# The Secretary of Energy
**Washington, D.C. 20585**

February 29, 2008

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: SAMUEL W. BODMAN

SUJBECT: DOE Federal Leadership in High Performance and Sustainable Buildings

In my memorandum of August 21, 2007, I indicated that the Department of Energy (DOE), under the Transformation Energy Action Management (TEAM) Initiative, would exceed the goals established in Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management (72 FR 3919; January 24, 2007)." In particular, my expectation is that DOE build and maintain energy efficient, environmentally sensitive buildings that provide a comfortable and productive working environment. To advise DOE on meeting this goal, the High Performance Sustainable Buildings Working Group (HPSBWG) was chartered with representatives from each of DOE real property owning programs.

The HPSBWG has recommended that DOE apply the Leadership in Energy and Environmental Design (LEED) criteria established by the United States Green Buildings Council as the benchmark for sustainability and energy efficiency in our new and existing buildings. Currently, LEED offers a viable process to achieve the high performance sustainable buildings objectives of Executive Order 13423 for both new construction and existing buildings. I concur with this recommendation and request that you implement the guiding principles of Executive Order 13423 and LEED as follows:

**1. New Buildings and Major Renovations**: All new DOE-owned buildings will incorporate the guiding principles of Executive Order 13423 to the extent practical. Further, as of October 1, 2008, all new buildings and major building renovations at Critical Decision-One stage or lower with a value exceeding $5M must implement the guiding principles of the Executive Order through certification to the LEED *Gold* Standard. The LEED *Gold* Standard certification requirement can only be waived upon a decision by the Acquisition Executive, made in consultation with the Senior Energy Official. Progress in meeting this requirement will be tracked by the cognizant Acquisition Executive.

"Major building renovation" is defined as a construction activity with a value exceeding an existing building that results in (1) replacement value of the real property record, (2) a change of the building usage code, or (3) replacement of building systems that impact building operation or extend the building's useful life.

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**2. Existing Owned and Leased Space:** All real property owning and leasing programs must develop and implement a plan to ensure that 15 percent of their enduring buildings are in compliance with the guiding principles of Executive Order 13423. Implementation of the plan must be documented within the programs' Ten-Year Site Plans and through the appropriate LEED building credits. Progress in meeting this requirement will be tracked within DOE's Facilities Information Management System.

During fiscal year (FY) 2008, all procurement specifications and selection criteria for acquiring new leased space, including build-to-suit lease solicitations, are to include a preference for buildings certified to the LEED *Gold* Standard. Also, the renegotiation or extension of existing leases are to include, to the extent practical, lease provisions that support the guiding principles of Executive Order 13423; for example, enhanced energy and water conservation, environmentally preferable product purchasing, and post-consumer material recycling practices.

During FY 2008, all programs will assess their building inventory to determine the extent to which the high performance sustainable building guiding principles of the Executive Order are being applied. This assessment will be included in the Programs' Ten-Year Site Plans and serve as a baseline for compliance with the 15 percent sustainability target. The scope of the building inventory will be later defined by the HPSBWG.

Additional information, guidance on data collection, reporting and assistance will be provided by the HPSBWG to the TEAM Initiative Steering Committee on an on-going basis. I expect DOE to set an example for all Federal agencies in achieving High Performance and Sustainable Buildings. Please take this opportunity to establish a leadership role in maximizing our use of DOE technical expertise and the use of energy efficiency and renewable energy technologies.

All Departmental Elements -- used when addressing correspondence to first-level organizations at Headquarters and the Field:

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Deputy Secretary
Under Secretary
- Assistant Secretary for Energy Efficiency and Renewable Energy
- Assistant Secretary for Electricity Delivery and Energy Reliability
- Assistant Secretary for Environmental Management
- Assistant Secretary for Fossil Energy
- Assistant Secretary for Nuclear Energy
- Director, Office of Civilian Radioactive Waste Management
- Director, Office of Legacy Management

Under Secretary for Science
- Director, Office of Science

Under Secretary for Nuclear Security/Administrator, National Nuclear Security Administration
Assistant Secretary for Congressional and Intergovernmental Affairs
Assistant Secretary for Policy and International Affairs
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Chief Human Capital Officer
Chief Information Officer
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