

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

For current program and project details, visit the NDCEE website and Digital Platform. Follow these steps to access information and submit proposals:

1. NDCEE Website

- Visit the **NDCEE homepage** at: <https://www.denix.osd.mil/ndcee/>.
- Access key program documentation, including the **Call for Proposals** document, which outlines proposal requirements and points of contact (POC) criteria.
- Before submission, verify that your proposal and POC align with program eligibility requirements.

2. NDCEE Digital Platform

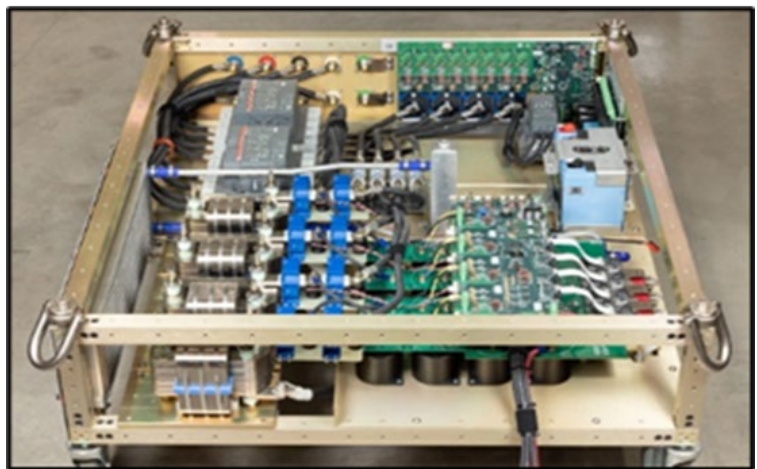
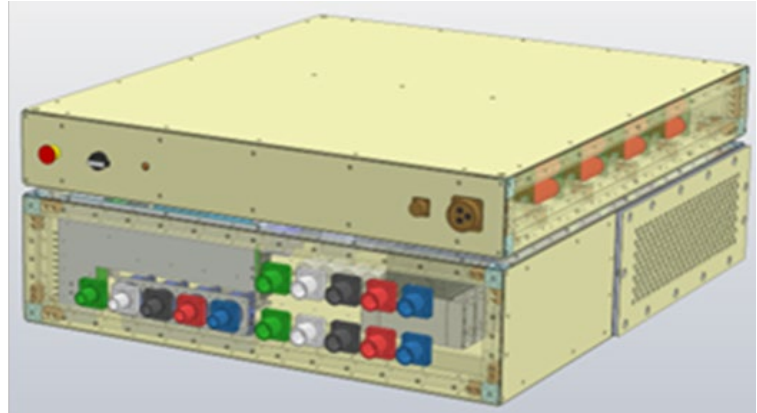
- On the right side of the NDCEE homepage, locate and access the **NDCEE Digital Platform**.
- Log in using your **DoD Common Access Card (CAC)**.
- Submit your project details, including quad charts and supporting documentation, as required.

Executive Summary

The National Defense Center for Energy and Environment (NDCEE) program serves as a national RDT&E program addressing critical Environmental, Safety, Occupational Health, and Energy (ESOHE) challenges for the Department of Defense (DoD). Managed by the Army on behalf of the Office of the Assistant Secretary of Defense, NDCEE delivers innovative, validated solutions that enhance sustainability, operational readiness, and mission success.

NDCEE plays a vital role in demonstrating, validating, and transitioning ESOHE technologies to bridge the gap between innovation and application. By tackling challenges such as energy resilience, emerging contaminants, infrastructure sustainability, and personnel safety, NDCEE ensures DoD installations, systems, and personnel maintain a technological and operational advantage.

This guidebook provides an overview of NDCEE's mission, capabilities, and value. Through its demonstration and validation efforts, NDCEE enables improved operations, reduced lifecycle risks and costs, and enhanced energy, environmental, occupational health and safety stewardship. NDCEE remains a vital enabler of DoD readiness, modernization, and innovation in support of the warfighter.



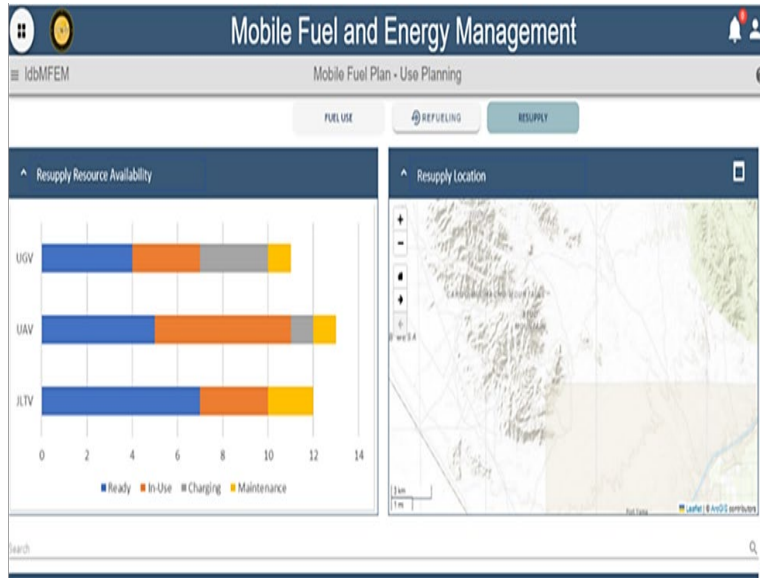
AMMPS Automatic Transfer Switch (AMATS)

Our Mission

As a critical component of the Department of Defense’s environmental and sustainability strategy, the NDCEE investigates, demonstrates, and transitions mission-focused solutions that reduce total ownership costs and address DoD requirements for environmental stewardship, energy resilience, health, safety, and sustainability.

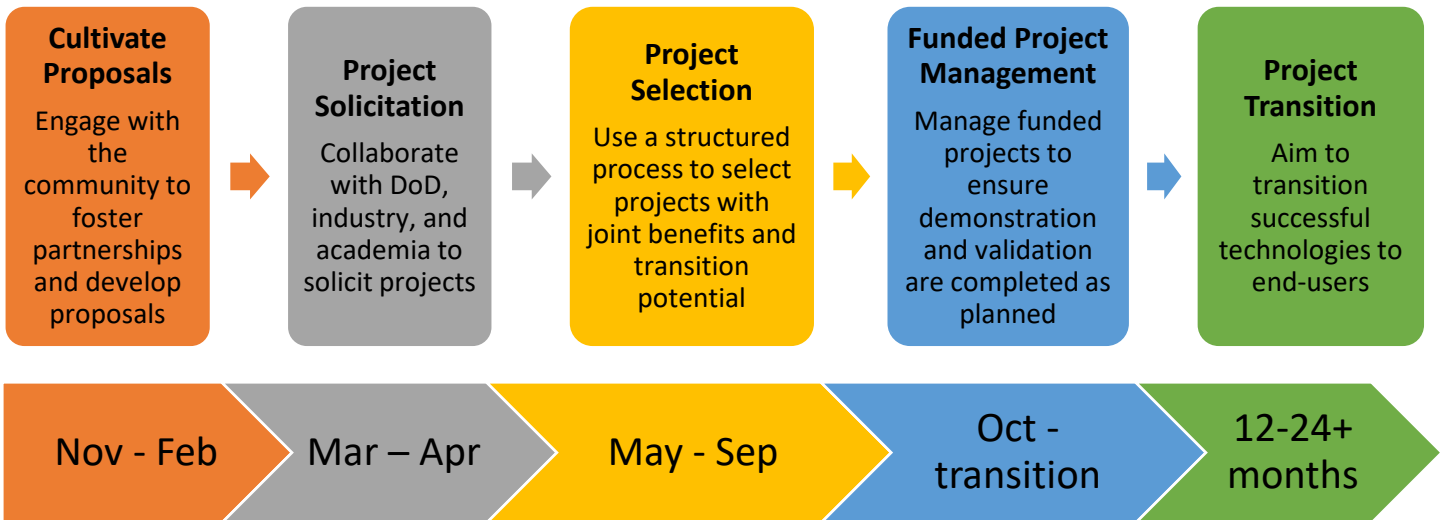
Through a collaborative, DoD-wide approach to program development and execution, NDCEE delivers the following key benefits:

- 1. Addressing DoD Priorities and Challenges:** Proactively identify and tackle current and emerging issues by developing joint initiatives and service-wide programs that align with DoD priorities.
- 2. Maximizing Resource Efficiency:** Enhance coordination and collaboration across the services, leverage Research, Development, Test, and Evaluation (RDT&E) investments, share information and successes, and minimize duplication of effort.
- 3. Accelerating Technology Transition:** Demonstrate, validate, and propagate innovative tools and technologies to meet warfighter and mission requirements efficiently and effectively.
- 4. Delivering Measurable Value:** Optimize return on investment (ROI) by reducing lifecycle costs, improving operational readiness, and enhancing sustainability to support DoD missions.



Marine Corps Secure Tactical Advanced Mobile Power (MCSTAMP)

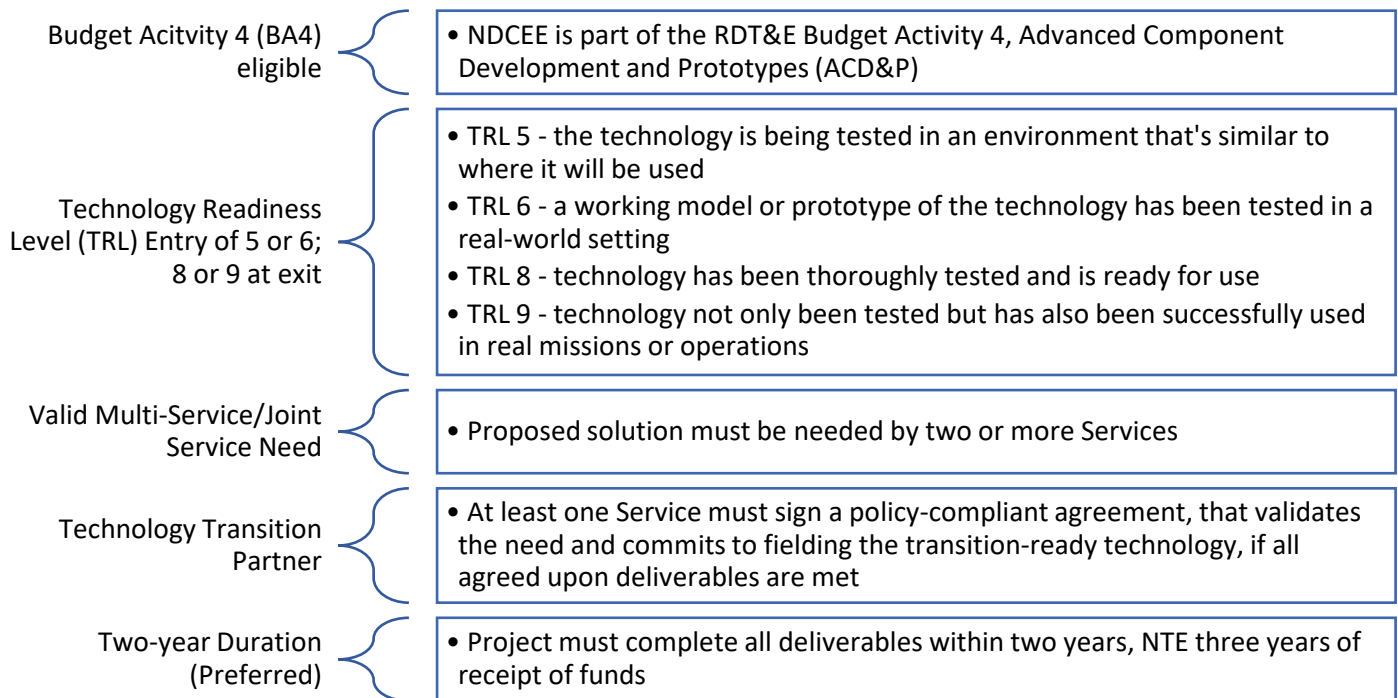
NDCEE Process Overview



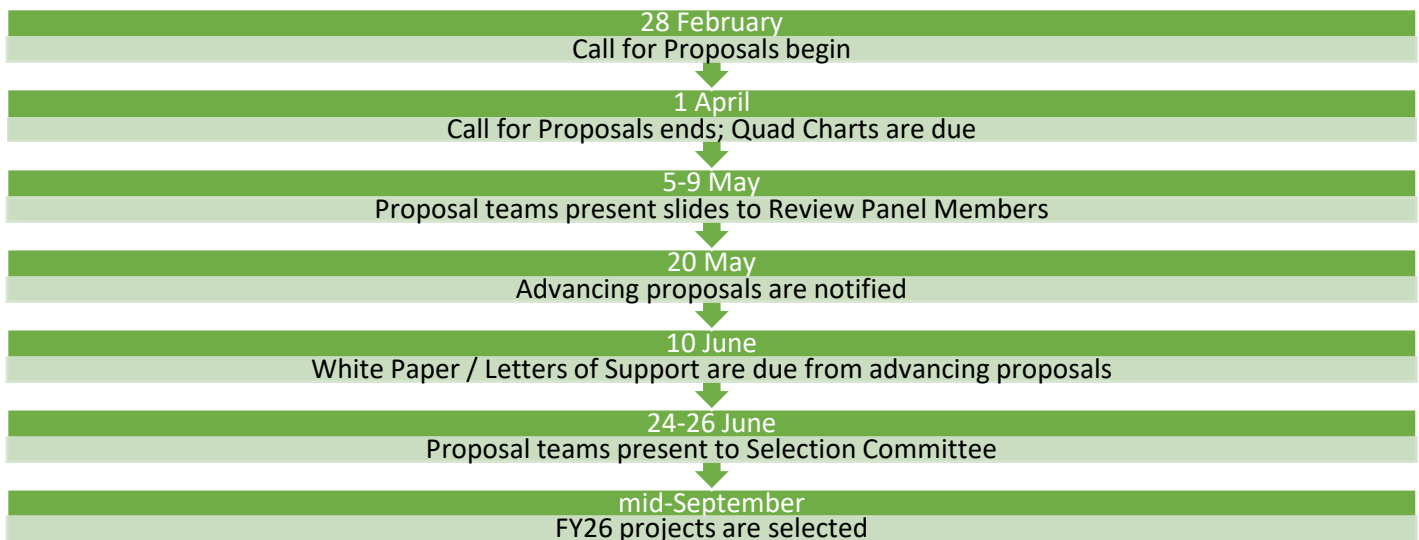
1. Program Requirements

The **Program Requirements** section outlines the essential criteria and processes for participation in the NDCEE program. This includes project eligibility, timelines, evaluation criteria, funding authorization steps, and reporting expectations to ensure successful project execution and alignment with DoD priorities.

Basic NDCEE Project Eligibility Requirements



Key Dates



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.

Project Reporting Requirements

1. Regular Verbal Updates to NDCEE Community of Practice Focus Group (5-Minute Briefing; Single Slide)
 - a. Frequency: **Two updates annually (in January and July)**
2. Regular Virtual In-Progress Review Briefing for NDCEE PMO (30-Minute Presentation; Minimum of Five Slides)
 - a. Frequency: **Four briefings each year (in March, June, September, and December)**
3. Ongoing Marketing Initiatives
4. Involvement in Project Advertisements Through Diverse Multimedia Channels
 - a. 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 organized into **three focus groups** that identify and address user needs within distinct areas:

1. Environmental Focus Group

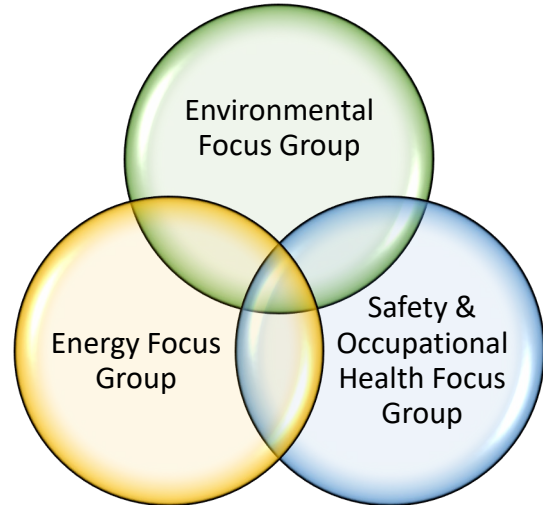
- a. Established by NDCEE, this group focuses on activities related to environmental technologies, policies, and compliance within the DoD.

2. Energy Focus Group

- a. This group is dedicated to energy-related activities, including resilience, efficiency, and alternative energy solutions.

3. Safety & Occupational Health Focus Group

- a. A smaller, specialized group established by NDCEE to address safety and occupational health needs.
- b. This group generally collaborates with the Defense Safety Oversight Council (DSOC) Steering Group to enhance safety and occupational health initiatives within the NDCEE program.



Each focus group plays a **critical role** in ensuring that projects recommended for NDCEE funding are **driven by validated DoD user requirements**.

Flexible and User-Driven Proposal Process

The NDCEE Program Management Office (PMO) maintains a **flexible and responsive approach** to proposal evaluation. Unlike other programs, NDCEE does not rely on a static list of user needs. Instead, this flexibility enables NDCEE to dynamically address the evolving priorities and emerging challenges of the DoD.

- **Valid Requirements Sources:** A valid DoD end-user requirement must come from an individual in a position of authority who serves as a recognized representative of user needs across a broad community.
 - While a need may initially arise at a single installation, it is essential to assess its significance across **multiple installations or Services** to determine broader applicability.
 - This ensures that NDCEE projects address user needs of **widespread impact and relevance**.
- **Compliance Drivers:** Although regulations and laws may drive compliance, they do not inherently signify a current or future user need. Proposals must demonstrate a clear and **ongoing need** to justify project support.
- **Transitioning from Budget Activity 3 (ATD) to Budget Activity 4 (ACD&P):** Projects originating under Budget Activity 3 (**Advanced Technology Development**) can serve as potential sources of valid user needs. However, proposals must clearly establish the **continued existence and significance** of the user need to justify transition to Budget Activity 4 (**Advanced Component Development and Prototypes**) funding.

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.

Focus Area	User Requirements Identification	Examples
Environmental	- Product Managers and Program Executive Offices (PEOs)	- Environmental technology needs for weapons systems and platforms
	- Headquarters or Major Command Environmental Representatives	- Compliance with DoD environmental policies (e.g., waste reduction, pollution prevention)
	- Site Assistance Visit (SAV) Needs Indicating Systemic Requirements	- Trends from installation environmental assessments or root cause analyses
	- Funding Requirement Request Trends	- Requests for emerging contaminant mitigation solutions (e.g., PFAS)
	- Environmental Audit Trends	- Audit findings identifying gaps in environmental compliance or sustainability
Energy	- Product Managers and Program Executive Offices (PEOs)	- Energy efficiency upgrades for weapons systems, facilities, or platforms
	- Headquarters or Major Command Energy Representatives	- Meeting energy resilience goals for installations
	- DoD Energy Program Directors (e.g., OECIF)	- Technologies improving operational energy logistics (e.g., fuel efficiency, renewables)
	- Installation Energy Program Managers	- Installation-wide energy modernization projects
	- DoD Energy and Power Community of Interest Representatives	- Research needs for energy storage, microgrids, or alternative power systems
Safety & Occupational Health	- Program Executive Offices (PEOs)	- Safety enhancements for weapons platforms, systems, or facilities
	- DoD Instruction 6055.1 (Occupational Safety and Health Program)	- Programs addressing health risks or systemic safety hazards
	- Installation Safety Offices	- Requirements for improved personal protective equipment (PPE)
	- Command Safety Divisions/Programs	- Fleet-wide safety technology initiatives (e.g., hazard tracking systems)
	- Operational Units	- Needs for reducing occupational risks during training, maintenance, or deployment

Supporting DoD’s Evolving Needs

The NDCEE PMO’s flexible proposal process ensures resources are allocated to projects that:

- Address emerging and unique DoD challenges.
- Provide significant value to DoD stakeholders.
- Respond to needs that might not otherwise be addressed by traditional research and development funding mechanisms.

This adaptability underscores NDCEE's commitment to delivering innovative solutions that enhance mission readiness, sustainability, and operational excellence across the DoD.

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** begins on **28 February** this year, initiating a streamlined evaluation process to reduce workload for both proposers and reviewers. Candidates must submit a concise **two-page quad chart** to enable efficient early-stage proposal assessment.

Quad Chart Submissions

- **Deadline:** Quad charts must be submitted via the NDCEE Digital Platform (accessible via [NDCEE Homepage](#)) by **1 April**.
- **Eligibility:** Proposals are welcomed from academia, industry, and non-DoD government agencies; however, a **DoD Point of Contact (POC)** with a vested interest in the project **must co-lead the submission** to secure a transition partner and facilitate rapid deployment. The DoD POC should have an established relationship with the transition partner to streamline the fielding process.
- **Access Requirement:** A valid **DoD Common Access Card (CAC)** is required to submit the proposal via the platform.

Call for Proposals Timeline	
28 Feb	Call for Proposals begins
1 Apr	Call for Proposals end; quad charts due on Digital Platform
1-16 Apr	Proposal pre-screening by review panel
5-9 May	Advancing proposals present quad chart and slides to Focus Group review panel
19 May	Focus group review panel scorecards due in Digital Platform
20 May	Advancing proposals are notified; create white paper and secure letters of support
10 Jun	White paper and letters of support are due
24-26 Jun	Proposal teams present to Selection Committee
11 Jul	Selection Committee develops final project ranking
Mid-Sep	FY26 projects are selected; new start project package development begins
NOTE - All dates listed are subject to change	

Proposals Pre-Screening for Eligibility

The NDCEE PMO, in collaboration with pre-proposal reviewers, conducts a comprehensive eligibility review of quad charts.

- **Resolution Process:** If eligibility questions arise, PMO facilitators work with candidates to resolve issues. Escalation to the Program Manager is available upon request.
- **Adjustments:** Candidates must finalize and resubmit revised quad charts by **3 April** if needed.
- Qualified proposals proceed to **Focus Group** and **Technical Advisory Group (TAG)** for review.

Focus Group and Technical Advisory Group (TAG) Review

Candidates present briefing slides and their quad chart to their respective focus area review panels.

- Equal time is allocated for presentations and Q&A sessions.
- **Scoring Guidelines:** Each organization (e.g. DEVCOM AC, DEVCOM GVSC, ERDC EL, AFRL, NAVFAC EXWC, etc.) submits **one scorecard** and is prohibited from evaluating proposals from their own organization or listed Technology Transition Partners.

Following scoring, NDCEE PMO compiles comments and scores, providing feedback to candidates upon request to support future proposal improvements.

White Paper Submissions

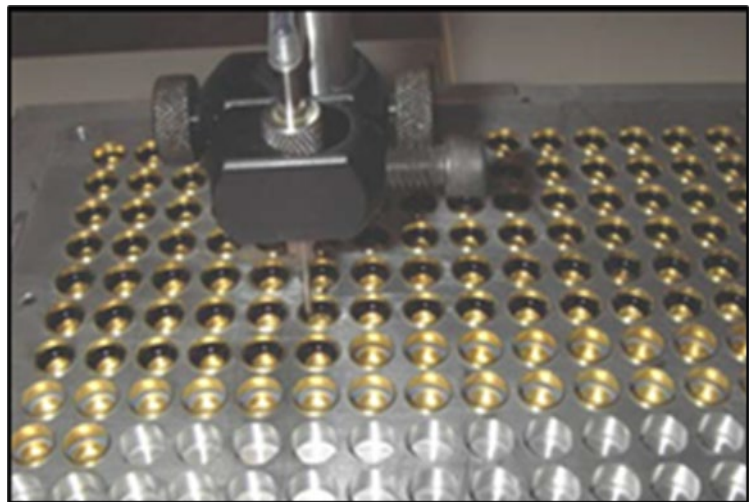
Advancing candidates submit white papers using the **NDCEE template**.

- **Length:** Recommended length is **four pages**; maximum is **ten pages** (excluding endorsements and supplemental materials).
- **Endorsements:** Proposals must include letters/emails of support consolidated into a single PDF. Endorsements must:
 - Come from authoritative figures capable of implementing the project outcome at a **Command- or Service-wide level**.
 - Avoid endorsements from the candidate's own organization unless it serves as the transition agent.

Project Selection Committee (PSC) Review

The **PSC**, chaired by the NDCEE Program Director and composed of DoD environmental, safety, energy, and occupational health experts, develops the final prioritized project list.

- **Process:** Projects are ranked and then aligned with projected available FY program funding, with additional projects identified for potential surplus funds.
- **Contractor Exclusion:** Contractors are not permitted to participate in the final review to safeguard proprietary or sensitive information.
- **TAG Support:** The TAG may assist PSC members with technical evaluations as needed.



DBX-1 - Green Primary Explosive Demonstration in Detonators to Replace Lead

NDCEE Lead Agent Approval

The NDCEE PMO submits the final prioritized project list to the NDCEE Lead Agent for **approval**. Once approved, new project packages are developed, and preparations begin for execution in the upcoming fiscal year.

5. Funded Project Initiation

Funded Project Notification

Once projects receive formal approval, the NDCEE Program Management Office (PMO) notifies the project candidates of their funding status, contingent upon the program receiving full budget allocation. At this stage, project candidates assume their roles as **NDCEE Project Managers (PMs)**.

The **NDCEE Program Facilitator** ensures a smooth transition by:

- Communicating **“new start” project requirements**.
- Addressing questions or concerns to support timely submission of required documents.

Note: All projects are classified as “new starts” and remain subject to funding availability, including potential delays caused by continuing resolutions.

New Project Orientation

A virtual orientation, hosted by the NDCEE PMO, is **strongly encouraged** within the first month of project selection. The orientation serves to:

1. Clarify project requirements and essential documentation.
2. Provide a forum for PMs and teams to ask questions and receive guidance.

Selected Project Funding Requirements Package

Upon the selection of a proposal by NDCEE, several essential **documents must be submitted before funds are issued** to the project team. During the orientation, the NDCEE PMO will outline the components of the **Funding Requirements Package**, which is critical for ensuring timely fund transfers and smooth project commencement. All required documents, except for the Technology Transition Agreement, **must be submitted to the Program Facilitator by 31 October**, unless another date has been previously discussed.

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 verified by financial POC)

While the removal of Technology Transition Agreements (TTAs) as a requirement may be considered in the future, TTAs remain mandatory for this Call for Proposals. These agreements are essential in DoD RDT&E, as they formalize the transition of technologies from development to operational use, align stakeholders, clarify roles, and address risks to ensure innovations meet military needs and enhance mission readiness. Updated guidance on TTAs is included in this year’s template the program utilizes.

Funds Transfer Approval and Transmission

Upon submission of the complete Funding Requirements Package via the designated Digital Platform, the PMO conducts a thorough review to verify:

- Content completeness.
- Document accuracy.

The **NDCEE Program Director** holds the final authority to approve MIPR fund transfers. Once funds are released:

- The receiving organization(s) **must acknowledge receipt**, marking a critical milestone in project initiation.



Left: The Graywater Recycling Pretreatment System (GRPS)
Right: Zero Water Footprint Modular System for Agile Bases

6. Funded Project Reporting Requirements

Overview

Regular project status updates are essential to the NDCEE process, providing a clear channel to communicate significant deviations—both positive and negative—from project milestones, performance expectations, or funding disbursement plans. These updates help NDCEE leadership remain well-informed and enable timely, data-driven decisions.

If a **negative deviation** occurs, the **Project Manager** must:

- Develop and recommend a **“get-well” plan** to realign the project with its original plan.
- If realignment is not feasible, propose a **mitigation strategy** to address the issue.

This proactive approach ensures challenges are addressed strategically to safeguard project success.

Reporting Requirements

Monthly:

- PMO Financial Update: send a financial update through email to PM and Facilitator(s)
- PMO Notification of Delays: if any delays occurring, immediately notify NDCEE PMO

Quarterly / Semi-annual:

- 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

- **Attendance:** PMs are strongly encouraged to attend Focus Group teleconferences and provide a **brief verbal project update**.
- If unavailable, the PM must designate an **alternate Point of Contact (POC)** to deliver the update.

Verbal Updates

- **Informal Format:** Updates remain unstructured but focus on:
 - Key accomplishments and challenges over the past four months.
 - Strategic plans for the upcoming months.

These meetings foster collaboration, knowledge sharing, and alignment across NDCEE projects.

In-Progress Reviews (IPRs)

The PMs must submit their **IPR slides** to the Program Facilitator **at least two days** before the scheduled IPR.

- **Content of IPR Slides:**
 - Milestone financial updates.
 - Validation of the supporting accounting system.
 - Comparison of **planned vs. actual** outcomes related to cost, schedule, and performance.

The IPR process ensures transparency, accountability, and alignment with NDCEE project goals.



ENVIROPETS for PFAS Contaminated Water

7. Marketing Requirements

Fact Sheet

- **Responsibility:** The **Project Manager (PM)** must provide information to develop a project fact sheet within **180 days** of receiving funding or by the end of the fiscal year, whichever comes first.
- **Template:** The Program Facilitator will provide the most up-to-date template.
- **Updates:** Fact sheets are dynamic documents, updated periodically at key milestones, significant events, the project's midpoint, and its completion.

Distribution Channels

- Public websites (e.g., DENIX)
- Social media platforms
- Marketing events and informal opportunities

Approvals

As these materials may appear on publicly accessible or federal platforms, PMs must submit a **DD1910** form, approved by:

- **Public Affairs Office (PAO)**
- **Operations Security (OPSEC)**

Special Articles

- PMs may be requested to provide information for marketing materials such as:
 - **Interviews**
 - **Team Spotlights**
 - **Demonstration Highlights**
 - **Success Stories**

These requests are managed carefully to minimize disruption to the project team's workload while fostering community awareness.

Success Story

As the project nears completion, the PM and their team will develop a **one-page success story** highlighting:

1. **Project Overview**
2. **Key Benefits and Outcomes**
3. **Technology's Future Path**

This document demonstrates NDCEE's investment impact, ensuring stakeholders understand how the project contributes to broader DoD goals.

8. Closeout Requirements

Project Closeout Summary Document

The PM must facilitate timely project closure while reserving NDCEE funding for all closeout requirements. Deliverables and final information are submitted to the **Program Facilitator** for dissemination through:

- Articles
- Web-based materials

NDCEE Closeout Summary Includes:

1. **Project Outcomes**
2. **Lessons Learned**
3. **Stakeholder Points of Contact** (Technical and Transition Partners)
4. **Quantitative & Qualitative Return on Investment (ROI)**
5. **Summary Statements** (from PM, Transition Partner, and PMO)

If sensitive information is included, two versions of the report are required:

- **Full Version** (internal use)
- **Publicly Releasable Version**

Final deliverables, including demonstration outputs, are uploaded to the **Digital Platform** for future reference.

Return on Investment (ROI) Capture

- PMs must submit a comprehensive **ROI summary** (both quantitative and qualitative) during closeout.
- **12-Month Reassessment:**
 - One-year post-completion, the ROI will be revisited and updated to reflect dynamic project outcomes.
 - This follow-up ensures accurate data for future NDCEE endeavors.

Financial Closeout

- **Documentation:** Financial POCs, PMs, and teams must provide:
 - Financial accounting system snapshots
 - Confirmation of proper fund disbursement
- **Unused Funds:** Any remaining funds must be returned to NDCEE before the closeout signature process.

Project Closeout Teleconference

The NDCEE PMO will conduct a **closeout teleconference** with the PM and project team to:

1. Verify receipt of all final reports and deliverables.
2. Address and resolve any remaining project-related issues.

Six- and Twelve-Month Follow-Up

- At **6- and 12-month intervals** post-closeout, the NDCEE PMO will contact the PM to:
 - Capture success stories and additional insights.
 - Update the **ROI Statement** (12-month follow-up).
- These insights serve as valuable tools for marketing and extending the project’s impact.

Chemical Processes Usage Data Exposure Data **Alternatives (11)**

All Processes Summary

Adhesives and Sealants

Aerospace Primers

Anodize Stripping

Chromate Conversion Coating

Chromate Sealers

Bonderite 7400
No description provided.

Oxisilane
No description provided.

Aqua Zen by Hentzen
No description provided.

Kem Aqua by Sherwin Williams
No description provided.

RWE1033 by Spraylat
No description provided.



DoD Sustainable Materials Alternatives Recommendations Tool (SMART)

NDCEE Program POCs

Role	Name	Email
Program Director – HQDA ASA IEE	Ms. Poppy Harrover	Poppy.j.harrover.civ@army.mil
NDCEE Program Management Office – Operated by the U.S. Army Environmental Command		
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