

USAWOA Honorary Membership Awards

Version 1

Concept of Operations (CONOPS)



May 19, 2010

Revision History

Date	Version	Description	Author
May 10, 2021	1.0	Initial CONOPS	Carl Burnett
Oct. 24, 2021	2.0	Revised CONCOPS	Carl Burnett

Table of Contents

1. Introduction	3
1.1. Purpose	3
1.2. Award	Error! Bookmark not defined.
1.3. Executive Summary	3
1.4. Revision Summary (if applicable)	3
2. Reason for Awards	4
2.1. USAWOA Recognition Need	4
2.2. USAWOA Representation Need	4
2.3. CURRENT SITUATION:	4
3. Operations Description	4
3.1. Preliminary Operations	5
3.2. Nomination Procedures	5
3.3. Voting Procedures	5
3.3.1. Policy	7
3.3.2. Assumption	7
3.3.3. Constraint	8
3.4. Award Ceremony Procedures	8
3.4.1. Operating Concept (OpCon)	8
3.4.2. Employment Modes	8
3.4.3. Scheduling and Operations Planning	8
3.4.4. Operating Environment	8
3.4.5. Geographic Area(s)	8
3.4.6. Environmental Conditions	9
3.4.7. Interoperability with Other Elements	9
3.5. Award Fundraising for Award and Award Ceremony	9
3.6. Potential Impacts	9
3.7. Scenarios	9
3.8. Operations Scenarios	10
3.8.1. Functional Capabilities Needed	10
3.8.2. Functional Capabilities Delivered by Alternatives	10
3.9. Support Scenarios	10
3.9.1. Support Name	10
3.9.2. Functional Capabilities Needed	11
4. Marketing and Public Relations	11
4.1. Operations	11

4.2. Support	11
4.3. Functional Capabilities Matrix	11
4.3.1. Operations Matrix	11
4.3.2. Support Matrix	12
5. USAWOA Honorary Award CONOPS Team	12
A. Additional Information	13
A.1. Additional Reports	13
A.2. Glossary of Terms	13
A.3. Acronyms and Abbreviations	13
A.4. References	14
B. Attachment A – Approval Signatures	14
C. Template Revision History	15

1. Introduction

USAWOA Honorary Membership Awards Concept of Operations, or CONOPS, provides a detailed description of the USAWOA Honorary Membership Awards program. The CONOPS is a communication vehicle to inform all stakeholders of the intended uses and methods of support the awards program. It enables early assessment of the program areas and areas where operational solutions are needed.

1.1. Purpose

The CONOPS is a communication vehicle to inform all stakeholders of the intended uses and methods of support the USAWOA Honorary Membership Awards program.

1.2. USAWOA Honorary Membership Award

The USAWOA Honorary Membership Award is a national level special award. The award is part of the Honorary/Associate Membersip awards. The following are the award program criteria according to USAWOA Awards Manual 900-1.

- **ELIGIBILITY:** Persons not eligible for membership in the USAWOA or Auxiliary.
- **PRESENTED FOR:** Outstanding support to the USAWOA or Auxiliary.
- **NOMINATION PROCEDURES:** May be nominated by any Region, Chapter or National BOD official. This criteria is modified as provided below.
- **TYPE OF AWARD:** Certificate of Appreciation. This criteria is modified as provided below.
- **APPROVING AUTHORITY:** National BOD. This criteria is modified as provided below.

This award in this CONOPS is awarded to actors who portray a fictional or non-fictional warrant officer in a film or television series.

1.3. Executive Summary

This section is a succinct summary of the core parts of the document including a top-level description of the asset, capability or system, its major features and sub-capabilities. The executive summary focuses the reader's attention on the most important aspects of the document and provides sufficient information for the executive decision maker to understand the contents of the CONOPS. To ensure that all of the highlights have been captured, the executive summary should be written last.

1.4. Revision Summary (if applicable)

This section provides a bulleted, high-level description of changes made to the previous version and why. For each revision discussed, provide the date that the revision was made. If the current version in production is the first version of the CONOPs, this page should be left blank below the title.

2. Reason for Awards

This section is a synopsis of the Business Needs Statement (and can in fact be used to develop the Business Needs Statement). It should be a short explanation of the need/gap. The principle source for the capability needed for the business is the business needs statement. The following section of the business needs statement should be summarized or referenced to identify the capabilities needed for the business:

2.1. USAWOA Recognition Need

- *Identify the required Business Need(s) in functional terms.*
- *If appropriate, discuss the strategic driver for this business need*
- *Describe capabilities required by VA and its' stakeholders/partners to accomplish the mission. Describe the capabilities independently of whether or not VA currently possesses them.*
- *Do not specify capabilities in terms of assets, equipment or other means that might satisfy the need; i.e., state the capability (need), not the solution (equipment). The next part of this section also builds upon and references the Business Needs section cited below. More detail than in the Business Needs Statement may be provided.*

2.2. USAWOA Representation Need

- *Describe the capability gaps. These are capabilities that VA and/or its stakeholders/partners require to perform the mission but do not currently possess and are not planned to be provided by existing programs.*
- *Very briefly describe at a high level the capabilities and gaps in the context of how VA and its' stakeholders (e.g., States) currently perform these functions.*
- *Discuss what other existing and planned systems (IT or non-IT) are conducting the same or similar programs that are performing the same or similar functions.*
- *Discuss efforts made to determine whether these existing systems and planned programs could be used or leveraged to provide the required capability.*
- *Assess why it is not possible to perform this business function with existing capabilities and resources by showing that existing systems cannot provide the required capability.*
- *For needs/gaps that have potential IT solutions, describe the difference between the current capability and the future needs by describing the functions that lack systems with the required capabilities.*
- *Discuss how the potential investment fits into the VA Strategic Plan*

2.3. CURRENT SITUATION:

If appropriate, provide a brief description of the current operational situation, and address the gap in relation to this context. Future capabilities with superior technology will be "fit" into this operational context to determine if and how well they solve the gap/need.

3. Operations Description

This section is used to identify and explain the business needs, user groups, organizations, environment, interdependencies and other circumstances in which the solution must operate.

3.1. Preliminary Operations

List, in priority order (if possible), each of the statutory component and/or business capability that the solution will contribute to. Indicate if the business need is primary or secondary. This sub-section provides linkage to the appropriate User/Stakeholder

3.2. Nomination Procedures

The nomination procedures for this award has three phases for the identification of nominated actors. They are:

1. Identification of slate of nominated actors.
2. Nomination voting.
3. Approval by the Chief of Staff, U.S. Army of Nominated Actors

3.2.1. Identification of Slate of Nominated Actors

The identification of actors to be part of the slate of nominees will include any actor who portrays a warrant officer in a fictional or non-fictional role. The role can be in a theatrical release film, television series, television mini-series, or streaming media production produced by an international streaming media service.

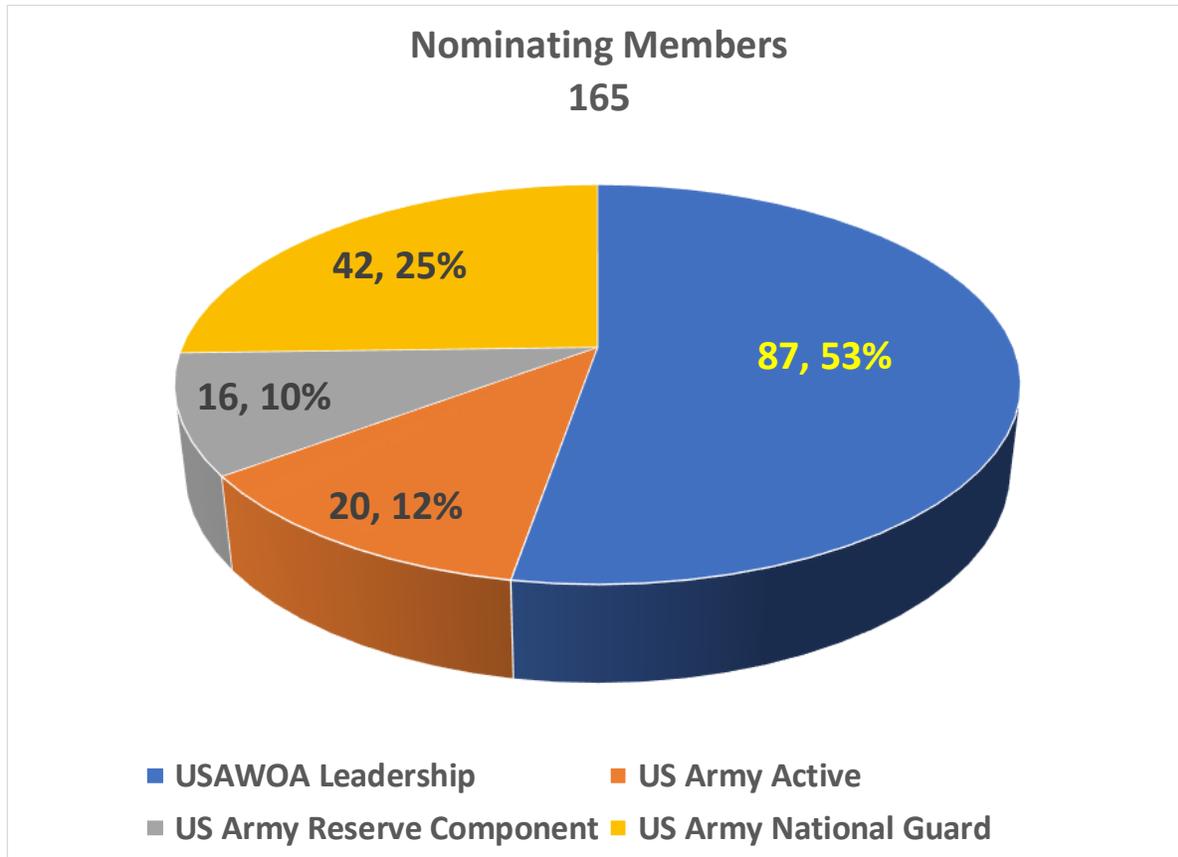
The media release timeframe for actors to be considered in the nominees slate must be no later than one year prior to the scheduled awards ceremony. The USAWOA National Past President Council will compile the slate of nominated actors. The EXCOM will approve the slate of nominated actor no later than eleven months before the scheduled awards ceremony

3.2.2. Nomination Voting.

The approved slate of nominees, and a theatrical trailer of the actors in their role in the media, will be sent to the Nominating Cadre of Warrant Officers (NCWO) to vote for three actors to be placed on the ballot of nominated actors. The NCWO consist of a potential of 165 warrant officers in USAWOA leadership and Command Chief Warrant Officers (CCWO).

The NCWO consist of the Warrant Officer who hold the following positions:

1. USAWOA Officers – 87 officials (53%)
2. U.S. Army Active Duty CCWO – 20 (12%)
3. U.S. Army National Guard CCWO – 42 (25%)
4. U.S. Army Reserve CCWO – 16 (10%)



Each nominating official will be emailed an individual nominating code to register their nominating vote. Nominating officials can vote only once. The USAWOA Past Presidents Council will tabulate all voting. The three actors with most votes by the NCWO will be placed on the recommended USAWOA HWO ballot.

3.2.3. Approval by the Chief of Staff, U.S. Army

The USAWOA HWO ballot will be sent to the U.S. Army Chief of Staff (CSA) office to seek approval of the nominees' list. The CSA can remove any nominated actor from the USAWOA HWO ballot. The approved USAWOA HWO ballot will then be announced to the members of the USAWOA.

3.3. Post Award Nominee Announcement

3.3.1. Warrant Officer Movie Retrospective

When the three nominees for the USAWOA Honorary Warrant Officer Award are announced the following groups will be notified of the award nominations:

1. The U.S. Army Public Affairs Office (USAPAO).

2. The production company of the nominated films.
3. The American Film Institute (AFI).
4. The U.S. Army National Museum (USANM).
5. International Streaming Services to include:
 - a. Netflix
 - b. Hulu
 - c. Amazon Prime Video
 - d. Apple TV Plus

The American Film Institute (AFI).

The USAPAO will ask the AFI to dedicate one week as a Warrant Officer Movie Retrospective week at AFI theaters.

Internal Streaming Services (ISS's)

The ISS's will determine if they have the nominated films in their inventory. If they are in their inventory we will request that they be made available to current and former U.S. Army service members at no charge.

The ISS's will contact the production or distribution companies that have a nominated actor in films. The ISS's will request films that will be viewed by US Army personal. The USAPAO will coordinate with the ISS's for the receipt of the the digital movie files for the nominated movies.

3.4. Voting Procedures

The USAWOA HWO nominees will be announced a minimum of ten (10) months prior to the Annual Awards Ceremony. Any member of the USAWOA can vote for the USAWOA HWO nominees. Warrant officer voters can only vote once for a single award nominee. The actor receiving the majority of the votes of the USAWOA members that voted will be the Honorary Warrant Officer for that calendar year.

The winners name will be provided to the CSA office as soon as practical.

3.4.1. Policy

Guidance that is directive or instructive, and includes tactics, techniques, and procedures. Policies normally govern the operations of the current asset or system, normally in the form of general statements or understandings that guide or limit decision-making activities, but do allow for some discretion. Policies also include laws and regulations that inform or limit project decision-making. For example, compliance with safety regulations and environmental protection laws may limit or preclude certain capabilities or activities. Restraints are internally imposed but removable.

3.4.2. Assumption

An assertion about some characteristic of the future that underlies the current operations or plans of the organization. An assumption is treated as if it is true until proven otherwise. Assumptions are self-imposed but needed to permit planning/ops to continue. Assumptions must be firmly based, however, and not made arbitrarily. Also, it is important to list all of the assumptions made, in order to ensure continuity. Example: An assumption may be that a Component's mission scope will be increased in the near term necessitating additional capabilities.

3.4.3. Constraint

A requirement placed on the organization by a higher authority that dictates an action, thus restricting freedom of action. See also operational limitation; restraint. Operational constraints are limitations placed on the operations of the current asset or system (e.g., available hours of system operation, available number of personnel to operate the system, computer hardware and operational facilities constraints). Constraints are externally imposed and not easily removable.

3.5. Award Ceremony Banquet Procedures

Briefly describe – from a user-oriented perspective – the proposed solution (asset, capability or system), its general employment/operation, and its organizational setting. The operational description includes:

3.5.1. Operating Concept (OpCon)

An OpCon is a description, usually graphical, showing the major, interactive participants/ players/systems and subsystems and their interrelationships.

3.5.2. Employment Modes

Describes the general asset configurations and methods of operation in various situations or environments. For a ship or aircraft, these may include: peacetime mission execution; transit; contingency operations with allies/coalition partners; training. For an IT system, they may include: routine use, maximum user loading, emergency use (e.g., when normal power sources are down), downloading data; uploading data; real-time operations.

3.5.3. Scheduling and Operations Planning

This section can be used to describe what is envisioned in terms of availability, readiness, frequency of use or employment, home-porting, and basing.

3.5.4. Operating Environment

This section is used to describe the conditions and environment, both natural and artificial, in which the system will operate.

3.5.5. Geographic Area(s)

Provide a bulleted list of the geographic region or regions, and/or sites, where the asset or system will normally operate. Specific descriptions of regions in some cases may be found elsewhere in other policy or regulatory documents. In this case, they do not need to be reiterated here, provided the reader is directed to the source document.

3.5.6. Environmental Conditions

Define the environment in which the asset or system will be operated and maintained.

3.5.7. Interoperability with Other Elements

Describe how the asset or system will be integrated into both the component and overall VA system that is forecast to exist at the time the asset or system is fielded. Identify the interfaces with other component and systems as well as the general public. Describe how the asset or system will be integrated into existing, developing, or planned systems and operational procedures. This section should also identify all other system and assets which the new asset must interface with both internal to the component and external to the component.

3.6. Award Fundraising for Award and Award Ceremony

Success depends upon two equally important components: operations and support. While operations is initially described in Business Needs Statement, support of the asset or system is first described in the CONOPS. Support is integral to the CONOPS because it is interlaced with operations. Support questions are addressed in a CONOPS.

Since support plays such an important role in this document, the CONOPS working group must include members from the support organizations during the CONOPS draft phase.

3.7. Potential Impacts

Describe anticipated operational, support and other organizational impacts the proposed asset, capability or system will have on the user, acquirer, developer, and support and maintenance organizations. These impacts may include changes in interactions and interfaces with existing systems; change in procedures; use of new data sources; changes in quantity, type, and timing of data to be input to the system; changes in data retention requirements; new modes of operation based on peacetime, alert, wartime, or emergency conditions, modification of responsibilities; addition or elimination of responsibilities or positions; need for training or retraining; changes in infrastructure, including facilities and services; and changes in number, skill levels, position identifiers, or location of personnel in various modes of operation. This information allows all affected organizations to prepare for the changes that will be brought about by the new system and to plan for the impacts during development and transition to the new system.

3.8. Scenarios

Scenarios are one way to gain insight into how a capability solution will perform and fit into the processes, activities, organizations, personnel, procedures, environment, threats, constraints, assumptions and support involved in responding to the mission(s). In general, scenarios describe the role of the asset or system, how it will interact with external entities (both inside and outside its parent component) in various modes and how key internal interfaces or key internal capabilities are used. In other words, HOW would the asset or system dynamically perform in action to deliver mission outputs or provide capability? Other ways to determine fit may include modeling and simulation, and prototyping and piloting.

Carefully selected and defined scenarios tie together all parts of the asset, capability or system, the users, and other entities by describing how they interact. As such, scenarios perform a number of important roles in the development of the CONOPS:

Scenarios illustrate the more general needs expressed in other parts of the CONOPS, providing a simple justification for why a particular capability, operational, or support characteristic is needed.

Scenarios bind together different capabilities, showing how the capabilities are related.

In developing and 'working' a scenario (usually in a work group), additional needs are usually revealed.

By focusing on a realistic situation, deficiencies, and omissions in the defined needs can be detected.

Because scenarios describe operations and support in plain language, they assist all non-users to understand the operational and support domains, including the roles and needs of the users.

Scenarios can also provide detailed and validated information which can be used for analysis and modeling tasks later in the project.

Because scenarios represent realistic specific situations, they can contribute to the development of acceptance and operational testing.

3.9. Operations Scenarios

In collaboration with the current or future hands-on users, develop one or more representative “stories” that depict the asset and its operational functional capabilities in action. Usually, each story has a set of activities carried out by organizations working together to accomplish an objective(s), in a specified environment; with constraints. Each scenario depicts “how” the asset, capability solution or system helps in this broad operational contest to deliver operational results. Several scenarios may be constructed to more fully represent the mission(s) and environments. They should be distinct enough to cover the spectrum of factors affecting the mission. Normally, three to six scenarios are developed.

3.9.1. Functional Capabilities Needed

First, identify the specific activities taking place in the scenario. Then group the activities, if possible, by the functional capabilities required by the capability solution (e.g., asset) to perform the activities. Using bullets, list in this section each functional capability identified in the scenario. Later, similar functional capabilities from all of the operations scenarios are combined and used as titles for the individual functional capabilities descriptions in sub-section 4 and in the Functional Capabilities Matrix, sub-section 4.3.

3.9.2. Functional Capabilities Delivered by Alternatives

Following identification of capabilities needed, a comparison can be made to potential alternative solutions (e.g., assets, systems) to determine how well they meet/match the requirements. This helps the AoA teams to find solutions and recommend a preferred solution (or range of options) to leadership.

3.10. Support Scenarios

3.10.1. Support Name

In collaboration with appropriate user/operators develop a representative “story” that depicts the asset and either (a) its functional mission support capabilities in action or (b) the support the capability solution (e.g., asset) requires to operate. Each scenario should depict “how” the asset or system conducts mission support activities or is provided with support and sustainment to deliver mission support outputs. In each scenario, consider the facets or elements used in the mission support description in section 3.1.

3.10.2. Functional Capabilities Needed

First, identify the specific support activities taking place in the scenario. Then group the activities, if possible, by the functional capabilities required by the system to perform the activities. Using bullets, list in this section each functional capability identified in the scenario. Later, similar functional capabilities from all of the support scenarios are combined and used as titles for the individual functional capabilities described in sub-section 4 and in the Functional Capabilities Matrix, sub-section 4.3.

4. Marketing and Public Relations

This section describes the functional capabilities of the asset and how they achieve mission operations and mission support objectives. Each description should include those activities performed by the asset or system that produce capabilities and, in turn, affect mission outcomes. A short discussion on the physical components and interfaces to the environment should be included.

4.1. Operations

Provide an individual description for each capability listed in paragraphs 3.1.1. Number each sub-section 4.1.

4.2. Support

Provide an individual description for each capability listed in paragraphs 3.2.1. Number each sub-section 4.2.

4.3. Functional Capabilities Matrix

Insert two tables (see below example) that list the functional capabilities identified in the previous two sub-sections respectively.

4.3.1. Operations Matrix

Populate the left column with the title of each mission operations functional capability listed in sub-section 3.1 above. List the functional capabilities in order (descending) based on number of occurrences throughout the scenarios. Populate the top row only with those missions identified in the Business Needs Statement. Within the matrix field, insert a “P” to indicate the functional capability is primary, or essential to mission success. Insert an “S” to indicate the functional capability supports the mission indicated yet is secondary, or not essential to mission success. This sub-section provides linkage to the appropriate mission and lays the foundation for the development of the RSD, and assists the requirements team with prioritizing requirements.

Example:

Functional Capability	Missions						
	1	2	3	4	5	6	7
Operations	P	P	P	P	P	S	P
Communications	P	P	S	P	S	P	P

4.3.2. Support Matrix

Populate the left column with the title of each support functional capability listed in sub-section 3.2 above. List the functional capabilities in priority order (descending). Prioritization is based on an assessment of support to the scenarios through a prioritization matrix or count of the number of occurrences throughout the scenarios. Populate the top row only with those support modes identified in section 2.5.4. Within the matrix field, insert a “P” to indicate the functional capability is primary, or essential to readiness. Insert an “S” to indicate the functional capability support the mission indicated yet is secondary, or not essential to readiness. When determining “P” or “S”, consider whether or not the asset needs to have the capability while in the specific support mode.

5. USAWOA Honorary Award CONOPS Team

List the office codes and names of personnel who made meaningful contributions to the document. This provides the reader with points of contact to follow-up when questions arise.

A. Additional Information

Attach any additional information that supplements this plan.

A.1. Additional Reports

Include each report of analysis conducted to include:

- *Human Resources Analysis*
- *Operational Analysis*
- *Support Analysis*
- *Budgetary Assessment*
- *Marketplace Assessment*

A.2. Glossary of Terms

Include an alphabetical listing of any terms and definitions needed to understand this document.

Term	Meaning

A.3. Acronyms and Abbreviations

Include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document.

Acronym	Meaning

A.4. References

Provide a list of all documents used in the development of the CONOPS. Each document listing includes the number, title, revision, and date. This includes but is not limited to legislation, feasibility studies, cost benefit studies, system architectural studies, documents concerning related projects, relevant technical documentation, MNS and ORD, instructions, program management directives, system handbooks, policy directives and OPLANS, etc. Include all documents referenced in this document. Identify the source for all documents that are not available through normal Government stocking activities.

B. Attachment A – Approval Signatures

This section is used to document the approval of the Concept of Operations during the Formal Review. The review should be conducted face to face where signatures can be obtained ‘live’ during the review. If unable to conduct a face-to-face meeting then it should be held via LiveMeeting and concurrence captured during the meeting. The Scribe should add */es/name* by each position cited.

All members of the governing Integrated Project Team (IPT) are required to sign. Please annotate signature blocks accordingly.

REVIEW DATE: *<date>*

SCRIBE: *<name>*

Signed:

Date:

< Integrated Project Team (IPT) Chair >

Signed:

Date:

< IPT member >

C. Template Revision History

Date	Version	Description	Author
July 2009	1.0	Initial OED ProPath release	OED Process Management Service
September 2009	1.1	Removed "This Page Intentionally Left Blank" pages.	OED Process Management Service
January 2010	1.2	Revised approval signatures section and TOC	OED Process Management Service
February 2010	1.3	Updated signature blocks	OED Process Management Service