

NDCEE

National Defense Center for Energy and Environment

Technology Experts • Sustainability Trailblazers • Collaborative Problem Solvers



HOW TO DO BUSINESS WITH NDCEE

A Guide for Our Stakeholders

National Defense Center for Energy & Environment

<https://www.denix.osd.mil/ndcee/>

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General Information

Current program and project information is available on the NDCEE website.

1. Visit the DENIX homepage at <https://denix.osd.mil/> and click on NDCEE's site. Check if your project meets the NDCEE program requirements.
2. Find NDCEE's Digital Platform at <https://authoring.denix.osd.mil/ndp/notice> or use the link on NDCEE's homepage. Log in and submit your project details, including quad charts and other documents. Note that you need a DoD Common Access Card to access the Digital Platform.

Executive Summary

The National Defense Center for Environmental Excellence (NDCEE) was established by Congress in 1991 with a directive to “serve as a national leadership organization to address high priority environmental problems for the Department of Defense (DoD), other government organizations, and the industrial community.” In May 2008, the Program was re-designated from the National Defense Center for Environmental Excellence to the National Defense Center for Energy and Environment to ensure that the Center’s mission recognizes and addresses the strategic interdependence of energy and environmental technology requirements within an overall sustainability framework in support of our installations, weapons systems, and war fighters.

The NDCEE Program has evolved into a national resource for demonstrating, validating, and transitioning innovative Environmental, Safety & Occupational Health and Energy (ESOHE) technologies. This Program is managed by the Army on behalf of the Assistant Secretary of Defense for Sustainment.

The United States (U.S.) Army’s broadly encompassing and growing mobile, personal, and stationary technological requirements include infrastructure, alternative and synthetic energy, training lands, emerging contaminants, transportation, systems integration, personnel well-being, and others. Further, to train as we fight, validated ESOHE technologies need to be available and implemented at Army installations. The NDCEE will continue to demonstrate, validate, and transfer these technologies supporting our integrated environment, safety, occupational health, and energy objectives to enable mission, readiness, innovation, lethality, and modernization to ensure our soldiers maintain a technological advantage over our adversaries.

This business guide provides an overview of the NDCEE program. Through NDCEE invaluable demonstration/validation efforts are performed, improving operations, reducing risks and costs, and enhancing energy, environmental, and safety stewardship for the DoD.



Soldier Wearable Power Generator
Reformed Methanol 50

Our Mission

As a critical component of the DoD’s environmental quality investment strategy, the NDCEE investigates, demonstrates, and helps field viable, mission-driven solutions that reduce total ownership costs and fulfill DoD environmental, energy, health, safety, and sustainability requirements.

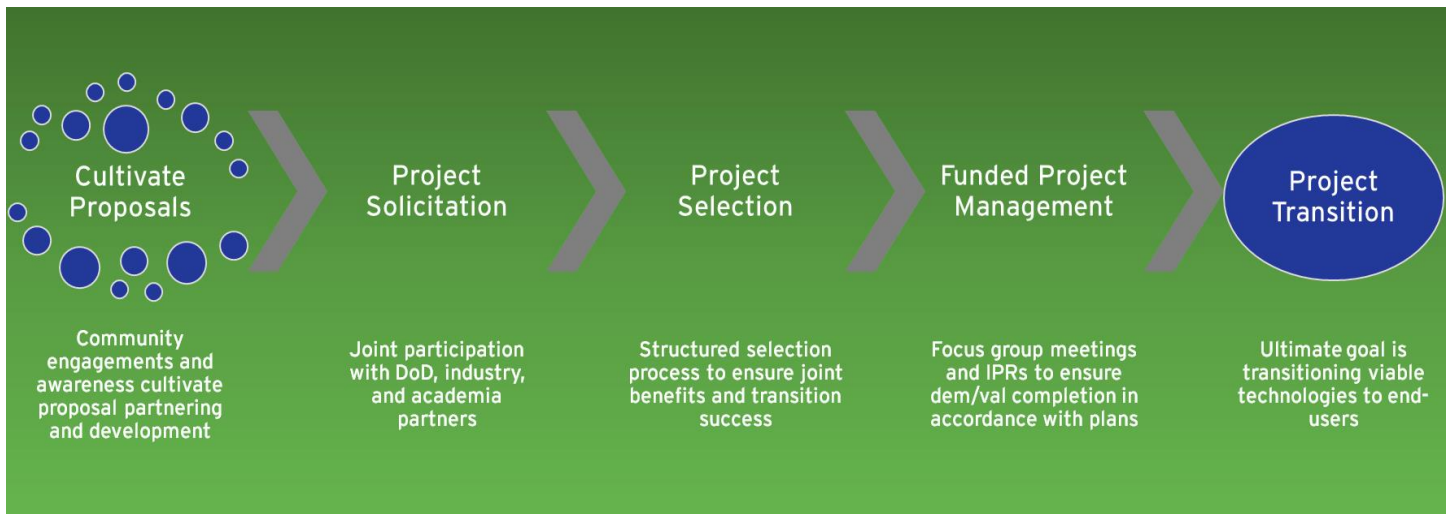
Through DoD-wide participation in the NDCEE program development and application of the process, the following benefits are achieved:

1. Addressing DoD Priorities/Challenges - Proactively identify and focus on current and emerging issues; develop service-wide programs for joint initiatives
2. Leveraging Resources - Share information and successes, synergize Research, Development, Testing, and Evaluation (RDT&E) execution, and enhance coordination among the services while minimizing duplication of effort
3. Transfer of Tools and Technologies - Apply and propagate solutions in support of warfighter / mission requirements
4. Providing Value-Added / Measurable Benefits - Assess the business case to optimize return on investment; reduce life-cycle costs while enhancing readiness and sustainability



Immediate Response Force (IRF) Soldier Offload

NDCEE Process Overview

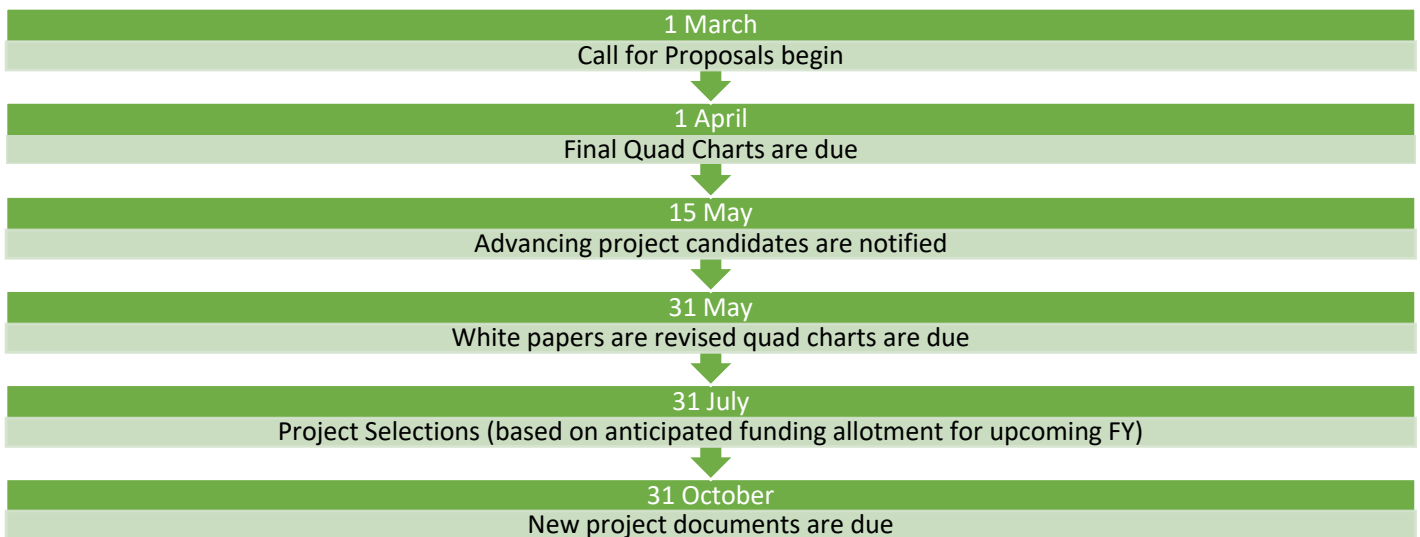


1. Program Requirements

Basic NDCEE Project Eligibility Requirements

- Budget Activity 4 (BA4) eligible**
 - NDCEE is part of the RDT&E Budget Activity 4, Advanced Component Development and Prototypes (ACD&P)
- Technology Readiness Level (TRL) of 5 or 6 at entry; 8 or 9 at exit**
 - TRL 5 - the technology is being tested in an environment that's similar to where it will be used
 - TRL 6 - a working model or prototype of the technology has been tested in a real-world setting
 - TRL 8 - technology has been thoroughly tested and is ready for use
 - TRL 9 - technology not only been tested but has also been successfully used in real missions or operations
- Valid Multi-Service Need**
 - Proposed solution must be needed by two or more Services
- Technology Transition Partner**
 - At least one Service must sign a policy-compliant agreement
- Two-year Duration**
 - Project must complete all deliverables within two years of receipt of funds

Key Dates for your Consideration



The dates provided above serve as reference points for planning. However, it's important to note that NDCEE retains the flexibility to adjust these dates, either earlier or later, in accordance with the specific program requirements.

If you have further inquiries or need more information, we kindly recommend visiting our website or getting in touch with the NDCEE Program Management Office. We are here to assist you with any additional questions you may have.

Scoring Criteria

MISSION / READINESS ♦ TECHNICAL QUALITY / FEASIBILITY ♦ TRANSITION POTENTIAL / END USER ADOPTION ♦
MODERNIZATION / INNOVATION

NDCEE employs an efficient scoring system that provides flexibility for DoD reviewers to interpret criteria from their individual perspectives. For additional information of the scoring criteria, view the "Scoring Guidelines" document, available on our homepage.

Selected Project Funding Authorization Requirements Package

Upon the selection of a proposal by NDCEE, several essential documents must be submitted before funds are disbursed to the project team. Please note that all these documents, except for the Technology Transition Agreement, must be submitted by the 31 October. This ensures a smooth and timely process for project commencement.

1. Project Plan
2. Milestone Financial Spreadsheet
3. Detailed Cost Estimate
4. Technology Transition Agreement
5. Signed support agreement, or other applicable Interagency Agreement, if required by the funded organizations
6. MIPR Funding Form (must be signed by financial POC)

Project Reporting Requirements

1. Regular Verbal Updates to NDCEE Community of Practice Focus Group (5-Minute Briefing; Single Slide)
 - a. Frequency: Three updates annually (in January, May, and September)
2. Regular Virtual In-Progress Review Briefing for NDCEE PMO (30-Minute Presentation; Minimum of Five Slides)
 - a. Frequency: Three briefings each year (in March, July, and November)
3. Ongoing Marketing Initiatives
 - a. Involvement in Project Advertisements Through Diverse Multimedia Channels
 - i. This includes the creation of fact sheets, participation in interviews, and the development of articles to enhance project visibility

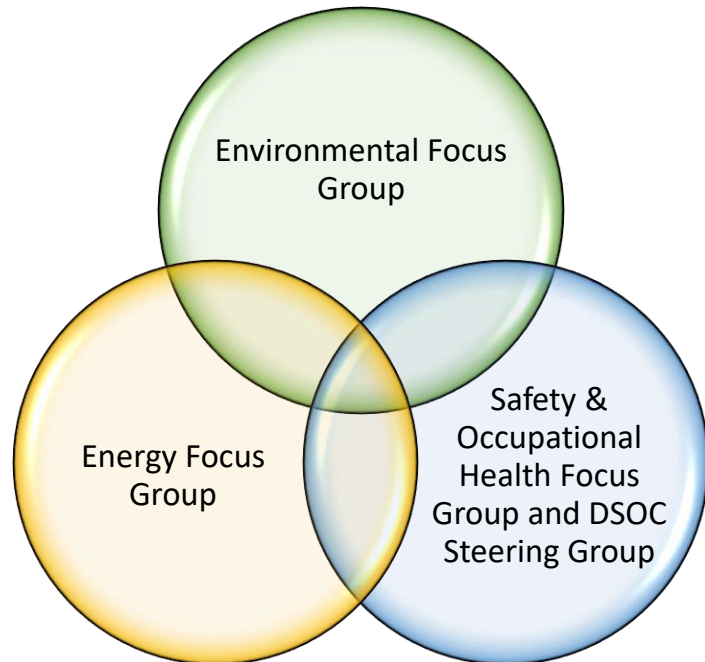
2. NDCEE Focus Area and Proposal Sources

The NDCEE Program community is structured around three distinct groups, each of which is dedicated to understanding and addressing the unique needs of the user community.

1. **Environmental Focus Group (NDCEE-centric)**
 - a. Established by NDCEE, this focus group is primarily focused on NDCEE-related activities
2. **Energy Focus Group (NDCEE-centric)**
 - a. Established by NDCEE, this focus group is primarily focused on NDCEE-related activities
3. **Safety & Occupational Health Focus Group and Defense Safety Oversight Council (DSOC) Steering Group**
 - a. While the DSOC steering group is not an NDCEE-established entity, it serves as a vital connection between NDCEE and the user community.
 - b. NDCEE has also established a smaller safety and occupational health focus group, which primarily centers its activities around NDCEE's needs. This group operates in conjunction with the DSOC steering group to enhance safety and occupational health within the NDCEE program.

Each of these groups plays a crucial role in ensuring that the projects recommended for NDCEE funding are driven by valid DOD user requirements. The NDCEE Program provides a structured framework to evaluate proposals, yet it retains the flexibility needed to dynamically respond to shifts in the DoD's evolving needs and priorities. In support of this concept, there is no published list of needs.

A valid requirements source can be an individual in a position of authority and who serves as a recognized representative of user needs across a broad community. While a user need may initially emerge at one specific installation, it is imperative to broaden the scope of inquiry across multiple installations and/or Services to establish if this need extends to a more extensive user base. This process ensures that valid user needs of broader significance are identified and addressed effectively.



While regulations and laws may serve as the drivers for compliance, it's essential to recognize that they alone, do not necessarily signify a current or future user need. Similarly, although projects funded under Budget Activity 3, Advanced Technology Development (ATD) can originate as potential sources of valid user needs, it remains critical for these project proposals to establish and demonstrate the ongoing existence of a valid user need that justifies further support and continuation through Budget Activity 4, Advanced Component Development and Prototypes (ACD&P) funding. This ensures that resources are directed effectively toward addressing genuine and enduring user requirements.

The NDCEE Program Management Office (PMO) follows an approach that doesn't restrict proposals to a set list of user needs or requirements. Instead, the process is designed to be flexible and responsive to the evolving demands of the Department of Defense. This adaptability empowers NDCEE to allocate resources to initiatives that hold significant value and might not be readily considered by other funding sources. It underscores NDCEE's commitment to addressing emerging and often unique challenges within the DoD.

The table presented below offers a general outline of the types of requirements sources for each focus area, providing illustrative examples, although it's important to note that this list is indicative and not exhaustive.

NDCEE Focus Area User Requirements Sources Examples		
Environmental	Energy	Safety & Occupational Health
Product Managers and Program Executive Offices	Product Managers and Program Executive Offices	The Services provide their safety and occupational health needs to the Defense Safety Oversight Council (DSOC), chartered under DODI 6055.01. The DSOC votes and creates an order of merit list, which they provide to the NDCEE PMO for Project Selection Committee consideration.
Headquarters or major command environmental representative	Headquarters or major command energy representative	
Site assistance visit needs that indicate systemic requirements	DoD energy program directors (such as Operational Energy Capabilities Improvement Fund - OECIF)	
Funding requirement request trends	Air Force Civil Engineer Center (AFCEC) energy program manager	
Environmental audit trends	DoD energy and power community of interest representative	

3. Proposal Eligibility

As outlined in the Program Requirements, several fundamental eligibility criteria must be satisfied for NDCEE project consideration. Projects are required to align with BA4 criteria and commence their participation in the program at a Technology Readiness Level (TRL) of either 5 or 6, with a preference for level 6, and aim for a projected culmination at TRL 8 or 9. To access comprehensive definitions of these terms, please refer to the *DoD Technology Readiness Assessment (TRA) Guidance* from April 2011. Additionally, NDCEE operates in accordance with the official BA definition as stipulated in the *DoD Financial Management Regulation (DOD 7000.14.R)*, specifically within the section addressing Uniform Budget and Fiscal Accounting Classification. Further information on TRL definitions is provided below.

NDCEE Eligibility and TRL Table

NDCEE Project	TRL	Technology Readiness Level Definition
Not Eligible	1	Basic principles observed and reported.
	2	Technology concept and/or application formulated.
	3	Analytical and experimental critical function and/or characteristic proof of concept.
	4	Component and/or breadboard validation in laboratory environment.
ENTER	5	Component and/or breadboard validation in relevant environment.
	6	System/subsystem model or prototype demonstration in a relevant environment.
	7	System prototype demonstration in an operational environment.
EXIT	8	Actual system completed and qualified through test and demonstration.
	9	Actual system proven through successful mission operations.

Budget Activity 4 Definition

DOD 7000.14-R, Financial Management Regulation (Vol 2B, Chapter 5):

Budget Activity 4, Advanced Component Development and Prototypes (ACD&P).

Efforts necessary to evaluate integrated technologies, representative modes, or prototype systems in a high fidelity and realistic operating environment are funded in this budget activity. The ACD&P phase includes system specific efforts that help expedite technology transition from the laboratory to operational use. Emphasis is on proving component and subsystem maturity prior to integration in major and complex systems and may involve risk reduction initiatives. Program elements in this category involve efforts prior to Milestone B and are referred to as advanced component development activities and include technology demonstrations. Completion of Technology Readiness Levels 6 and 7 should be achieved for major programs. Program control is exercised at the program and project level. A logical progression of program phases and development and/or production funding must be evident in the FYDP.

Additional Project Eligibility Requirements

Additional factors for consideration encompass whether another organization is already engaged in similar work, and for projects involving the demonstration or validation of a Commercial-off-the-Shelf (COTS) product, there should be a discernible and unique DoD-specific requirement that necessitates the demonstration or validation. These factors broaden the scope of project evaluation and help ensure that NDCEE projects align effectively with the specific and distinctive needs of the Department of Defense.

4. Project Selection Process

Call for Proposals

The annual call for proposals kicks off on **1 March** each year. To streamline and expedite the proposal evaluation process and to alleviate the workload for both proposers and scorers, we request an initial submission of a concise two-page quad chart. This approach ensures efficiency and effectiveness in the early stages of proposal assessment.

Candidates Submit Quad Charts

The deadline for all quad chart proposals is **1 April**, and we request that these submissions be made via the designated digital platform at:

<https://authoring.denix.osd.mil/ndp/notice>.

Additionally, you will find the digital platform link off our homepage at:

<https://www.denix.osd.mil/ndcee/>.

Proposals from various sectors, outside of the DoD are welcomed, including academia, industry, and other non-DoD government agencies. However, we emphasize that a DoD point of contact must co-lead the proposal and assist in securing a transition partner, ensuring rapid technology deployment to benefit the warfighter. Additionally, it's essential to note that the quad chart submitter on the digital platform site must possess a valid Common Access Card (CAC) for authentication and access. These provisions help facilitate efficient collaboration and technology transition within the DoD.

Proposals are Pre-Screened for Basic Eligibility

The NDCEE PMO along with key assigned pre-proposal reviewers, diligently conducts a comprehensive screening of proposal quad charts to ensure alignment with eligibility requirements. In instances where there may be questions regarding a proposal's eligibility, our program facilitators collaborate closely with the proposal candidates to address and resolve any concerns, allowing candidates the opportunity to make necessary adjustments to their quad charts.

Call for Proposals Timeline	
1 Mar	Call for Proposals opens.
1 Apr	Call for Proposals closes. Quad charts due to PMO.
1 – 12 Apr	Proposal pre-screening. NDCEE PMO along with key assigned pre-proposal reviewers
29 Apr - 3 May	Project candidates brief quad charts to focus area communities for scoring.
10 May	Focus area level scorecards due in Digital Platform. PMO compiles project scorecards.
15 May	Based on project scorecards, proposal pool is narrowed and advancing candidates are notified. Candidates develop white paper and finalize quad charts.
31 May	White paper and final quad charts due.
3 Jun	Proposals made available to scorers to Technical Advisory Group (TAG) and Project Selection Committee (PSC).
18-20 Jun	Presentations to TAG and PSC.
early Jul	Project Selection Committee convenes and develops final 1-N recommended project ranking; notify candidates and community.
late Jul	Lead Agent approval. PMO notifies community. New start project package development begins.
31 Oct	All new project packages must be complete.
NOTE - All dates listed are subject to change	

For situations where resolution remains challenging, the discussion can be escalated upon the proposal candidate's request to involve the Program Manager. All quad chart adjustments, if required, should be finalized, and resubmitted to the PMO by the deadline of 3 April. Following this evaluation, only those proposals deemed qualified will proceed to the next stage and be presented to the focus group and technical advisory group (TAG) reviewers. Scorecards and evaluation critiques will be sent to any requesting proposal.

Project Candidates Brief Proposals to Focus Group and Technical Advisory Group Reviewers

Project candidates engage with the relevant focus area community by presenting their project proposal quad charts through teleconferences. In these presentations, equal time is allocated to each candidate for both their presentations and the opportunity to address any questions from the review panels.

Focus Group and Technical Advisory Group Level Scoring and Down Selection

It's important to note that each participating organization is limited to submitting only one scorecard. Additionally, to remain impartial and fair, each reviewing organization must refrain from evaluating proposals submitted by their own organization or from organizations listed as Technology Transition Partners. Comprehensive guidance of the scoring criteria, (listed under 1. Program Requirements) is available online and to any member of the review panel.

Following the assessment process, the NDCEE PMO compiles both comments and project scores. These critical insights and evaluations are then shared with the Project Selection Committee (PSC). In the spirit of constructive collaboration and continuous improvement, all comments present on the scorecards are made available to the respective project candidates upon request. This approach provides candidates with the opportunity to enhance and refine their future proposals, particularly if they are not chosen for funding.

Advancing Proposal White Papers

After completing the quad chart scoring and down selection process, the PMO will initiate the next phase by soliciting white papers from the advancing candidates. These candidates will be required to utilize the NDCEE template for their submissions. While there is no strict page limit for the white papers, it is recommended that candidates aim for a typical submission length of around four pages. In any case, white papers should not exceed a maximum of ten pages, excluding any included endorsements or additional materials.

Proposal Endorsements

To emphasize the multi-Service need, it is encouraged to provide supportive endorsements from authoritative sources through either an official letter of support or an informal email format, which is considered sufficient. These endorsements should be consolidated into a single .pdf file, which must be submitted along with the white paper.

In the quad chart, it is imperative to explain the role of each endorsement representative, outlining why they are considered authoritative and how they connected to the project. A qualified endorsement representative is someone

holding a leadership or decision-making role within a transition organization tasked with integrating or implementing the project's outcome on a Command or Service-wide scale.

It's important to avoid endorsements from the proposal candidate's own organization, except in cases where that organization is responsible for the wide-scale application or implementation of the project outcome.

Project Selection Committee Briefing

Please note that during the final review and consideration stages, contractors are not permitted to participate. This approach has been implemented to address concerns raised by researchers regarding the safeguarding of potentially proprietary and sensitive information.

In addition to the Project Selection Committee (PSC) members, the Technical Advisory Group (TAG) is extended an invitation to assist the PSC whenever their input is required, especially on technical matters following the conclusion of each project briefing. The NDCEE PSC, consisting of five individuals, convenes to collaboratively establish a consensus-driven, prioritized project list denoted as 1-N.

The ranking of projects is constrained by the number of projects that can be financially supported within the expected program budget for the upcoming fiscal year (FY). A few additional projects may also be incorporated in anticipation of any additional funds that might become available. If surplus funding remains, the PSC may explore further options, including the consideration of projects of high priority for the DoD that may not have undergone the conventional NDCEE evaluation process.

NDCEE's program director chairs the PSC, which comprises members possessing expertise in environmental, safety, occupational health, and energy matters, drawn from various sectors within the DoD. These members, while experts in their respective fields, represent their respective Service, rather than their specific media area.

NDCEE Lead Agent

Approval

Upon the conclusion of its project selection process, NDCEE's PMO presents its final project selection recommendations to the NDCEE Lead Agent for final approval and endorsement.



Wastewater Evaporators as AFFF Mitigation Strategy at
Firefighting Training Facilities

5. Funded Project Initiation

Funded Project Notification

Upon the formal approval of projects, the PMO initiates the process of notifying the project candidates about their prospective funding, contingent on the program securing a full budget allocation. Subsequently, at this juncture, the project candidates transition into their roles as NDCEE Project Managers (PMs).

To facilitate this transition, the NDCEE Program Facilitator takes on the crucial task of communicating the detailed "new start" project requirements to the PMs, ensuring that all necessary documents are submitted in a timely manner. The Facilitator remains readily available to address any inquiries or concerns that may arise during this phase. All NDCEE project selections are considered "new starts" and thus are subject to the availability of funds and potential delays associated with a continuing resolution.

New Project Orientation

While attendance at the virtual orientation hosted by NDCEE PMO is not mandatory, it is strongly encouraged, especially within the first month of receiving the news of a project's selection by the program. This proactive approach guarantees that all necessary requirements and essential documentation are thoroughly understood right from the outset. Furthermore, this orientation serves as an open forum for PMs and their teams to pose questions and seek clarification on any aspects of the program.

Funding Requirements Package Development

During the orientation session, a comprehensive discussion on the funding requirements package will take place. It is imperative that this package is diligently prepared and submitted to the Program Facilitator **no later than 31 October**. This deadline is critical to ensure that MIPRs are readily available for processing as soon as the program's funding becomes available.

It's important to emphasize that this package is an essential prerequisite for the transfer of funds to the respective receiving organization(s). Furthermore, certain sections of these documents will be strategically leveraged in various contexts, including In-Process Reviews (IPRs) and other essential materials throughout the project's lifecycle. The package includes the following:

1. Project Plan
2. Milestone Financial Spreadsheet
3. Detailed Cost Estimate
4. Draft Technology Transition Agreement (TTA), with signatories identified, in accordance with current policy
5. Support agreement, or similar document
6. MIPR Funding Form (must be signed by financial POC)

Funding Requirements Package due by 31 October. Delays in providing the required documentation, by the suspense date, may result in funding loss.

Funds Transfer Approval and Transmission

After submission of the draft Technology Transition Agreement, Project Plan, Detailed Cost Estimate, Milestone Financials Spreadsheet, and, if applicable, the Support Agreement in the designated Digital Platform, the review process by the PMO commences. This review is conducted with a keen focus on evaluating the content, ensuring completeness, and verifying accuracy in the submitted documents.

Upon successful approval by the PMO, the ultimate authority for final approval of MIPR funds is vested in the hands of the program director. This pivotal step marks the point at which the program's financial support is formally authorized. Crucially, upon the release of funds, it is incumbent upon the receiving organization(s) to acknowledge their receipt, thereby solidifying a crucial milestone in the project's progression.



Improved Efficiency of Artificial Roosts as a Management and Mitigation Tool for Threatened and Endangered Bats

6. Funded Project Reporting Requirements

Reporting Requirements Overview

Regular project status updates are critical the NDCEE process as they serve as a vital channel for conveying any significant deviations, be they positive or negative, from the project plan milestones, performance expectations, or funding disbursement rates. These updates are instrumental in keeping NDCEE leadership well-informed and poised to make informed decisions.

In cases where a negative deviation from the established plans is detected, the responsibility falls on the Project Manager (PM) to take the lead. It is the PM's duty to recommend a 'get-well' plan, aimed at steering the project back towards the original plan. Alternatively, if returning to the initial plan is deemed impractical or inadvisable, the PM must present a well-considered mitigation strategy. This proactive approach ensures that challenges are met with timely and strategic responses, thereby safeguarding the project's success.

Reporting Requirements

Monthly:

- PMO Financial Update: send a financial update through email
- PMO Notification of Delays: if any delays occurring, immediately notify

Bimonthly:

- Briefing Update: In-Progress Reviews (IPR) and Focus Group (FG) meetings

Periodic Marketing –

- Project Promotion: Promotional activities through various multimedia channels, such as fact sheets, interviews, articles, and other creative means

Focus Group Meetings

All Project Managers (PMs) are strongly encouraged to prioritize attendance at the Focus Group teleconferences and actively participate by delivering a brief verbal update regarding the status of their project. In cases where the PM is unable to attend, it is incumbent upon them to designate an alternative Point of Contact who can effectively provide the project update.

While these verbal updates maintain an informal and unstructured nature, they offer an invaluable opportunity for PMs to spotlight significant challenges overcome or key accomplishments achieved in the preceding four months. Additionally, PMs have the platform to outline their strategic plans for the upcoming months, fostering collaboration, knowledge sharing, and the collective advancement of NDCEE projects.

In-Progress Reviews

The In-Process Review (IPR) slides, which include milestone financials and the essential validation of the supporting accounting system, should be sent via email to the Program Facilitator a minimum of two days before the commencement of each IPR. These IPR slides form a critical component of the reporting process, highlighting the comparison between planned and actual outcomes concerning cost, schedule, and project performance within the NDCEE framework.



Towable, Load Following 60 kW GenSet (T-60) with Self Contained Microgrid

7. Marketing Requirements

Fact Sheet

The Project Manager (PM) holds the responsibility of furnishing the necessary information to facilitate the creation of a project fact sheet or a similar marketing format within a timeframe of 180 days from the date of receiving funding or before the end of the fiscal year the project was awarded, whichever occurs first. The Program Facilitator will ensure that the PM is equipped with the most up-to-date template for this purpose.

This fact sheet is a dynamic document, subject to periodic updates as significant project events occur, or at the midpoint and upon the project's completion. Its distribution channels encompass a wide spectrum, including the publicly accessible DENIX website, social media platforms, participation in marketing events, and various informal opportunities. This multifaceted approach ensures that the project's achievements and milestones are effectively communicated to a broad audience, fostering awareness and recognition.

Given the potential for this document to be featured on both federal and publicly accessible websites, it is of utmost importance that the Project Manager (PM) diligently fulfills the requirement of providing a DD1910. This document must bear the crucial approvals from both the Public Affairs Office (PAO) and the Operations Security (OPSEC) to ensure the integrity and security of all project-related materials.

Special Articles

Periodically, Project Managers (PMs) may receive requests to contribute information that will be instrumental in crafting a diverse array of marketing materials. These materials might encompass interviews, team spotlights, highlights from demonstration events, or success stories. It's important to note that such requests are thoughtfully managed to minimize any undue burden on the PMs and their teams, ensuring their focus remains primarily on project execution. These contributions hold a vital role in cultivating broader awareness within the community.

Success Story

As the project approaches its conclusion and the final deliverables are readied for transmission to the transition partner, the Project Manager (PM) and their team will complete one final document for NDCEE — a success story. This final marketing piece serves as a powerful tool to magnify the innovative solution the project has achieved. Much like the fact sheet, the success story is a succinct yet impactful one-page document. It encapsulates the project's overview, shedding light on the benefits it brings and the promising path forward of the technology ensure that the greater stakeholder community understands how the NDCEE investment contributes to a longer-term effort to ultimately benefit the end users and all DoD Services.

8. Closeout Requirements

Project Closeout Summary Document

The Project Manager (PM) is required to facilitate the timely closure of the project, ensuring that adequate NDCEE funding is reserved to fulfill all necessary closeout requirements. Upon the successful completion of the NDCEE project tasks, the PM will deliver a comprehensive set of project deliverables and final summary information to the Program Facilitator.

This valuable information serves as the foundation for the development of various products, including articles and multimedia web-based materials, aiming to disseminate the project's accomplishments and insights. A vital component of this closure process is the NDCEE Project Closeout Summary, a succinct yet comprehensive form designed to capture the key elements of the project. It includes a snapshot of the project's outcome, lessons learned, key points of contact for all stakeholders, both technical and transition partners, a qualitative and quantitative Return on Investment (ROI) assessment, and a summary statement providing perspectives from the PM, Transition Partner, and PMO on the project's impact.

Elements from this summary document will be leveraged for promotional purposes, magnifying the project's visibility. Should the closeout summary contain sensitive information that must not be publicly disclosed, the PM will provide two versions of the final report — one that encompasses all details and another that excludes the sensitive information, ensuring it is publicly releasable. Additionally, the deliverables arising from the demonstration and validation efforts are expected to be provided and will be seamlessly uploaded to the Digital Platform, serving as a repository of project accomplishments and insights.

Return on Investment (ROI) Capture

As an essential section of the project closeout summary, the Project Manager (PM) is tasked with delivering a comprehensive Return on Investment (ROI) summary. This summary encompasses both quantitative and qualitative data that demonstrates the ROI achieved as a result of the funding provided by NDCEE for the project. While there may not be a standardized format for this information, the PMO Facilitator collaborates closely with the PM to ensure that the ROI data represents the best estimate achievable at the project's conclusion.

Notably, the commitment to evaluating the ROI doesn't conclude with the project's end. A year after the project's completion, the PM is required to revisit the ROI assessment. This re-evaluation and adjustment process not only reflects the dynamic nature of project outcomes but also underscores the PM's dedication to delivering accurate and valuable insights that can inform future endeavors.

Financial Closeout

The financial points of contacts representing organizations that have received NDCEE funding, along with the Project Manager (PM) and team are responsible for providing the necessary financial documentation to the NDCEE budget analyst, including a financial accounting system snapshot that the obligated funds have been appropriately disbursed. Any funds directed in support on the project will be returned to NDCEE, prior to closeout document signature.

Project Closeout Teleconference

The NDCEE PMO will conduct a project closeout teleconference with the Project Manager and team. This teleconference serves as a final checkpoint to verify that all requisite final reports and other project-related products have been successfully received and allows the ability to address and resolve any remaining, task-specific issues related to the project.

Six- and Twelve-Month Follow-Up

Roughly six and twelve months after the project or task's formal closure, a member from the NDCEE PMO will reach out to the Project Manager (PM) via email or phone. The primary goal of this engagement is to capture any noteworthy technology transition success stories and any other valuable insights that have emerged as a result of the project. Furthermore, these success stories and insights may continue to serve as potent tools for ongoing marketing efforts, extending the reach and impact of the project's achievements. Additionally, the PM is also required to provide an updated Return on Investment (ROI) statement at the twelve-month follow-up.



Charging-capable Li-ion Autonomous Safe Storage Interservice Container

NDCEE Program Management Office

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Program Facilitator – Energy Projects: Linda Albrecht @ Linda.b.albrecht.civ@army.mil

Program Facilitator – Safety & Occ. Health Projects: Charles Serafini @ Charles.p.serafini.civ@army.mil

