

## Guidance for LEED Online Signatories

- This guidance is for teams pursuing LEED certification for projects owned by components of the Department of Navy. [For projects owned by other Department of Defense Agencies, verify applicability of this instruction.]
- Projects typically experience a transfer of control between the design and construction (D&C) phase and the occupancy phase. Often the Naval Facilities Engineering Command (NAVFAC) or the U.S. Army Corps of Engineers (USACE) manages a project during D&C; DoD refers to these commands as the “Owner’s Representative”. Usually one of the Military Departments (Air Force, Army, Marine Corps, or Navy) controls and occupies the building when the project is complete and is considered the “building owner”.
- The following TABLE should help resolve conflicts where military terminology and LEED terminology overlap, but have different meanings. It helps identify who should sign LEED documentation during D&C and helps accurately attribute project ownership during both phase.

**IMPORTANT:** For all NAVFAC-executed projects: the NAVFAC Project Manager is the Primary Contact, and signs as “Owner” for LEED Online. The “Owner” signature only serves as a touch-point in the event USGBC/GBCI needs a point-of-contact.

PHASE	DESIGN & CONSTRUCTION				OCCUPANCY		
<b>LEED ONLINE TEAM MEMBERS</b>	<b>PROJECT ADMIN</b>	<b>PROJECT OWNER ORG</b>	<b>PRIMARY CONTACT</b>	<b>ADDITIONAL CONTACT</b>	<b>PROJECT ADMIN</b>	<b>PROJECT OWNER ORG</b>	<b>PRIMARY CONTACT</b>
<b>LEED ONLINE PROJECT ROLE</b>	<b>PROJECT ADMIN</b>	<b>N/A</b>	<b>OWNER</b>	<b>BUILDING OWNER</b>	<b>PROJECT ADMIN</b>	<b>N/A</b>	<b>OWNER</b>
<b>DESCRIPTION</b>	A person given administration duties by the DOD component that designs and constructs the project. <i>Typically not DOD personnel (unless in-house DBB)</i>	The DOD component that designs and constructs the project.	A person from the office that manages the project on behalf of the DOD component that designs and constructs it.	A person from the office that manages the building on behalf of the DOD component that owns the building. <i>Can be the same as the Primary Contact during occupancy.</i>	A person given administration duties by the DOD component that owns the building. <i>Preferably DOD personnel. Can be the same as the Primary Contact during occupancy</i>	The DOD component that owns the building.	A person from the office that manages the building on behalf of the DOD component that owns it.
	An agent, A/E firm, construction firm, etc. (In-house DBB – NAVFAC Design Manager)	U.S. Marine Corps	NAVFAC Project Manager	Public Works Officer (PWO), Deputy Public Works Officer (DPWO), or Designee	Public Works Officer (PWO), Deputy Public Works Officer (DPWO), or Designee	U.S. Marine Corps	Public Works Officer (PWO), Deputy Public Works Officer (DPWO), or Designee
	An agent, A/E firm, construction firm, etc. (In-house DBB – NAVFAC Design Manager)	U.S. Navy	NAVFAC Project Manager	Public Works Officer (PWO), Deputy Public Works Officer (DPWO), or Designee	Public Works Officer (PWO), Deputy Public Works Officer (DPWO), or Designee	U.S. Navy	Public Works Officer (PWO), Deputy Public Works Officer (DPWO), or Designee
	An agent, A/E firm, construction firm, etc.	Air Force	Federal Government Employee of the Design/Construction Agent	Base Civil Engineer (BCE) or Designee	Base Civil Engineer (BCE) or Designee	Air Force	Base Civil Engineer (BCE) or Designee
	An agent, A/E firm, construction firm, etc.	Army	USACE Project Manager	Department Public Works (DPW) Director or Designee	Department Public Works (DPW) Director or Designee	Army	Department Public Works (DPW) Director or Designee