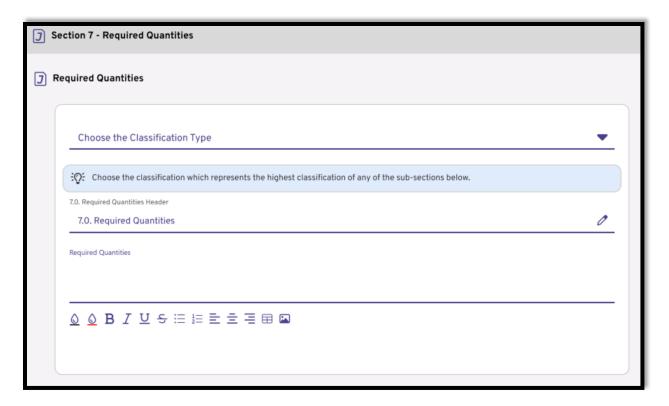


Figure 182. Required Quantities.

Section 8 - Limitations

The Limitations section requires users to describe limitations within the project.

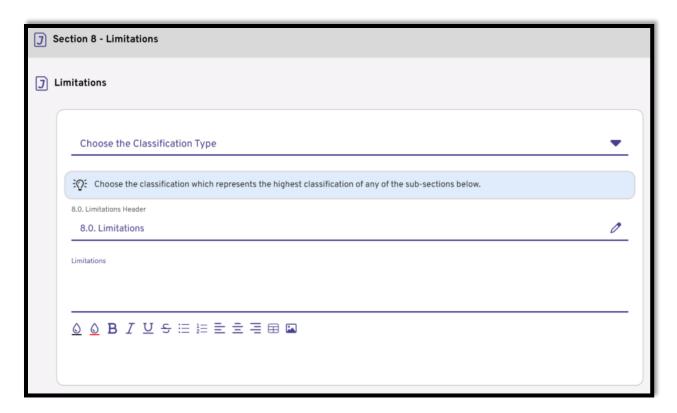


Figure 183. Limitations.

Appendix: Terms/Glossary

The Terms/Glossary section requires users to input uncommon terms and definitions pertaining to the project. Users should list in alphabetical order.



Figure 184. Terms/Glossary.

Notes (Optional)

This section is optional for note taking use and will not render on the document.

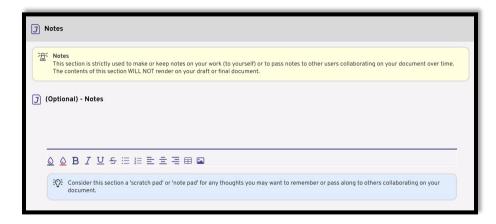


Figure 185. Notes.

Creating and Completing the Software Initial Capabilities Document (SW-ICD-2021)

Creating the Software Initial Capabilities Document (SW-ICD-2021)

To create the SW-ICD-2021, follow these steps:

- 1. Go to Create New Project.
- 2. Select SW-ICD-2021 and click Create New Project.

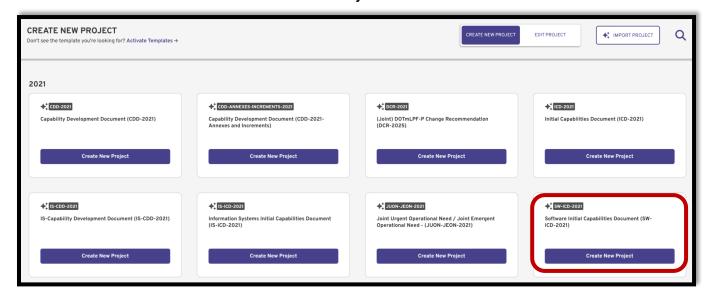


Figure 186. Create a new project for the SW-ICD-2021.

3. Name the project.

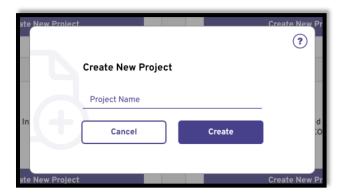


Figure 188. Name the project.

4. Click Create.

Completing the Software Initial Capabilities Document (SW-ICD-2021)

Introduction

The Introduction is the first page users will see when opening the document.

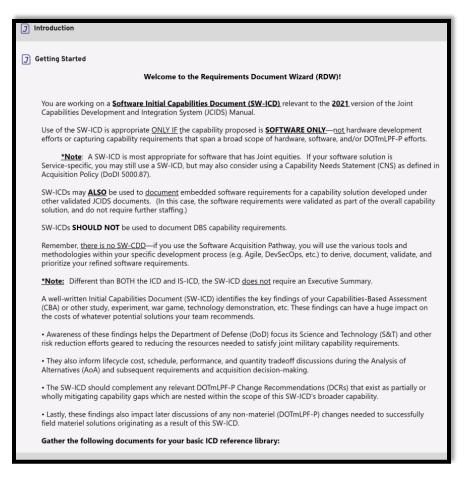


Figure 187. Introduction

Cover Page

The Cover Page is the first section that users will complete for the SW-ICD. There are fourteen (14) subsections of which twelve are required for document completion.

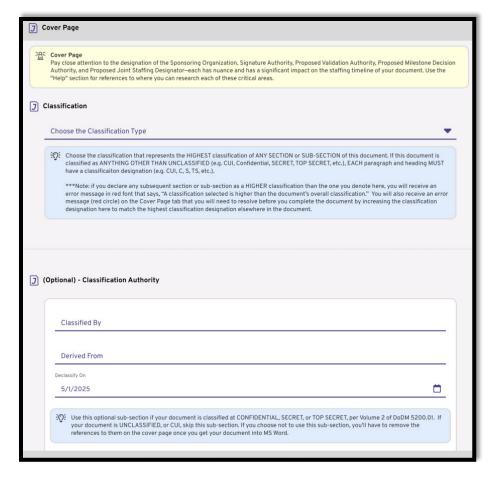


Figure 188. Cover Page

- 1. Classification
- 2. (Optional) Classification Authority
- 3. (Optional) CUI Designation Indicator
- 4. Title
- 5. Sponsoring Organization
- 6. Signature Authority
- 7. Date Submitted by the Sponsoring Organization
- 8. Primary POC for the Document Sponsor
- 9. Secondary POC for the Document Sponsor
- 10. Proposed Validation Authority
- 11. Proposed Milestone Decision Authority (MDA)
- 12. Proposed Joint Staffing Designator (JSD)
- 13. Document Revision Number
- 14. Other Requests for this Document

Complete the required subsections in their entirety. Ensure the document revision number remains consistent on subsequent drafts.

Validation Page

The Validation Page section requires users to upload a signed Validation page to the document. The signed Validation Page must be uploaded as an **image file**.

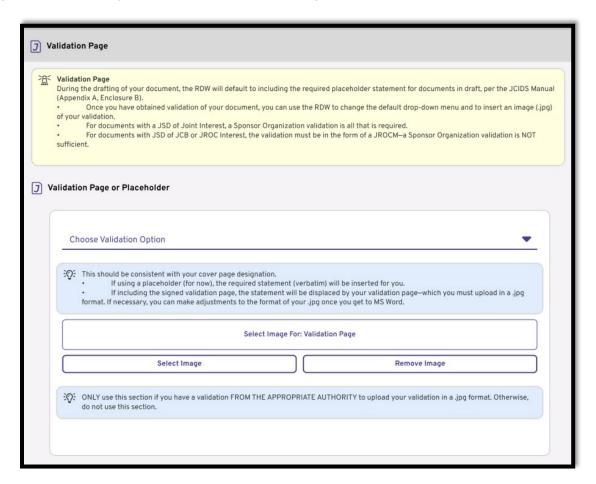


Figure 189. Validation Page

Users will select one of the Placeholder options from the Choose Validation Option dropdown. When the signed page is uploaded, remember to change the Validation Option to **Signed Validation Page**.

Waivers

If there are any deviations to the existing JCIDS Manual format, users must upload the waiver(s) in this section. These files must be uploaded as image files.

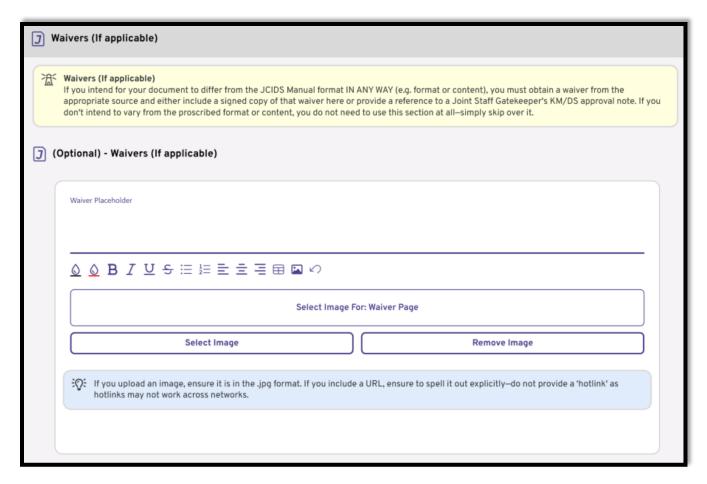


Figure 190. Waivers

If the document is not deviating from the JCIDS Manual format, this section may be skipped.

Summary of Changes

This section requires users to track all changes made to the document after initial publication including Revision History and Record of Changes (available in table format for ease of use).

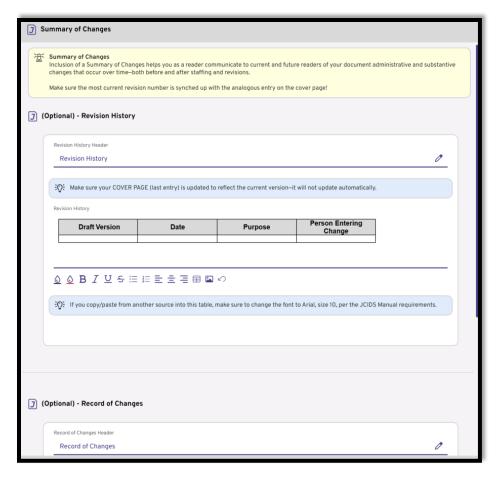


Figure 191. Summary of Changes

Ensure the Document Revision Number matches the Cover Page.

Section 1 - Operational Context

This section requires users to describe the project within the context of overall operation. There are five (5) subsections of which all are required for document completion.

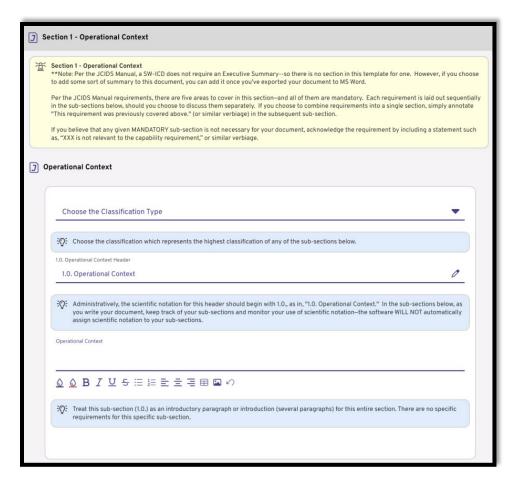


Figure 192. Operational Context

- Operational Context
- Competition Continuum (formerly Range of Military Operations [ROMO])
- Identify the timeframe under consideration for IOC and FOC
- Operational Outcomes and Enabling Capabilities
- DoDAF OV-1

Complete the subsections in their entirety.

Section 2 - Threat Summary

This section requires users to identify and describe threats within the project. There are five (5) subsections of which three are required for document completion.

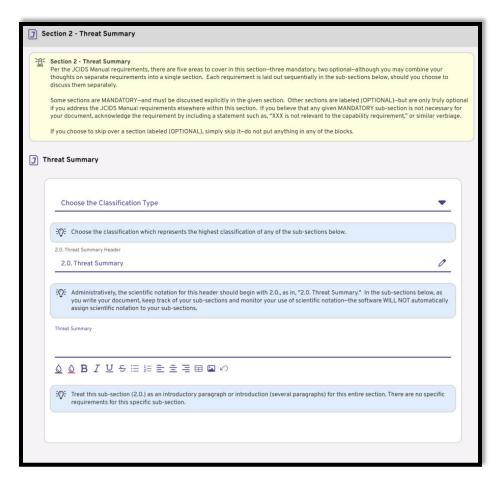


Figure 193. Threat Summary

- Threat Summary
- (Optional) Cite Threat Products
- (Optional) Identify Anticipated Adversarial Capabilities
- Describe all Threat Capabilities
- Cite Related CIPs

Complete the required subsections in their entirety.

Section 3 - Capability Requirements (CR) and Gaps/Overlaps

The Capability Discussion section requires users to describe the capabilities, gaps and overlaps pertaining to the project. There are twelve (12) subsections of which three are required for document completion.

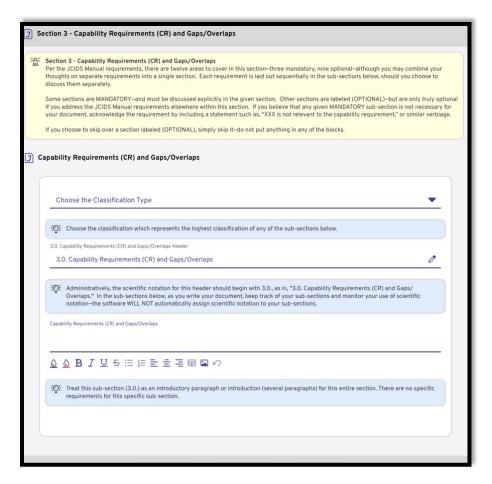


Figure 194. Capability Requirements (CR) and Gaps/Overlaps.

The subsections are as follows:

- Capability Requirements (CR) and Gaps/Overlaps
- Define Capability Requirements (CRs)
- (Optional) Operational Activity
- (Optional) Threat Analysis
- (Optional) Operational Effect
- (Optional) Physical Areas and Factors
- (Optional) Timeframe
- (Optional) Operational Attributes
- (Optional) Intelligence Supportability
- (Optional) Cyber Survivability Considerations
- (Optional) Capability Gaps/Overlaps
- Figure B-5 CR and Gap/Overlap Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 4 - Interoperability

This section requires users to detail interoperability requirements as it pertains to the project. There are four (4) subsections of which all are required for document completion.

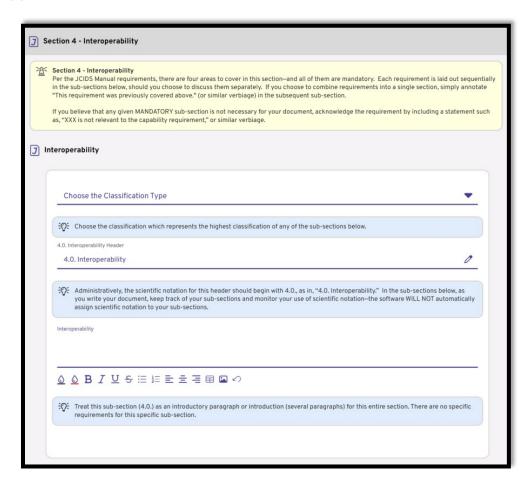


Figure 195. Interoperability

The subsections are as follows:

- Interoperability
- Governance
- Digital Engineering
- Figure B-6 Net-Ready Performance Attribute Table

Complete the required subsections in their entirety. Refer to the provided instructions for uploading tables into the form.

Section 5 - Final Recommendations

This section requires users to provide final recommendations pertaining to the project. There are five (5) subsections of which two are required for document completion.

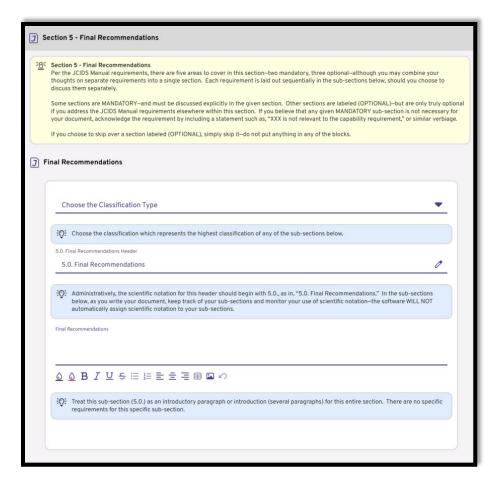


Figure 196. Final Recommendations

The subsections are as follows:

- Final Recommendations
- (Optional) Relationship to Legacy Systems
- (Optional) Codifying User Commitment
- DOTmLPF-P Recommendations
- (Optional) Acceptance of Operational Risk

Complete the required subsections in their entirety.

Appendices

Appendix A - References

The References appendix requires users to list sources used within the document.

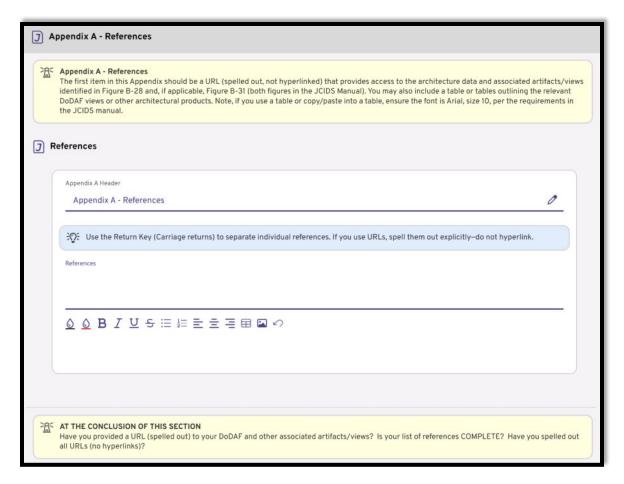


Figure 197. Appendix A – References

Appendix B – Acronym List

This appendix requires users to list and define all acronyms utilized throughout the document. Acronyms should be listed in alphabetical order and spelled out.

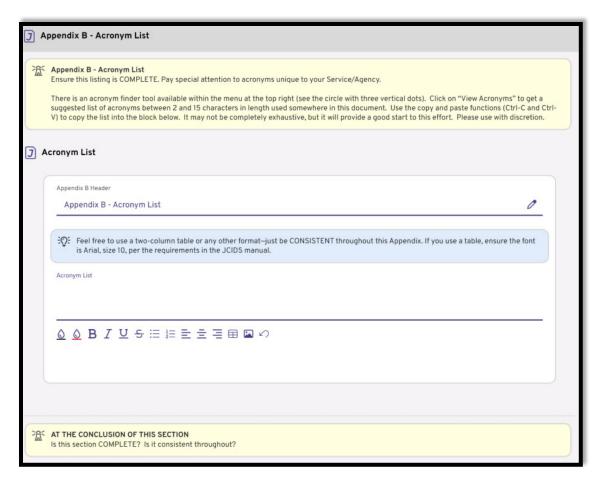


Figure 198. Appendix B - Acronym List

Appendix C – Glossary

This appendix requires users to list and define uncommon terms utilized throughout the document.

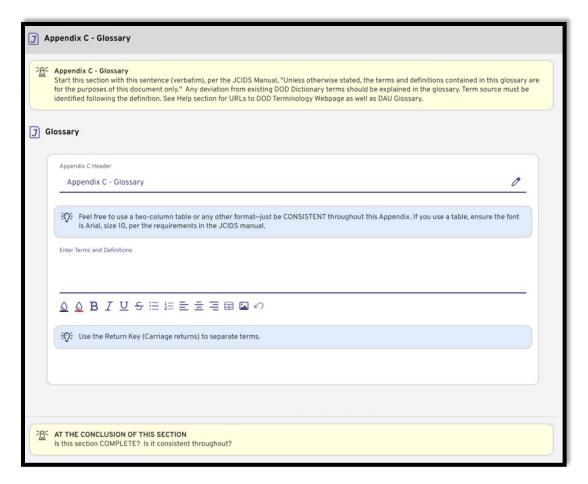


Figure 199. Appendix C - Glossary

Appendix D – Classified Appendix (Optional)

This appendix is optional. If the document contains classified information, users are required to provide a classified appendix. If the document does not contain classified information, skip this appendix.

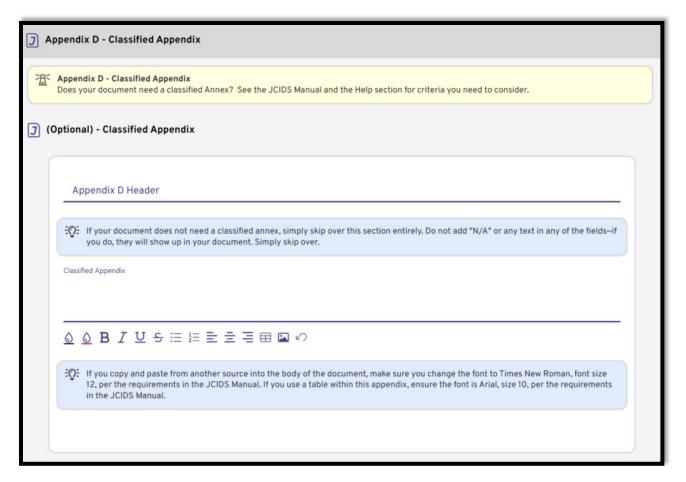


Figure 200. Appendix D - Classified Appendix

Notes (Optional)

This section is optional for note taking use and will not render on the document.

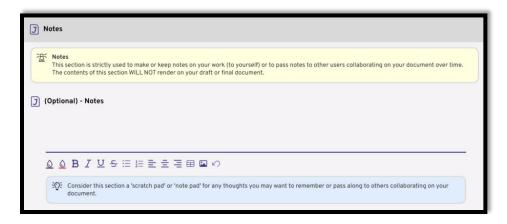


Figure 201. Notes

Exporting to Microsoft Word

When a template is completed within the RDW application it will need to be exported to Microsoft Word. This section will show users how to open and save their project in Microsoft Word.

Exporting to Word

To export the project to Microsoft Word, follow these steps:

- 1. Open the Preview Pane of your project.
- 2. In the bottom right, click Open Project in MS Word.



Figure 202. Users will export their project to MS Word here.

Your Microsoft Word application will open and display this screen:

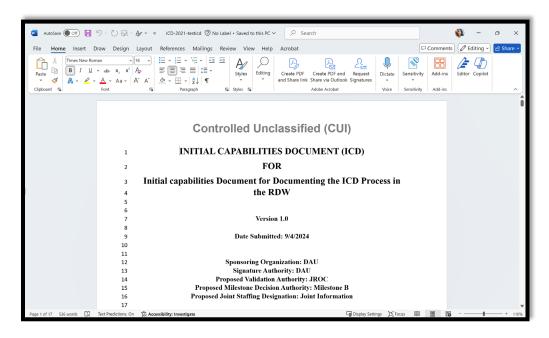


Figure 203. An ICD in Microsoft Word.

The document will automatically save in the RDW-ApplicationFiles folder in your documents folder. To locate your document, follow these steps:

1. Go to your Documents folder and find the **RDW-ApplicationFiles** folder.

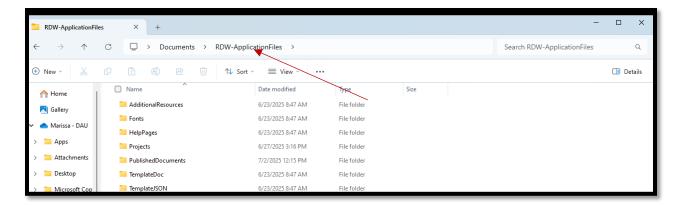


Figure 204. The RDW-ApplicationFiles folder.

2. Click on **PublishedDocuments**. The document will be located here for use in Microsoft Word.

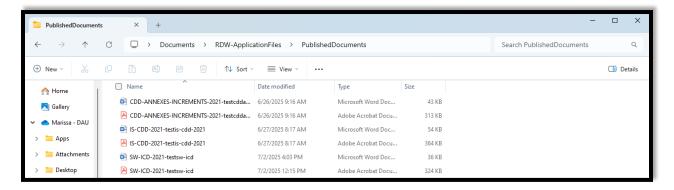


Figure 205. The exported document.

Tips on Manual Use

After you have exported your document, it may be modified in the Microsoft Word application as required.

NOTE: The items that are required to be completed manually in Microsoft Word once exported are listed below:

1. To update the Table of Contents, click the **Update Table** icon in the upper left corner and select *Update entire table* in the dialog box.

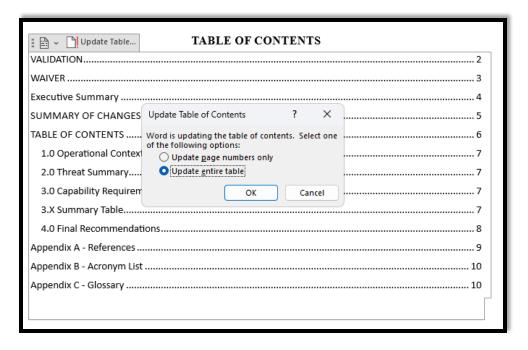


Figure 206. Users should manually update their table of contents page.

- 2. Once the document is finalized turn off the line numbering. Follow the steps below:
 - a. On the Layout tab, click the **Line Numbers** dropdown.
 - b. Select None to remove them.

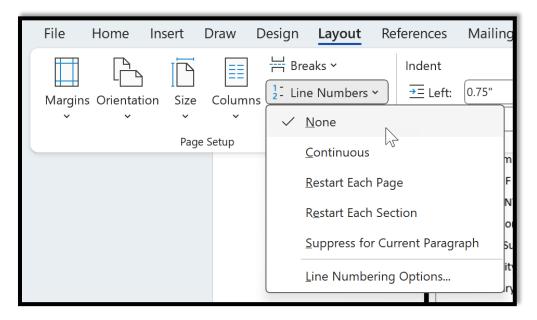


Figure 207. Users must turn off the line numbers if they are present in the draft.

- 3. If additional text is cut or copied and pasted in the document, ensure the font matches that of the document.
- 4. Resize images manually as desired.

5.	If Tables are pasted or transferred into MS Word, they will need to be resized manually and the font updated as per he JCIDS manual.

Settings

The Settings page allows users to customize their application settings, information, and saved files location.

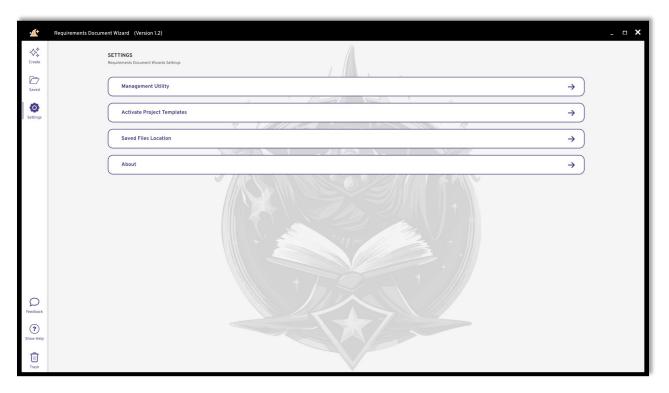


Figure 208. Main Settings area.

Management Utility

The Management Utility section allows users to import the latest template packages, incorporate current work into the newest RDW version, and share template packages with users who cannot access the RDW website.

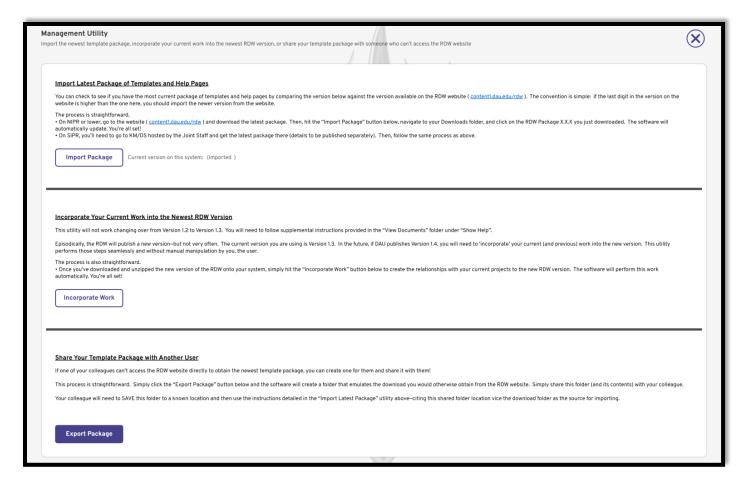


Figure 209. Management Utility allows users to import and export work.

Import Package

Users can import the newest template packages from their system after downloading an updated version of the RDW. Refer to the instructions provided for downloading packages and uploading them to the application.

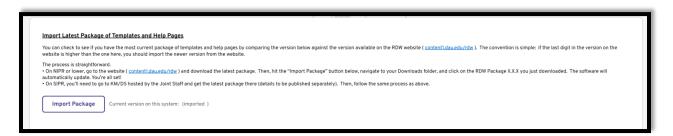


Figure 210. Import Package area.

Incorporate Current Work

To update your version to the newest version users are able to upload it by clicking on **Incorporate Work**, all work will be updated to reflect the latest version changes.



Figure 211. Users can upload work from a previous version of RDW.

Share a Template Package with Another User

Users can share template packages with those who cannot access the RDW website.



Figure 212. Users without access to the RDW site can receive template packages with this feature.

Activate Project Templates

Activate Project Templates allows a user to enable and disable project templates. Follow these steps to activate and/or deactivate templates:

1. In Settings, click on **Activate Project Templates**.



Figure 213. Users can enable and disable project templates.

2. Click on the green slider button on any template(s) to disable or click any purple slider button on any template(s) to activate.

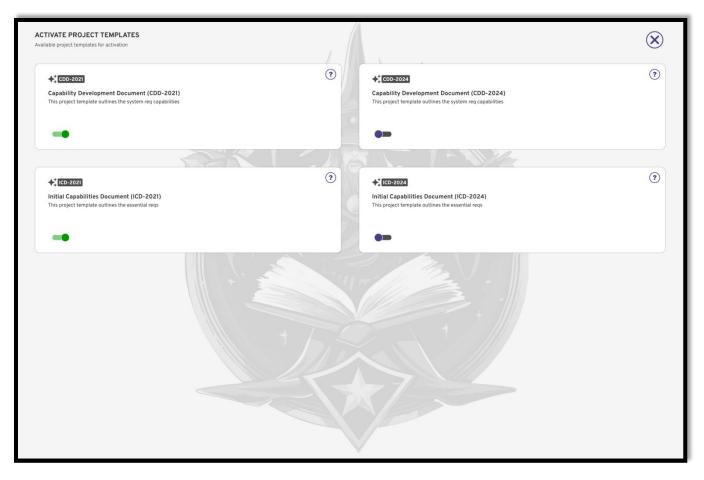


Figure 214. Users can enable and disable templates here.

3. To exit, click the X at the top right.

Saved Files Location

Users can change where their files are saved by designating a new location for a Directory file. To change the location, follow these steps:

1. In the main Settings area, click **Saved Files Location**.



Figure 215. Users can change where their files are saved.

2. Click Browse.



Figure 216. Users will see a Browse button and a brief description of this section.

3. Select a new file location.

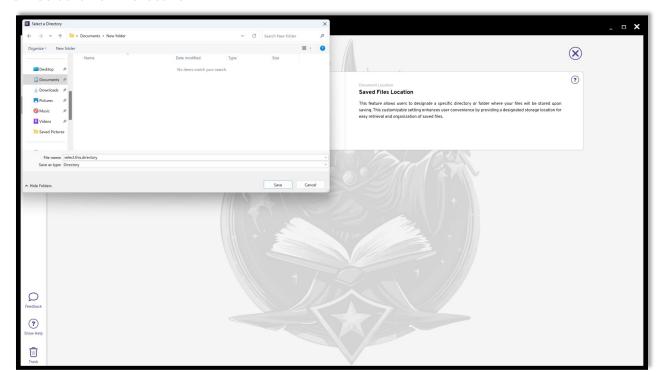


Figure 217. Users use the folder browser to designate a new location.

4. Click Save.

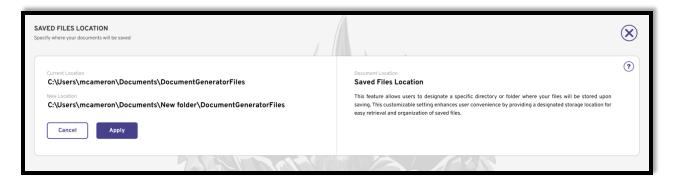


Figure 218. Users make a final decision to apply this change.

- 5. Click Apply.
- 6. To exit the setting, click the X at the top right.

Help Center

The RDW application provides a help area for users who may have questions about using the application.

To enable the Help area, follow these steps:

1. In the bottom left menu, click **Show Help**.



Figure 219. Users can toggle the Help area.

You will now see a Help Center with the ability to view additional resource documents or Fequently Asked Questions.

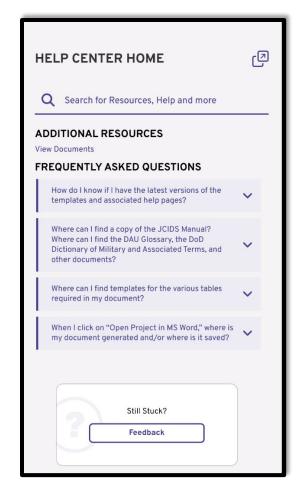


Figure 220. The main Help Center with the FAQ.

2. Click the dropdown arrow next to any question.

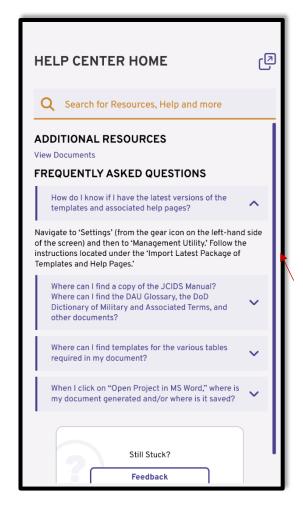


Figure 221. Answers can be viewed in a dropdown format.

For further assistance click the **Feedback** tab at the bottom.



Figure 222. Feedback tab.

To hide the Help area, click **Hide Help** in the bottom left menu.



Figure 223. Users can hide the Help area.

Feedback

The Feedback page provides a point of contact for users to provide feedback regarding the RDW application. Users are encouraged to submit feedback to the given email address listed.

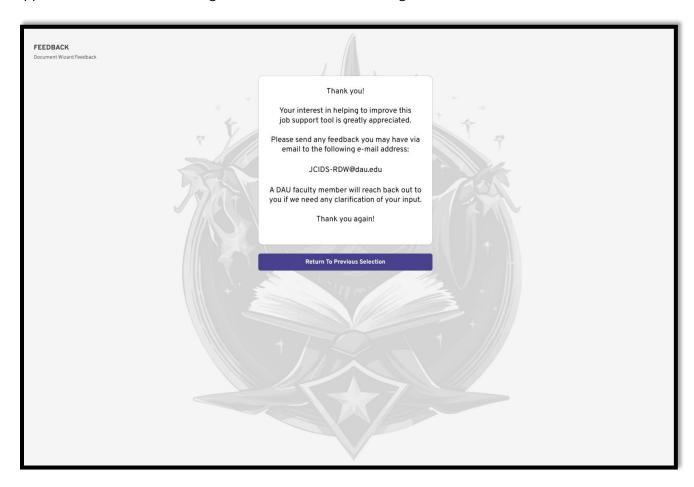


Figure 224. Users may submit feedback to help improve the RDW application.