

CDTS Short Title	
CDTS#	Date CDTS # assigned

UNIVERSAL NEED STATEMENT (UNS)

Part 1a of 5 - Originator's Request

PURPOSE

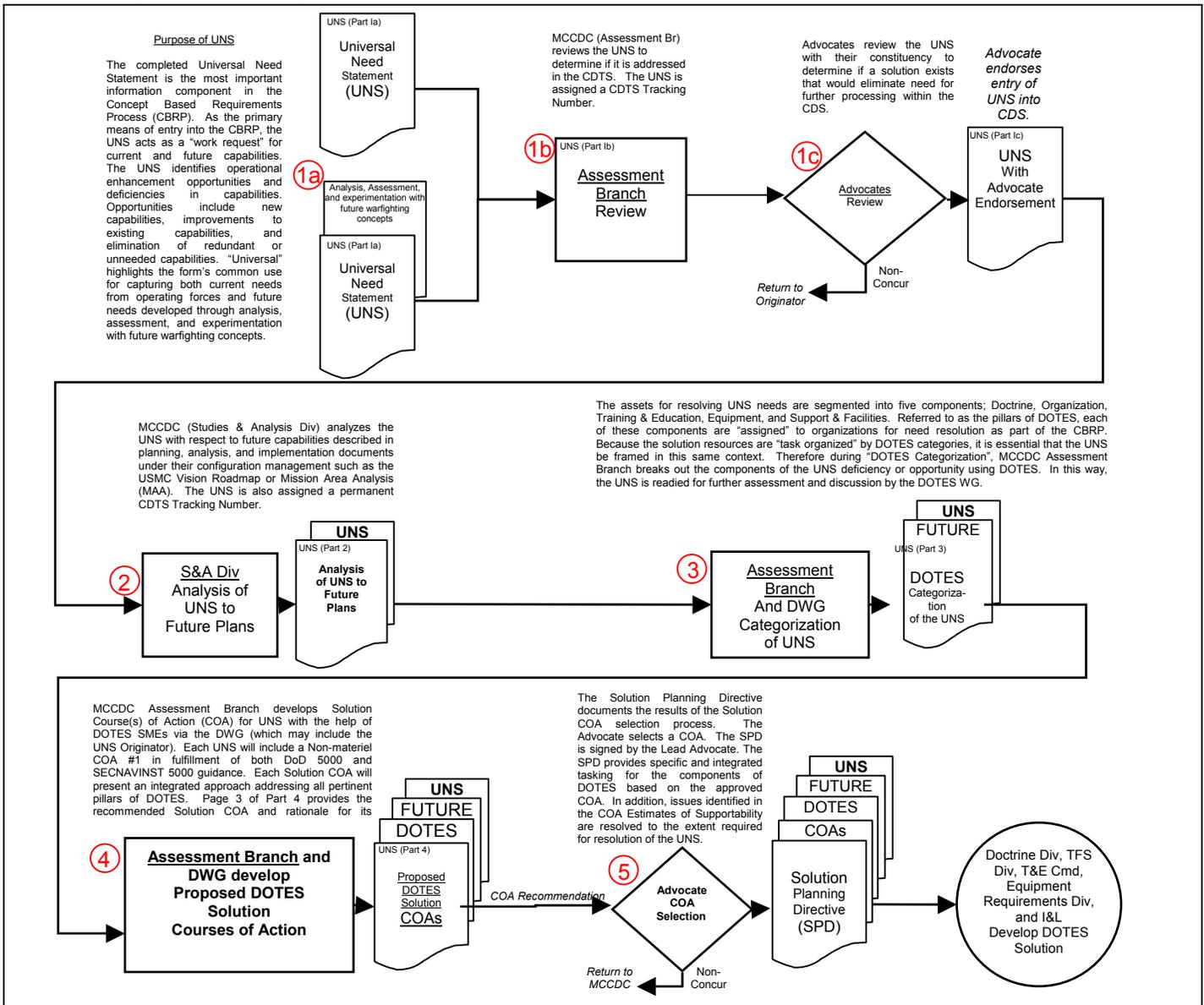
The completed Universal Need Statement is the most important information component in the Concept Based Requirements Process (CBRP). As the primary means of entry into the CBRP, the UNS acts as a "work request" for current and future capabilities. The UNS identifies operational enhancement opportunities and deficiencies in capabilities. Opportunities include new capabilities, improvements to existing capabilities, and elimination of redundant or unneeded capabilities. "Universal" highlights its common use by any Marine Corps organization to capture both current needs and future needs developed through analysis, assessment, and experimentation with future warfighting concepts.

UNS Routing and Status

Reception and forwarding dates for each part of the UNS are summarized here. UNS part numbers refer to the diagram below.	UNS part	Actions	Date Rec'd	Date Fwd'd
	1a	Originator writes Universal Need Statement (Part 1a)		
	1b	Assessment Branch Reviews UNS		
	1c	Advocates review & endorse UNS		
	2	S&A Division analysis of UNS to Future Plans		

UNS part	Actions	Date Rec'd	Date Fwd'd
3	Assessment Br and DWG conduct DOTES Categorization		
4	Assessment Br with DWG propose Solution COAs		
5	Advocate selects COA DC for CD issues SPD		

The Concept Based Requirements Process UNS (Provided for information and reference)



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Originator

Name (Last, First, Initial)		Rank/Grade		Phone		FAX	
Available for phone or personal follow-up?		Interested in participation on Solution Course of Action IPT?		Request UNS status updates by e-mail?		E-mail	RUC

Type of Need (select one that best describes the need)

ADD a new capability that does not exist	<input type="checkbox"/>	IMPROVE or FIX an existing capability	<input type="checkbox"/>	REMOVE an existing capability	<input type="checkbox"/>
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Description of Need Describe the nature of the need and the cause (if known). Explain how the need was identified (operational deployment, training exercise, experimentation, formal study, mission area analysis, observed operating deficiencies).

When Needed

URGENT	<input type="checkbox"/>	6 Months	<input checked="" type="checkbox"/>	1 Year	<input type="checkbox"/>	2 Years	<input type="checkbox"/>	5 Years	<input type="checkbox"/>	10 Years	<input type="checkbox"/>	Other (date)	<input type="checkbox"/>
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Rationale Describe why the need requires resolution in timeframe selected (e.g., safety issues, Congressional mandate, etc.)

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Describe mission or task to be accomplished that is related to the need.

How does the need improve your ability to perform the mission or task?

If the need is not satisfied, how will it affect your ability to perform the mission or task?

Approval Authority/FMF Routing – Regimental Level or as appropriate (Battalion, Squadron, etc.)

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Command	Name of Approval Authority (Last, First, Initial)	Rank/Grade
Mailing Address	Phone	FAX
	E-mail	
	Date Received	Date Forwarded

Approval Authority Comments (optional)	
Signature Block	

Approval Authority/FMF Routing – MEF Level or as appropriate (Division, Wing, Service Support Group, etc.)

Command CG 2D Marine Division	Name of Approval Authority (Last, First, Initial)	Rank/Grade
Mailing Address	Phone	FAX
	E-mail	
	Date Received	Date Forwarded

Approval Authority Comments (optional)	
Signature Block	

Approval Authority – MEF Level or as appropriate

Command	Name of Approval Authority (Last, First, Initial)	Rank/Grade
Mailing Address	Phone	FAX
	E-mail	
	Date Received	Date Fwd'd to Assessment Br, MCCDC

Approval Authority Comments (optional)	
General Officer's Signature Block	

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Approval Authority – MARFOR Level or as appropriate

Command	Name of Approval Authority (Last, First, Initial)	Rank/Grade
Mailing Address	Phone	FAX
	E-mail	
	Date Received	Date Fwd'd to Assessment Br, MCCDC
Approval Authority Comments (optional)		
General Officer's Signature Block		

NOTES:

1. Issues should be forwarded to CG MCCDC via respective chains of command.
2. Issues require one General Officer's signature (at any level i.e. MARFOR, MEF, Div/Wing/FSSG, etc.) to be processed. It is required that MARFOR's get visibility of all issues. MARFOR endorsement may be COS, or EA for Divisions within HQMC.
3. A disk copy should be forwarded through the chain of command along with the hard copy in case changes need to be made.
4. Additionally, please forward an electronic copy to Capt Neller – nellersj@mccdc.usmc.mil or Ms Donna Skebo – skebodm@mccdc.usmc.mil at the Assessments Branch. The Assessment Branch will store this copy as a "warning order" until they receive the hard copy (routed through your chain of command) with a General Officer's signature.
5. Upon receipt of the hard copy, the UNS will be entered it into the Combat Development Tracking System (CDTS) and staffed for appropriate review. The Assessments Branch will also send an "e-mail acknowledgement" to the originator. This e-mail will include an assigned CDTS Title and Identity Number for tracking purposes on the CDTS web site. Information concerning the routing process of the UNS can be viewed on the first page of this form.
6. The link for the CDTS web site is <https://cdts.quantico.usmc.mil>. Please ensure the s (https) is included in the URL. For access to the web site, please contact Ms Donna Skebo at DSN 278-4913/Com1 (703) 784-4913.
7. If further information is required regarding this processing and status of your submission, please contact Capt Shannon Neller at DSN 278-6088/Com1 (703) 784-6088; or Maj Larry Weber at DSN 278-6472/Com1 (703) 784-6472.