



Living Marine Resources Program

NEED SUBMISSION AND EVALUATION GUIDE

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1 Introduction

The Living Marine Resources (LMR) program's fundamental mission is to support the Navy's ability to conduct uninterrupted training and testing, which preserve core Navy readiness capabilities. The LMR program meets its mission and responsibilities by:

- Improving the best available science regarding the potential impacts to marine species from Navy activities, available for use in at-sea environmental compliance documentation;
- Demonstrating and validating basic research projects that are ready for applied research investment; and
- Broadening the use of or improving the technology and methods available to the U.S. Navy marine species monitoring program.

Research funded by the LMR program is needed to support the Navy's at-sea environmental compliance and permitting processes. Without permits and associated environmental compliance, the Navy risks not being able to train or test. Without training and testing, the Navy cannot be ready to meet its mission. Environmental compliance is fundamental to continued uninterrupted training and testing, and ultimately, to Navy readiness.

What Are The LMR Priority Species?

The LMR program is interested in increasing knowledge and understanding of all protected marine species. However, marine mammal species are often our highest priority due to regulatory requirements. In order to provide some guidance on research priorities, below is a list of priority marine mammal species:

- Deep diving species (beaked whales and other deep diving species),
- ESA-listed species, and
- Species with high numbers of estimated takes under MMPA.

In addition to the marine mammal species priorities listed above, the LMR program is also interested in increasing knowledge and understanding of the potential impacts to sea turtles, diving sea birds, and fish when specifically requested in a need. Priority is given to ESA-listed or otherwise protect species or groups.

What Are The LMR Priority Geographic Regions?

The LMR program is primarily interested in funding research that is applicable to geographic regions that are important to the U.S. Navy. **Figure 1** shows a map of the LMR program priority geographic regions. It is important to note that the LMR program acknowledges that some field research may be better suited outside of these geographic regions due to a variety of factors.

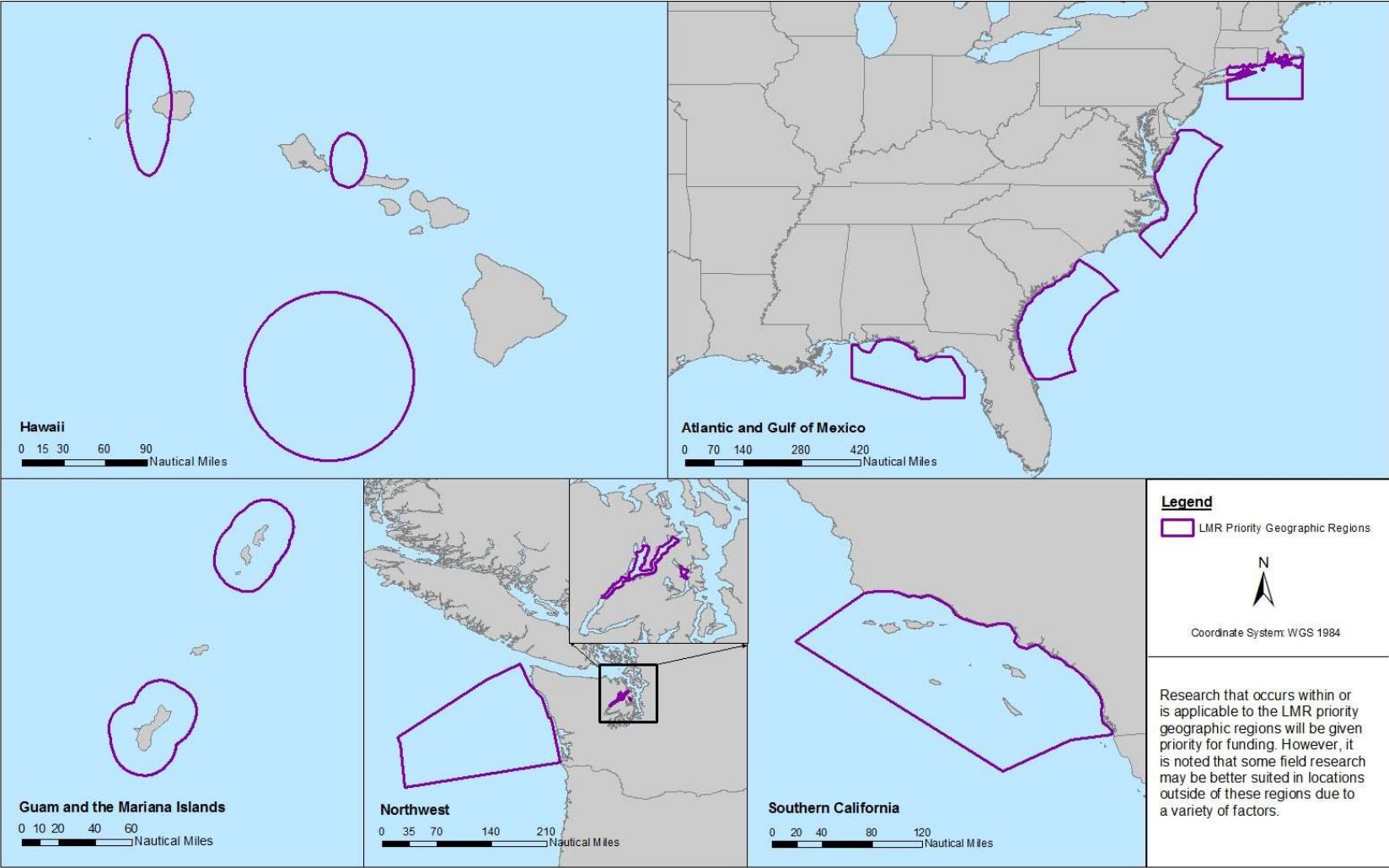


Figure 1. LMR Priority Geographic Regions

2 What is a Need?

Needs are the fundamental basis of the LMR program, as all marine resource research investments are based on solutions to needs. The program's scope provides limitations on investments defined by investment areas. In order for a need to be considered, it must fall under the purview of an investment area (see below).

A need defines a requirement that:

- Identifies an existing gap in knowledge, technology, and/or capability,
- Is associated with an at-sea environmental constraint or regulatory driver, and
- The requirement can be categorized under one of the LMR program's investment areas.

The LMR program investment areas include the following:

- Data to Support Risk Threshold Criteria,
- Data Processing and Analysis Tools,
- Monitoring Technology Demonstrations,
- Standards and Metrics,
- Emergent Topics.

When submitting a need, give as much information as you can about your problem. Tell us what the problem is and how big the problem is. What is the basis of the problem? Is problem the result of a current or impending regulatory requirement that now makes your job more difficult? Is it a technology gap? Is it a Fleet or SYSCOM operational challenge? Is it only at your facility or Navy wide?

A Need is NOT a project. At the very bottom of the need submittal form, you will have the opportunity to put in a short "Solutions Suggested," but the description of the need should not include your solution.

A Need is NOT a method to purchase equipment. You may 'need' a piece of equipment to fulfill an existing solution but that does not constitute an LMR Need.

A Need is NOT a routine species survey or collection of data. The LMR program funds applied research and should not be used to fund needs that are more directly applicable to the Navy's marine species monitoring program. For example, collection of data to support density estimation in an area of interest is more applicable to the Navy's marine species monitoring program. However, what would be applicable to the LMR program, is a need to further improve development of methods to model species density.

3 Who Can Submit A Need?

Only Navy personnel can submit their needs for consideration by the LMR program. If possible, need submitters should work with the associated LMR Advisory Committee (LMRAC) member that represents their organization. If you do not know who your LMRAC representative is, please contact the program manager at exwc_lmr_program@navy.mil. The more familiar the LMRAC is regarding a specific need, the better they will be able to represent the need during the evaluation process.

If you are not Navy personnel, and you have an idea for a Navy need, please discuss with a Navy employee. If they agree that it is a valid need, they will need to sponsor and submit the need on your behalf.

4 How Do I Submit My Need?

All needs must be submitted via the submission form on the LMR website. On the LMR website, the **Needs** tab can be found at <https://epl.navfac.navy.mil/lmr/Needs.aspx>. Once on the **Needs** page, click on the *Submit Your Need Now* button (as shown in **Figure 2**).



Figure 2. Need Submission Webpage.

The LMR Needs Submission Form shown in **Figure 3** will appear. Or visit the needs submission form directly at <https://epl.navfac.navy.mil/lmr/NeedsSubmit.aspx> directly. All fields must be filled in.

The LMR Needs Submission Form does not save. A Microsoft Word **template** (see the link as shown in **Figure 2**) is available to facilitate offline preparation of needs prior to website submission. When using the template, please consider that special characters and formatting in Word, such as tables and bullets, will be lost when cut, pasted, and submitted to the website.

When you have completed the Needs Submission Form, hit the *Submit Need* button at the bottom of the form (as shown in **Figure 3**).

You will not be able to edit a need once you submit it. If you want to make a change to your submittal, or if you require further assistance, click on *Contact Us* at the bottom of the website.

The screenshot shows a web browser window with the URL <https://epi.navfac.navy.mil/LMR/NeedsSubmit.aspx>. The browser's address bar and tabs are visible. The website header features the OPNAV N45 logo and the text "LIVING MARINE RESOURCES PROGRAM". Navigation links include HOME, PROGRAM DETAILS, NEEDS, PRE-PROPOSALS, PROJECT HIGHLIGHTS, LMR NEWS, and LOGIN. A secondary navigation bar contains the text "SCIENCE • STEWARDSHIP • NAVY READINESS".

The main content area is titled "LMR Needs Submission Form (Need Submission and Evaluation Guide)". It contains the following sections:

- Need Originator:** Includes input fields for Name, E-mail, and a dropdown menu for Command.
- Need Description:** Includes a "Title (150 Characters Max)" field and a "Description of Need" text area.
- Explain the ramifications if this need is not met (mission impacts, fines, penalties etc.):** A text area for describing the consequences of not meeting the need.
- Solutions Suggested:** A text area for proposing solutions to the need.
- If applicable, indicate a time frame for a solution before a major mission/operational impact occurs:** A text area for specifying a time frame.

At the bottom of the form, there is a large blue arrow pointing to the right, followed by two buttons: "Submit Need" and "Cancel".

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Figure 3. LMR Program Needs Submission Form.

5 What Information Is Required On A Needs Submission Form?

The following information is required on a LMR Needs Submission Form:

1) Need Originator

This is the contact information for the person that submitted the need.

2) Need Description

Give your need a title and describe your marine resource research need in terms of:

- A clear description of the problem,
- How it relates to one of the defined investment areas
- Whether it is an existing gap in knowledge, technology, and/or capability, and
- How big the problem is (e.g. is it only at your facility or Navy wide?)

3) Ramifications if the need is not met

What are the impacts or risks associated with not addressing the problem? Ramifications could include costs, operational delays or restrictions, uninformed decision making as a result of data/knowledge gaps, etc.

4) Time frame for a solution before a major mission/operational impact occurs

Based on defined regulatory or policy implementation dates, indicate if there is a time frame for a solution before a major mission/operational impact occurs.

6 What Happens After I Submit My Need?

Once you submit your need, the following actions occur.

- 1) You will receive an automated email from the LMR website confirming receipt, with a pdf file of your need attached.
- 2) You may be contacted by a LMRAC member if the program requires further information on your need.
- 3) After the deadline to submit needs for each funding cycle has passed, LMRAC members review each need and submit their recommended evaluations to the website. The evaluation criteria used can be found in **Section 7** below.
- 4) The program manager schedules a needs evaluation meeting with all LMRAC members to prioritize the needs for the current funding cycle.
- 5) The program approved needs are submitted to the resource sponsor (CNO-N45) for final approval.
- 6) When the evaluation cycle is complete, you will be notified of the results via an automated email.

7 How Are The Needs Evaluated?

The LMRAC uses the following criteria to guide their evaluation to determine if it is a valid need:

- 1) Program Relevance

Does it fall within one of the programs' investment areas? Or is it outside the scope of the LMR program?

- 2) No Ongoing Efforts or Solutions Exist

Is the need currently being addressed or does a solution already exist?

- 3) Pervasiveness

What is the extent of the problem across the Navy? For example, what is the number of ranges/installations impacted?

- 4) Readiness

What are the impacts to the Fleet or SYSCOM mission?

- 5) Compliance

What are the compliance drivers and risks? Is this a new or long standing requirement?

6) Maturity

Is the potential solution ready for demonstration/validation? In other words, is the investment appropriate for the LMR Program (6.4 RDT&E program)?

Each need is evaluated by the LMRAC based on the above criteria. The program manager schedules an evaluation meeting with LMRAC members to determine which needs are the highest priorities. At this meeting, the LMRAC evaluations are reviewed and discussed to collaboratively arrive at a recommendation. Based on the above criteria, valid needs will receive an evaluation disposition of 'Approved' or 'On Hold' along with an associated priority (high, medium, low). Approved needs are addressed in the current funding cycle (see **Section 8** below for additional information). Needs assigned a disposition of 'On Hold' may be evaluated in future funding cycles. All submitted needs assigned a disposition other than 'Approved' or 'On Hold' will not be considered further.

8 If My Need is Approved, How Does It Get Addressed?

Please note that the Needs collection process generates many more valid needs than the LMR program can fund. Regardless of the outcome, we value your interest and look forward to your continued participation.

For all approved needs, the following actions occur to identify solutions.

- 1) Need statements are edited, and potentially merged with multiple similar needs, to create a Broad Agency Announcement (BAA) Topic.
- 2) The BAA is released to the research and development community and a call for proposals is made online via the website and Federal Business Opportunities (FEDBIZOPS at www.fbo.gov).
- 3) Proposals associated with each BAA topic are collected via the website.
- 4) LMRAC members evaluate proposals in a multi-step process:
 - a. Each pre-proposal received is evaluated by each LMRAC member and the associated recommendations are submitted via the website. A primary decision point for the evaluation is how adequately the proposal addresses the need it seeks to solve.
 - b. The program manager schedules an evaluation meeting with all LMRAC members to review all comments and determine which pre-proposals will be considered further. At this meeting, the LMRAC evaluations are reviewed and leveraged to collaboratively arrive at a recommendation.
 - c. Recommended pre-proposals are invited to submit a revised pre-proposal with additional details.
 - d. The revised pre-proposal are also evaluated by each LMRAC member and the associated recommendations are submitted via the website.
 - e. The program manager schedules an evaluation meeting with all LMRAC members to review all comments and determine which proposals will be selected. At this meeting, the LMRAC evaluations are reviewed and leveraged to collaboratively arrive at a recommendation.
- 5) Recommended proposals are then sent to the NAVFAC EXWC contracting office for further evaluation and to determine if the offeror meets the requirements to obtain a contract. The ultimate goal is to demonstrate and validate that a proposed project successfully solves a need and to facilitate the integration of that solution.