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**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, and temporary signs (see below for these authorities); and overall management of unified exterior signage system.

- b. Standard Practice and Environmental Management Branch, 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. Security Services Branch, 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. Center Master Planner/Accessibility Integration Manager, RO, COD

Approval of location of parking for individuals with disabilities 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, Center Master Planning

## **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 L-1, dated May 26, 2011.

**/s/ Cathy H. Mangum      April 26, 2016**  
*Center Associate Director*

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