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**Responsible Office: Center Operations Directorate (COD)****SUBJECT: Approval Authorities for Interior and Exterior Signage and Artwork****1. POLICY**

It is Langley Research Center policy that the approval authority for exterior and interior signage and artwork be as follows:

- a. Certain positions and/or Organizations have direct authority over signage specifically outlined in Section 2.
- b. The Langley Signage and Artwork Committee has authority over signage and artwork outlined in Section 3.

**2. Direct Authority of Signage and Artwork**

- a. Center Master Planner or Chief Architect, Center Operations Directorate (COD)  
Design and approval authority of unified building exterior signage. This includes facility signage conveying building information (addresses, facility name, etc.) and facility plaques. Includes approval of design, location, and installation and/or removal of building signs.
- b. Designee of Environmental Management Office (EMO), COD  
Design and approval authority of environmental compliance and cultural/historical context related signs (exterior and interior).
- c. Accessibility Integration Manager, COD  
Design and approval authority of exterior and interior signage for individuals with disabilities including entrance access areas and parking areas associated with Americans with Disabilities Act (ADA).
- d. Designee of Safety and Mission Assurance Office (SMAO)  
Design and approval authority of exterior and interior national standard safety signs.
- e. Designee of Protective Services Office, COD  
Design and approval authority of official traffic control signs, temporary or permanent, and access control signage (exterior and interior).

**3. Langley Signage and Artwork Committee**

- a. The committee is authorized to set and/or approve Center signage and artwork standards and guideline/guidance documents not in the purview of Section 2.
- b. The committee is authorized to approve the design and location of signage and artwork not in the purview of Section 2. Examples include: office space signage; signage and artwork used in common spaces, hallways, and breakrooms; signage for special room usage; artwork used in exterior spaces; artwork posted on flagpoles or street lighting; etc.
- c. A full summary of Committee membership, duties and authority can be found in the Charter.

**4. 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.

**5. AUTHORITY**

Office of the Director, Associate Director, has overall authority; however, delegated authority has been given to the personnel listed in Section 2 for the specific functions identified and the Langley Signage and Artwork Committee for Section 3 functions.

**6. APPLICABLE DOCUMENTS**

Langley Signage and Artwork Committee Charter (Attachment A)

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

NASA Stylebook & Communications Manual, NASA Graphics Standards Manual

Langley Graphics Handbook or applicable guidance

**7. RESPONSIBILITY**

The officials who are the authorities under Section 3 of this LAPD shall meet regularly to review proposals for center signage and artwork not in the purview of Section 2 authorities. Proposals will be submitted to the Office of Communications for processing and preparation for committee review and approval.

**8. DELEGATION OF AUTHORITY**

As provided by the Associate Center Director to the designated authorities under Section 1 of this LAPD.

**9. MEASUREMENTS/VERIFICATION**

None.

**10. CANCELLATION**

*LAPD 1500.5 N, dated May 24, 2021.*

*Trina M. Dyal*

*8/27/24*

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*Deputy Director*

*Date*

Distribution:

Approved for public release via the Langley Management System; distribution is unlimited.

Attachment A – Langley Signage and Artwork Committee  
Charter

<b>Title</b>	<b>Langley Signage and Artwork Committee</b>
<b>Reporting To</b>	Associate Director, Office of the Director

<b>Charter</b>	<p>Purpose: Serve as an approval body for visual identity and aesthetic attributes of interior and signage and artwork as authorized in LAPD 1500.5. The committee is responsible for design approval and authorization of any signage and artwork request not in the purview of the authorities listed in Section 2 of LAPD 1500.5. The overarching goal of the committee is a uniform and consistent visual identity at Langley. Allowing Langley to present a consistent brand image and ensure messaging is in alignment with leadership intent.</p> <p>Committee duties include:</p> <ul style="list-style-type: none"> <li>• Setting design and graphic standards;</li> <li>• Reviewing signage and artwork requests; and</li> <li>• Approval or denial of signage requests.</li> </ul> <p>The committee is not a funding body. Funding and installation of signage or artwork shall be the responsibility of the initiating requestor.</p>						
<b>Membership</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Chair: Associate Director</td> <td style="width: 50%; padding: 2px;">Deputy Chair(s): Appointed by Chair</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Member Organizations: Center Operations Directorate Office of Chief Information Officer Office of Communications Rotating Appointment - Mission Facing Organization Member Rotating Appointment - Tech Core Capability Organization</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><i>*Directors appoint members at their discretion</i></td> </tr> </table>	Chair: Associate Director	Deputy Chair(s): Appointed by Chair	Member Organizations: Center Operations Directorate Office of Chief Information Officer Office of Communications Rotating Appointment - Mission Facing Organization Member Rotating Appointment - Tech Core Capability Organization		<i>*Directors appoint members at their discretion</i>	
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<i>*Directors appoint members at their discretion</i>							
<b>Governance - Rules of Engagement</b>	<p><b>General Governance:</b></p> <ul style="list-style-type: none"> <li>• Deputy chair term is 1 year.</li> <li>• Rotating member organizations shall be selected for a period of 1 year.</li> <li>• Requests to the committee shall come from requestors via the designated request submission tool.</li> <li>• The Committee will attempt to make a decision on a request at the next scheduled committee meeting following the request date.</li> <li>• The Committee can be called to meet for special requests or urgent decisional needs.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Communication is expected to be timely, to the maximum extent possible.</li> </ul>						
<b>Meeting Mechanics</b>	<p>Hybrid model: Quarterly formal meeting and on demand meetings as needed.</p> <p>If a member will be absent the expectation is continuity of business to continue. The member should strive to provide a backup for the meeting. Back up participation membership is at the discretion of the member organization.</p>						
<b>Minutes Requirement</b>	<p>After each meeting, minutes shall be captured. Minutes will be posted to the central storage location for the committee.</p>						
<b>Minutes Responsibility</b>	<p>Rotating duty each meeting. Primary purpose is to capture actions, decisions and provide historical context.</p>						