



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 1500.5

Effective Date: May 11, 2011

Revised: May 26, 2011

Expiration Date: April 30, 2016

**Responsible Office: Capital Assets Management, Center
Operations Directorate**

SUBJECT: Approval Authorities for Signs and Directory Boards

1. POLICY

It is Langley Research Center policy that the approval authority and responsibilities for obtaining exterior and interior signs and directory boards be as follows:

a. The Center Master Planner Revitalization Office (RO), Center Operations Directorate (COD)

Approval of design concept, location, and removal of exterior signs, except official traffic control, handicapped parking, and temporary signs (see below for these authorities); and overall management of unified exterior signage system.

b. Environmental Management, Center Operations Directorate (COD)

Approval of national standard environmental signs (exterior and interior).

c. Safety and Mission Assurance Office (SMAO)

Approval of national standard safety signs (exterior and interior).

d. Office of Security Services (OSS), COD

Approval of traffic control signs – temporary or permanent.

e. Office of Strategic Communications and Education

Approval of temporary special events signs.

f. Accessibility Integration Manager, RO, COD

Approval of location of handicapped parking and entrance access signs.

g. Facility Coordinators

Approval of directory boards and letters.

h. Media Solutions Branch, Office of Chief Information Officer

Consultation, as required, on graphics standards application to exterior and interior signs (this consultation is normally obtained by approval authorities, not initiators).

2. APPLICABILITY

This Policy Directive is applicable to NASA civil service employees and to employees of NASA Contractors, grants recipients and other partners to the extent specified in their contracts or agreements.

3. AUTHORITY

NPD 8810.2, "Master Planning for Real Property."

4. APPLICABLE DOCUMENTS

NPR 8810.1, "Master Planning Procedural Requirements."

5. RESPONSIBILITY

The officials who are the authorities under paragraph 1 of this LAPD shall ensure that feedback is provided to keep the Center Director/Director, Center Operations Directorate, through official channels, fully and currently informed of significant actions, problems, or other matters of substance related to the exercise of authority delegated hereunder.

6. DELEGATION OF AUTHORITY

As provided to the designated authorities under paragraph 1 of this LAPD.

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 1500.5, dated September 19, 2006.

Original signed on file

Lesa B. Roe
Director

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