



ENERGY,  
INSTALLATIONS  
AND ENVIRONMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3400 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3400

JUN - 9 2015

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF DEFENSE (SECURITY COOPERATION)

DIRECTOR, JOINT STAFF  
CHIEF OF STAFF, UNITED STATES AFRICA COMMAND  
CHIEF OF STAFF, UNITED STATES CENTRAL COMMAND  
CHIEF OF STAFF, UNITED STATES EUROPEAN COMMAND  
CHIEF OF STAFF, UNITED STATES NORTHERN COMMAND  
CHIEF OF STAFF, UNITED STATES PACIFIC COMMAND  
CHIEF OF STAFF, UNITED STATES SOUTHERN COMMAND

SUBJECT: Defense Environmental International Cooperation (DEIC) Program – Fiscal Year (FY) 2016 Call for Proposals

This memorandum provides the guidance and schedule for submitting proposals for consideration in the DEIC Program allocation of FY 2016 resources. The DEIC Program provides expertise and funding to support security cooperation (e.g., build partnership capacity, address environmental risk management, and sustain mission resilience).

Eligible DEIC Program activities must include engaging with foreign defense ministries on environmental and energy topics that have implications for military installations, training or operations. I encourage you to submit proposals that include civilian agencies, international organizations and non-government organizations.

The planned milestones for the DEIC FY 2016 proposal submission process are:

- No later than July 24, 2015 – Please submit FY 2016 DEIC Program proposals based on the guidance provided in Attachment 1.
- Early September 2015 – My staff will meet with representatives from the Office of the Deputy Assistant Secretary of Defense (Security Cooperation), and with the Office of the Chairman of the Joint Staff to evaluate the proposals, as outlined in Attachment 2.
- Early October 2015 – I anticipate announcing the approved FY 2016 DEIC Program.

My point of contact is Mr. Shah Choudhury, at [shah.a.choudhury.civ@mail.mil](mailto:shah.a.choudhury.civ@mail.mil) or 571-372-6809.

John Conger  
Performing the Duties of the Assistant Secretary of Defense  
(Energy, Installations and Environment)

Attachment:  
As stated

**Defense Environmental International Cooperation (DEIC) Program  
Fiscal Year (FY) 2016  
Proposal Submission Guidance**

Combatant Commands (CCMDs) should consolidate their proposals and submit them by July 24, 2015, for FY 2016 resource consideration. A cover memo signed out at the GFO/SES level is appropriate. They should be emailed to Ms. Susan Clark-Sestak at [sclark@ida.org](mailto:sclark@ida.org), with a copy to Mr. Shah Choudhury, OSD at [shah.a.choudhury.civ@mail.mil](mailto:shah.a.choudhury.civ@mail.mil). The format of the proposals should be as follows:

1. Title of the proposal.
2. Organization (spell out) originating request, including Department of Defense (DoD) action officer, email address, and commercial and DSN phone number.
3. Description – Explain why this proposal and the country(ies) to be engaged are important and what the desired outcomes are:
  - a. General description of who, what, where, when, and how.
  - b. Why? Cite support to specific objectives of the Guidance for the Employment of the Force and your Theater Campaign Plan. This is extremely important. The more context you provide, the more competitive your proposal is likely to be. We anticipate that this section of your proposal will be classified and should be submitted in a separate classified document to [susan@ida.pentagon.smil.mil](mailto:susan@ida.pentagon.smil.mil) and [shah.a.choudhury.civ@mail.smil.mil](mailto:shah.a.choudhury.civ@mail.smil.mil).
4. Documentation deliverables: For example, report, handbook, workshop, proceedings, etc.
5. Planned schedule for execution (include key planning meetings and events). Please consider the “80/20” rule – 80 percent obligation by end of July is mandatory. No more than 20 percent of funding may remain unobligated after that date.
6. Resource requirements: Provide a detailed excel spreadsheet that identifies:
  - a. The amount of funds requested from the DEIC Program.
  - b. How funds will be spent (e.g., number of travelers, transportation cost, per diem, publication costs, contractor support). The DEIC Program is operation and maintenance funding, and subject to all restrictions of that appropriation.
  - c. Other resources that have been requested (e.g., Traditional Commander Activities, Title 10, other government agencies, international organizations, non-governmental organizations, manpower, etc.). While it is not required that other resources be leveraged for all proposals, it is an important indicator of the value that others place on the proposal.

7. Additional Comments: Include any clarifying information that will aid our understanding in evaluating your proposals. This information should be clear, succinct, and proposal-specific.
8. Priority: CCMDs must prioritize their proposals if submitting more than one.
9. Compliance with all current guidance governing travel and conferences (if applicable) is required.

## **Defense Environmental International Cooperation (DEIC) Program**

### **Advisory Group Meeting**

The purpose of the DEIC Program's Advisory Group is to review, prioritize and recommend projects to the Assistant Secretary of Defense (Energy, Installations and Environment) (ASD(EI&E)) for the Fiscal Year (FY) 2016 funding. The Advisory Group is comprised of three voting representative from: the OASD(EI&E); the Office of the Deputy Assistant Secretary of Defense (Security Cooperation); and the Office of the Chairman of the Joint Staff. Decision-making authority for the DEIC Program lies solely with ASD(EI&E).

The Advisory Group will meet on Wednesday, September 9, 2015, from 0900 to 1600 at the Institute for Defense Analyses (IDA). The following outlines expected Combatant Command (CCMD) participation in this meeting:

- The CCMDs are requested to participate in the Advisory Group meeting via conference call. There will be a 30-45 minute window designated for each CCMD during which Advisory Group questions about the CCMD's proposals will be addressed. As the meeting agenda is developed, the time zone differences for the various CCMDs will be taken into account.
- If the designated representative from any of the CCMDs already plans to be in the Washington, DC area during the Advisory Group meeting, attendance in person is welcome. In such a case, the following must be done by August 31, 2015:
  - ✓ Provide the name and contact information (email and phone number) of the representative you are planning to send to Ms. Susan Clark-Sestak, [sclark@ida.org](mailto:sclark@ida.org).
  - ✓ Visit requests must be faxed to IDA Visitor Control, 703-845-2588 (phone: 703-845-6900) or sent via JPAS (IDA's SMO code is 7A2934). Please do so by August 31, 2015.
- For all CCMDs participating by conference call, please provide the name of the CCMD representative(s) and telephone number(s) to Ms. Clark-Sestak by September 4, 2015.
- No formal briefing presentation by telephone or in person will be expected or accommodated.
- The conference calls will need to be conducted at the unclassified level, so it is important that any classified supporting documentation be sent to Ms. Clark-Sestak at [susan@ida.pentagon.smil.mil](mailto:susan@ida.pentagon.smil.mil) so that hard copies may be provided to the Advisory Group members. This information should be provided when proposals are submitted (by July 24, 2015).

Taking under advisement the Advisory Group's recommendations, the ASD(EI&E) will subsequently issue a memorandum announcing the officially approved program, pending receipt of FY 2016 funds.

If you have any questions or need assistance, please contact Mr. Shah Choudhury at 571-372-6809, [shah.a.choudhury.civ@mail.mil](mailto:shah.a.choudhury.civ@mail.mil). For questions related to IDA, please contact Susan Clark-Sestak at 703-845-2166, [sclark@ida.org](mailto:sclark@ida.org).