

## USGBC LEED® OFFLINE PROCESS, THROUGH GBCI:

1. **ALL** projects that choose to use LEED® must register in LEED® Online.
2. The use of LEED® Offline process is intended for projects with FOUO or security elements, generally for secret missions or located on highly-secured installations.
  - a. It is highly recommended project teams explore options other than LEED® Offline. Thoroughly consider the use of LEED® Online with the “confidential” designation, or the use of another rating system, before choosing LEED® Offline.
  - b. For LEED® Offline, always use the designation “confidential” in the LEED® Online project registration “General Project Information”.
  - c. Some “General Project Information” will be visible until certification (if the line items are filled in). Refer to “NAVFAC LEED® Registration and Certification Instructions” at: [http://www.wbdg.org/references/pa\\_dod\\_sust\\_lead.php](http://www.wbdg.org/references/pa_dod_sust_lead.php).
  - d. LEED® Offline process requires the addition of a 50% premium to the total certification fees. (Example: if total certification is \$2,250, add \$1,125.)
  - e. There are two options to submit LEED® Offline projects for review.
    - i. Option 1: Complete all forms within LEED® Online. Submit supporting documentation via a project-team sponsored FTP/cloud site. LEED® Certification Review Report resides in LEED® Online and is returned through FTP/cloud site.
    - ii. Option 2: Complete all forms offline. Submit these forms and supporting documentation via a project-team sponsored FTP/cloud site. LEED® Certification Review Report resides offline, and is uploaded to FTP/cloud site. (Typically, applicable projects use this option of offline process.)
  - f. Both options require project teams to submit the LEED® scorecard in LEED® Online, even if submitted blank.
  - g. Both options require the use of an FTP/cloud site.
    - i. For NAVFAC, there is no FTP protocol allowed on Navy Marine Corps Internet (NMCI). Therefore, FTP/cloud sites must be through non-NMCI protocols. This may be an issue with NAVFAC use (and possibly the Supported Command.)
    - ii. If FTP/cloud use is not feasible, the project team may consider another Third Party rating system.
    - iii. The Supported Command may also consider a waiver from Third Party Certification (refer to NAVFAC Engineering Construction Bulletin (ECB) 2014-02, “Waiver for Third Party Certification (TPC)” for requirements.)