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**Responsible Office: Center Operations Directorate (COD)**

**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. Center Master Planner, Strategic Infrastructure Transformation Office (SITO), COD

Overall management and approval of unified exterior signage. Approval of new signs, design concept, location, and removal of exterior signs. Exceptions include official traffic control signs and program specific signage detailed in 1(b) – 1(g).

- b. Environmental Management Office (EMO), COD

Approval of environmental and cultural/historical context related signs (exterior and interior).

- c. Safety and Mission Assurance Office (SMAO)

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

- d. Protective Services Office, COD

Approval of traffic control signs, temporary or permanent.

- e. Office of Strategic Analysis, Communications and Business Development

Approval of temporary special events signs.

- f. Accessibility Integration Manager, COD

Approval of signage for individuals with disabilities including entrance access signs and parking.

- 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, Center Master Planning

NASA LaRC Facility Engineering Standards, Architecture (LaRC-FES-ARCH)

## **5. RESPONSIBILITY**

The officials who are the authorities under paragraph 1 of this LAPD shall ensure that feedback is provided to keep the 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 L-1, dated May 26, 2011.

*/s/ Lisa Ziehmman*                      *May 21, 2021*  
*Center Associate Director*                      *Date*

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