

Sign Standards Program
Sign Advisory Work Group Charter
17 May 2022

I. Mission

The Sign Advisory Work Group (SAWG) supports the Sign Standards Program Mandatory Center of Expertise (MCX) and assists HQUSACE, Divisions, and Districts in implementing and maintaining the Sign Standards Program. See the MCX Charter for more details.

II. Organization

The SAWG is comprised of appointed members from:

- Operations representatives from the 7 Divisions in the Continental United States.
- HQUSACE Navigation
- HQUSACE Safety Office
- USACE Sign Shop Representatives

Membership for the SAWG is maintained at

<https://corpslakes.erdcdren.mil/employees/sign/workgroup.cfm>

III. Functions

1. Review, recommend and approve program and policy changes in cooperation with the MCX.
2. Review safety critical sign requests and make recommendations to the MCX.
3. Help ensure district sign program managers understand the requirements of the Sign Standards Program.
4. Provide oversight of MCX activities.
5. Assist the MCX in developing and conducting training.
6. Act as a sounding board for the MCX.
7. Recommend changes to SAWG functions as the program evolves.

IV. Operating Guidelines

1. *Roles*

- a. Chair (chosen from one of the Division representatives)
 1. Coordinate communication between the SAWG and the MCX
 2. Consolidate SAWG responses and provides to the MCX
 3. Coordinate with the MCX and HQUSACE to schedule annual meetings
 4. Develop the agenda for annual meetings
 5. Support the MCX as needed

- b. Division Members
 - 1. Communicate sign issues to/from their districts
 - 2. Act on every email with “SIGN ACTION” as the subject
 - 3. Attend every SAWG meeting
 - c. HQUSACE Members
 - 1. Review safety sign request packages submitted by the MCX after review and recommendations by the SAWG.
 - 2. Attend every SAWG meeting if possible.
 - d. USACE Sign Shop Representative
 - 1. Participate in SAWG meetings
 - 2. Advise on sign manufacturing processes and materials.
2. Appointments and Replacement of Members
- a. **Qualifications.** Division representatives should have at least 3 years of experience as a Project or District Sign Program Manager.
 - e. **Official Notification.** Appointments shall be made in writing by the respective Division or HQ office Chief. Email is acceptable.
 - b. **Term.** There are no pre-set term limits imposed by the SAWG.
 - c. **Stepping Down.** Members shall notify the Chair and the National Sign Program Manager at least one month prior to stepping down to provide time to identify and appoint a replacement member for the purpose of maintaining continuity of the group and representation of the respective Division or HQ office.
 - d. **Recommendations for Replacement.** Upon receiving notification that a member replacement is required, the Chair and the National Sign Program Manager shall consult the outgoing member for a recommended replacement, then contact the respective Division or HQ office Chief to request the replacement.

V. Review Procedures

- 1. **Response Time.** Provide responses within 10 business days from receipt of action request unless otherwise stated.
- 2. **Scope of Review.** Focus on sign standards issues. Avoid addressing non-sign issues, unless necessary.
- 3. **Meeting Minutes Search.** To avoid reworking the same issue or unknowingly contradicting previous decisions, the SAWG member from the requesting Division shall search all meeting minutes for related issues and bring to the group’s attention.
- 4. **External Coordination.** If a significant sign issue falls within the purview of another group, coordination should occur to avoid duplicated effort or contradiction. Examples include but are not limited to navigation, occupational safety, security, language translation, symbols, and water safety.
- 5. **Response Format.** To make it easier for the Chair to consolidate comments into a group response to the MCX, members should reply to issues with:

- a. **Clear Vote.** Approve, approve with modification, or disapprove.
- b. **Comments.** Provide a concise supporting argument with any suggested modification. If member's vote is to disapprove, provide a suggestion for an alternative solution.

6. **Email Protocol**

- a. **Signal Words.** Emails requesting action by the SAWG or MCX shall have a subject line beginning with "SIGN ACTION." This is to prevent action emails from being overlooked.
- b. **Subject Line.** Subject lines should have a helpful description of the issue so conversation threads are easy to identify. The subject should not change during the conversation. If a separate issue spins off, then a new conversation should be started with a new subject line.
- c. **Reply to All.** Email discussions should include the entire Work Group.