

# Acronyms and Abbreviations

ABC	Acquisition Business Case	CDS	Capability Definition Statement
ADDP	Australian Defence Doctrine Publication	CEO DMO	Chief Executive Officer, Defence Materiel Organisation
ADF	Australian Defence Force	CEP	Capital Equipment Program
ADO	Australian Defence Organisation	CFO	Chief Finance Officer
ADSO	Australian Defence Simulation Office	CIO	Chief Information Officer
AIPS	Australian Illustrative Planning Scenarios	CIOG	Chief Information Officer Group
AIS	Acceptance into Service	CIR Div	Capability Investment and Resources Division
AIU	Assets in Use	CJLOG	Commander Joint Logistics
AMROs	Aggregated Military Response Options	CM	Capability Manager
AMS	Australian Military Strategy	COI	Critical Operational Issues
AUC	Assets under Construction	COTS	Commercial Off The-Shelf
BCCR	Business Case Closure Report	CPD	CDF's Preparedness Directive
C&P	Capability and Plans Branch	CPFP	Capability Proposal (First Pass)
CBRND	Chemical Biological, Radiological and Nuclear Defence	CPSP	Capability Proposal (Second Pass)
CCDG	Chief Capability Development Group	DPG	Defence Planning Guidance
CDAF	Capability Development Advisory Forum	CPSP	Capability Proposal Second Pass
CDB	Capability Development Board	CS Div	Capability Systems Division
CDD	Capability Definition Documentation	CSIG	Corporate Services & Infrastructure Group
CDF	Chief of the Defence Force	CTD	Capability and Technology Demonstrator
CDG	Capability Development Group	DC	Defence Committee
		DCC	Defence Capability Committee

DCDM	Defence Capability Development Manual	DSTO	Defence Science & Technology Organisation
DCIC	Defence Capability and Investment Committee	DTRIALS	Directorate of Trials
DCOP	Directorate of Capability Operations and Planning	EPT	Emerging Project Team
DCP	Defence Capability Plan	EWG	Environmental Working Group
DCS	Defence Capability Strategy	FASCIR	First Assistant Secretary, Capability, Investment and Review Division
DCU	Defence Capability Update	FIC	Fundamental Inputs to Capability
DEPSEC S	Deputy Secretary Strategy	FJOC	Future Joint Operating Concept
DGCP	Director-General Capability and Plans	FOC	Final Operational Capability
DGSIM	Director General Simulation	FOT	Force Options Testing
DIE	Defence Information Environment	FPS	Functional and Performance Specification
DIECMC	Defence Information Environment Capability Management Committee	HCS	Head Capability Systems
DIO	Defence Intelligence Organisation	IBC	Initial Business Case
DISC	Defence Infrastructure Sub-Committee	ICDS	Initial Capability Definition Statement
DMFP	Defence Management and Financial Plan	IOC	Initial Operational Capability
DMO	Defence Materiel Organisation	IPT	Integrated Project Team
DOFA	Department of Finance and Administration	IR	Initial Release
DPE	Defence Personnel Executive	ISD	In-Service Date
DPG	Defence Planning Guidance	ITR	Invitation to Register Interest
DSA	Defence Security Authority	KDAR	Key Defence Assets Review
DSE	Defence Simulation Environment	LCC	Life Cycle Cost
DSF	Defence Simulation Forum	LOT	Life of Type
		LOTE	Life of Type Extension
		MAA	Material Acquisition Agreement

MCE	Major Capability Investment	RFP	Request for Proposal
MOTS	Military Off The Shelf	ROM	Rough Order of Magnitude
MRO	Military Response Options	RPDE	Rapid Prototyping Development and Experimentation
MSA	Materiel Support Agreement	S&T	Science and Technology
NCW	Network Centric Warfare	SCGD	Security Classification Grading Document
NCWPO	Network Centric Warfare Program Office	SME	Subject Matter Expert
NSC	National Security Committee of Cabinet	T&E	Test and Evaluation
NPOC	Net Personnel and Operating Costs	TCD	Test Concept Document
OCD	Operational Concept Document	TEMP	Test Evaluation and Master Plan
OH&S	Occupational Health and Safety	WBS	Work Breakdown Structure
OPR	JOC Operational Preparedness Requirements	YOD	Year of Decision
OR	Operational Release		
ORC	Options Review Committee		
OT&E	Operational Test and Evaluation		
OTS	Off-the-shelf		
PAR	Post Activity Report		
PDF	Project Development Fund		
PFPS	Preliminary Functional and Performance Specification		
PM&C	The Department of the Prime Minister and Cabinet		
PMP	Project Management Plan		
POC	Personnel and Operating Costs		
POCD	Preliminary Operational Concept Document		
PSP	Professional Service Provider		
PTCD	Preliminary Test Concept Document		
RFT	Request for Tender		

# Glossary

Acquisition	Involves purchasing, leasing or other ways by which the DMO procures a materiel capability or system for use by the Australian Defence Force.
Acquisition Business Case	Part of the Second Pass approval documentation, the Acquisition Business Case (ABC) provides an overview and effects of the proposed option, describing the nature of the option, the capability effects; key advantages and a detailed time-line which includes costing and risk assessment. Information on proposed industry involvement over the life cycle is also included.
Acquisition Phase	This is the third of the five-phase Defence capability life cycle. The Acquisition Phase is the process of procuring an appropriate materiel system to meet the identified requirements while achieving the best value for money over the life of the system.
Australian Defence Force	Refers to the Royal Australian Navy, the Australian Army, and the Royal Australian Air Force.
Australian Defence Organisation	Consists of the Australian Defence Force and the Department of Defence.
Capability	The power to achieve a desired operational effect in a nominated environment within a specified time and to sustain that effect for a designated period. Capability is generated by Fundamental Inputs to Capability comprising organisation, personnel, collective training, major systems, supplies, facilities, support, command and management
Capability Analysis	The process of identifying current or prospective capability gaps, eg. changes in strategic circumstances or a major platform or combat system approaching the end of its Life of Type.
Capability Baseline	The materiel system requirements defined by the Capability Definition Documents.
Capability Definition Documents	A suite of documents comprised of: Operational Concept Document (OCD), Function and Performance Specification (FPS) and the Test Concept Document (TCD).
Capability Development	A broad term for those activities involved with defining requirements for future capability, principally during the Requirements phase of the capability systems life cycle.

Capability Development Advisory Forum	The aim of the CDAF is to make Australian industry an integral part of the capability development process ensuring that industry aspects are considered early, appropriately and consistently. It allows industry to put its views early in the capability development process, and enables Defence to test the strength of capability proposals. The CDAF is co-chaired by Head Capability Systems and CEO Defence Materiel Organisation.
Capability Development Board	The role of the CDB is to oversight the Capability Development business of the Capability Systems Division. It reviews and approves all project papers prior to their presentation to higher committees and is also responsible for the overall management of the Defence Capability Plan and the Capability Studies Fund. Chaired by Head Capability Systems Division, members include DG Maritime Development, DG Land Development, DG Aerospace Development, DG Information Capability Development, Director of Capability Operations and Plans, AS Investment Analysis, with invited representatives from DSTO, DTRIALS and DMO.
Capability Development Group	CDG has the responsibility for taking capability proposals from initial Government consideration and financial endorsement to final approval by Government. The CDG will have a close relationship with the Defence Materiel Organisation and oversight a number of the Defence Procurement Review recommendations.
Capability Gap	An outcome of analytical studies and joint military experiments which identify current and prospective capability needs that cannot be met within current force structures.
Capability Inputs	The eight Fundamental Inputs to Capability (FIC) which are the standardised elements required to deliver Capability, i.e. organisation, personnel, collective training, major systems, supplies, facilities, support and command and management.
Capability Investment and Resources Division, Capability Development Group	CIR Division provides independent analysis and review of capability issues, including: the overall balance of investment in capability (current and future), the future structure of the ADF, major investment proposals, preparedness, and priorities.
Capability Life Cycle	A capability's whole of life, from initial identification of a need through to its disposal. Within Defence, the capability life cycle has five phases, being Needs, Requirements, Acquisition, In-Service and Disposal.
Capability Manager	The role of a Capability Manager is to raise, train and sustain in-service capabilities through the coordination of Fundamental Inputs to Capability.

Capability Profile	A customised model for individual organisations that define the capability levels required to be attained to manage the technical risk to that organisation.
Capability Proposal (First Pass)	The capability proposal First Pass, prepared by CDG staff, is the key First Pass document presented to the Defence Capability Committee (DCC) on which later Cabinet Submission documentation is based. It incorporates and reviews Initial Business Cases (IBC) for each option approved in the Needs Phase and recommends preferred options.
Capability Proposal (Second Pass)	This proposal, developed by CDG for consideration by higher committees and Government at Second Pass approval, incorporates and reviews acquisition business cases for each option approved at First Pass, with a recommended preferred option.
Capability Support	The support needed to acquire, generate, manage and sustain capabilities through life, and to ensure that capabilities are prepared for deployment on operations.
Capability Systems	The combination of the eight Fundamental Inputs to Capability which are the standardised elements required to deliver Capability.
Chief Information Officer Group	CIOG provides specific policy and advice on the Defence Information Environment aspects for major acquisition projects. CIOG (Information Systems Division) may also be given responsibility in lieu of DMO for acquiring particular DIE related projects.
Concept for Operations	A concept for operations is a document that establishes methodology, procedures and priorities to accomplish tasks outlined in strategic concepts, and provides conceptual; guidance to develop an operational basis for action.
Corporate Services and Infrastructure Request (CSIR)	The document within the CSIG process to progress any CSIG service or infrastructure requirement to the capability project. A CSIR Part 1 is developed by the sponsor of a project. CSIG develops a CSIR Part 2 which is the 'strategic screen' of the project prior to the Strategic Business Case (SBC) and Detailed Business Case (DBC) being developed.
Defence Capability and Investment Committee	A committee whose role is to ensure resourcing, including capital investment and operating costs, is consistent with Defence's strategic priorities and resourcing strategy.

Defence Capability Committee	Refers to a committee whose role is to consider and develop options for current and future capability, focussing on individual major capital equipment projects. It is a sub-committee of the Defence Capability and Investment Committee.
Defence Capability Plan	The Defence Capability Plan (DCP) outlines the Government's long term Defence capability plans. It is a detailed, costed, ten-year plan comprising the unapproved major capital equipment projects that aim to ensure that Defence has a balanced force that is able to achieve the capability goals identified in the 2000 White Paper and subsequent strategic updates.
Defence Capability Strategy	Based primarily on the Defence Planning Guidance (DPG), determines an appropriate balance of forces across the Force-in-Being (FIB), and between the FIB and future capability investment, within the context of strategic priorities and available resources.
Defence Information Environment (DIE)	The DIE is a capability consisting of information used by Defence and the means by which it is created, managed, manipulated, stored, protected and disseminated. All of Defence's information falls within one of two Information Domains: operations or management. Defence's Information Domains (DID) are supported by the Defence Information Infrastructure (DII) comprising software, hardware and supporting information communications technology. Together the DID and DII form the DIE. The DIE does not include the sensors, weapons systems or external systems that provide information to and utilise information from the DIE; it does, however, include the interfaces that allow the passage of data and information between the DIE, sensors, weapons systems and external systems.
Defence Infrastructure Sub-Committee (DISC)	The DISC is a sub-committee of the DCC that oversees Defence's enabling infrastructure and related services. This role includes the review of major facilities requirements analysed through CSIG, including those arising from DCP projects prior to DCC consideration of First and Second Pass documentation.
Defence Materiel Organisation	A prescribed agency, the DMO's purpose is to equip and sustain Australia's Defence Force. It is accountable directly to the Minister for Defence on matters under the Financial Management and Accountability Act 1997, while remaining accountable to the Secretary of Defence and Chief Defence Force for administration under the Public Service and Defence Acts.

Defence White Paper - Defence 2000: Our Future Defence Force	Outlines the Government's decisions about Australia's strategic policy for the next decade. It provides a plan for the development of Australia's armed forces, with a commitment to provide the funds required.
Directed Level of Capability	The agreed and funded level of capability to be maintained to meet preparedness, ongoing operations and known national task requirements, based on Government strategic and financial guidance.
Disposal Phase	The last of the five-phase Defence Capability Life Cycle, and occurs once the materiel system reaches the end of its life.
Environmental Impact Assessment (EIA)	The process that considers the likely environmental effects of adapting a particular course of action or use of equipment. EIA may be part of an internal Defence process (such as the Environmental Clearance Certificate), or external to Defence (such as approval under the Environment Protection and Biodiversity Conservation Act 1999).
Equipment	All materiel items except consumables. May be qualified by referring to items as major or minor capital equipment.
Evolutionary Acquisition	Enables capabilities to be upgraded in a planned way from the delivery of a specified initial capability to eventual achievement of a full capability.
Final Operational Capability	The point in time at which the final subset of a capability system that can be operationally employed is realised. FOC is a capability state endorsed by Government at Second Pass and reported as having been reached by the capability manager.
First Pass Approval	The process that gives Government the opportunity to narrow the alternatives being examined by Defence to meet an agreed capability gap. First Pass Approval allocates funds from the Capital Investment Program to enable the options endorsed by Government to be investigated in further detail, with an emphasis on detailed cost and risk analysis.
First Pass Documentation	The suite of documents required for First Pass submission to the Defence Capability Committee, prior to preparation of Cabinet Submission. The suite includes a Capability Proposal First Pass and Initial Business Case, with annexes for each option, including an outline Acquisition Strategy, a draft Project Management Plan and Capability Definition Documents (CDDs). These CDDs consist of a Preliminary Operational Concept Document, a Preliminary Function and Performance Specification and a Preliminary Test Concept Document) and costing information.

Force-in-Being	The current state of the planned force structure, which is represented by the Australian Defence Force (ADF) as it currently exists.
Fundamental Inputs to Capability	The standard list for consideration of what is required to generate 'capability', comprising organisation, personnel, collective training, major systems, supplies, facilities, support, command and management. It is to be used by Australian Defence Organisation agencies at all levels and is designed to ensure that all agencies manage and report capability, using a common set of management areas.
Future Capability	New or enhanced capability
Initial Business Case	Part of the First Pass approval documentation, the Initial Business Case provides detailed supporting information on each option put forward for consideration by higher Defence committees and by Government.
Initial Capability Definition Statement	A document which seeks to develop proposals detailing the suitability and operation of a capability system, for possible inclusion in the Defence Capability Plan.
Initial Operational Capability	The point in time at which the first subset of a capability system that can be operationally employed is realised. IOC is a capability state endorsed by Government at Second Pass and reported as having been reached by the capability manager.
Initial Release	The milestone at which the CM is satisfied that the initial operational and material state of the capability system, including any deficiencies in the FIC, are such that it is safe to proceed into a period of OT&E leading to an endorsed capability state.
In-Service Date	The point in time that symbolically marks the beginning of the transition of a capability system, in part or full, from the Acquisition Phase to the In-Service Phase. ISD coincides as closely as is practicable with Initial Release.
Integrated Project Team	A cross function group of people with project related skill sets, who are responsible for managing a capability proposal from First Pass approval to Second Pass project approval.
Interoperability	The ability of systems, units or forces to provide the services to, and accept services from, other systems, units or forces and to use the services so exchanged to enable them to operate effectively together.
Life Cycle	The whole life of a particular item/system/process, from identification of a capability need
Life of Type	The estimated time, for planning purposes, for which an item will be a current service requirement.

Major Capital Equipment	Equipment projects of \$20 million or more, or of less than \$20 million but with individual items of \$1 million or more, or equipment projects of less than \$20 with strategic significance.
Materiel	All items of military equipment and related spares, repair parts and support equipment, (excluding real property, installations and utilities), necessary to equip, operate, maintain and support military activities without distinction as to its application for administrative or combat purposes.
Materiel Acquisition Agreement	An agreement between CDG and DMO, which states in concise terms what services and products the DMO (as supplier) will deliver to CDG, for how much and when.
Military Capability	The combination of force structure and preparedness that enables the nation to exercise military power.
Military Response Options	Options identified to achieve the required strategic effects.
Military Strategic Effects	Identify the strategic effects needed to realise the outcomes identified in the Military Strategic Objectives.
Military Strategic Objectives	Define the outcomes necessary to achieve each strategic task.
Military Strategy	That component of national or multinational strategy, presenting the manner in which military power should be developed and applied to achieve national objectives or those of a group of nations.
Minimal Level of Capability	Is the lowest level of capability (task specific) from which a force element can achieve its Operational Level of Capability within Readiness Notice, encompassing the maintenance of core skills, safety and professional standards.
Needs Phase	That phase of a capability life cycle that commences when a capability gap is identified and a materiel solution is required. This may occur when a system needs to be introduced, improved or replaced.
Net Personnel and Operating Costs	NPOC is the difference between future and current mature operating costs associated with a capability, facility, system or specific item of equipment. It reflects the net difference between the cost estimates to operate a new, upgraded or replacement capability offset by the guidance (DMFP funding) available to operate the current capability, across all affected Groups.
Network Centric Warfare	A means of realising more effective warfighting ability, this concept involves the linkage of engagement systems to sensors through networks and the sharing of information between force elements. It has two closely related and mutually reinforcing dimensions: the human dimension and the network.

Off-the-Shelf	<p>A product that is available for purchase, and will have been delivered to another military or Government body or commercial enterprise in a similar form to that being purchased at the time of the approval being sought (First or Second Pass).</p> <p>An option put forward at First Pass that was not considered off-the-shelf at that time, but which meets the criteria at Second Pass, may be considered as an off-the-shelf option at Second Pass.</p>
Operational Release	The acknowledgment by the relevant CM that a capability system or subset, has proven effective and suitable for the intended role and that in all respects is ready for operational service.
Operational Concept Document	Is the primary reference for determining fitness-for-purpose of the desired capability to be developed, and is a complementary document to the Function and Performance Specification (FPS) and the Test Concept Document (TCD) which form the Capability Definition Documents (CDD) to define the capability system baseline.
Operational Concepts	Operational Concepts, including the Joint Warfighting Concept, are generalised constructs within a strategic context that describe how joint forces might perform strategic and operational tasks, the capabilities they need and the associated levels of performance.
Operational Level of Capability	Is the task-specific level of capability required by a force to execute its role in an operation at an acceptable level of risk.
Outcomes	Outcomes are the results, impacts or consequences of the Commonwealth on the Australian community.
Preliminary Operational Concept Documents	A cost analysis document presented as part of First Pass phase to provide a clear understanding of the cost-effective differences between the various options. The POCD varies between specific capability-based projects and effects-based projects.
Preliminary Test Concept Document	Articulates the proposed approach to test and evaluation of each option presented at First Pass.
Project Identification Document	A Project Identification Document provides DSA with an overview of the project, and highlights various aspects which may require consideration of security issues. The Project Identification Document is to be submitted to DSA upon establishment of the project.
Project Management	The activity of managing projects undertaken by and/or contracted out by Defence, to achieve stated objects through the application of planned strategies and processes within predefined constraints, including project scope, costs, time, quality and stakeholder satisfaction
Project Management Plan	Describes the plan that provides a summary of the project phase including what, how and when activities are to be done, who is responsible, the budget and risk associated with these activities. The PMP is a summary level document supported by detailed subordinate planning documents.

Request for Proposal	A formal invitation seeking industry interest, used to encourage the offer of innovative solutions and indicative costs to meet desired outcomes in a broadly-based project proposal.
Request for Quotation	A formal statement of a requirement confined to one or more suppliers (usually not publicly advertised) which is used to obtain offers from those suppliers.
Request for Tender	Used primarily to obtain tenders for clearly defined and specific requirements. It may be derived from an evaluation of earlier responses to Invitations to Register, Request for Proposals, and industry briefings. Request for Tenders may be from the public at large or confined to one or more suppliers.
Requirements Phase	The second of the five-phase Capability Life Cycle, and defines the requirements, including operational support concepts and specification.
Second Pass (Project) Approval	The final milestone in the Requirements Phase, at which point Government will endorse a specific capability solution and approve funding for the Acquisition Phase. The project cannot proceed to the Acquisition Phase until this approval is obtained from Government.
Security Classification Grading Document	Defence projects which involve material classified RESTRICTED or above are required to develop a Security Classification Grading Document (SCGD), which provides classification guidance to project staff, and also to any contractors involved with the project. The SCGD is generally included in request documentation passed to a contractor, and forms part of the eventual acquisition contract, to provide the necessary guidance to develop tender responses appropriately, and to handle information or equipment they access on behalf of Defence in accordance with Defence's security requirements.
Specific Capability Based Project	A major capital equipment project that seeks replacement of a distinct capability or a refurbishment of existing equipment, or that have a relatively narrow range of options to fulfil the capability requirement.
Stakeholders	Those people and organisations who may affect, be affected by, or perceive themselves to be affected by a decision or activity. Note: The term 'stakeholder' may also include interested parties as defined in ISO 14050:1998 and AS/NZS 14004:1996.
Strategy Group	Strategy Group develops military strategy and strategic policy to provide a framework for the development of future Defence capability and to support military deployments, operations, and exercises.
Support System	The organisation of hardware, software, materiel, facilities, personnel, data, processes and services required to enable the Mission System to be effectively operated and supported to meet its operational requirements.

Sustainability	A force's ability to continue to conduct operations, measured in terms of the personnel, equipment, facilities and consumables necessary for the force to complete its assigned operational tasks
System	An integrated composite of people, products and processes that provide a capability to satisfy a stated need or objective. A system is a combination or assembly of hardware, software, principles, doctrines, methods, ideas, procedures and personnel, or a combination of these, arranged or ordered towards a common objective.
Systems Engineering	An interdisciplinary approach that encompasses the entire technical effort, and evolves into and verifies an integrated and life cycle balanced set of system people, products, and process solutions that satisfy customer needs.
Test and Evaluation	A process to obtain information to support the objective assessment of a capability system with known confidence, and to confirm whether or not a risk is contained within acceptable boundaries across all facets of a system's life cycle.
Test and Evaluation Master Plan	Describes the plan for traceability between T&E activities and the endorsed critical issues, to further ensure that only the required testing is undertaken. Results of T&E planned in the TEMP are used to provide proof that new or upgraded capability meets its baseline, is safe and fit for purpose throughout its life-cycle.
Test Concept Document	Provides the basis for Defence Materiel Organisation's development of the Test and Evaluation Master Plan (TEMP), and is the highest level document that considers T&E requirements within the capability system's life-cycle management.
Through Life Costs	All the costs incurred once a capability, system or equipment has been introduced into service, including all the costs associated with ownership and disposal.
Through Life Support	A whole-of-life management methodology that takes an integrated approach to all aspects of supportability and readiness of a materiel capability or system.
Troika	A committee comprising CCDG, HCS and FASCIR, who determine the options a project will investigate before the First Pass documentation is presented to the Defence Capability Committee. Also known as the Options Review Committee.
Two-Pass Capability Process	The two-pass system requiring First Pass approval and Second Pass (Project) approval, is a rigorous system for new acquisitions with Government considerations dependent on comprehensive analyses of technology, cost (prime and whole-of-life) and schedule risks subjected to external verification. It ensures that Government is able to exert early influence over the Major Capital Investment Program.



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