

SIGN PROGRAM MANAGER ESSENTIALS

A Training Module by the
Sign Standards Program
Mandatory Center of Expertise
MAY 2023



US Army Corps
of Engineers®



INTRODUCTION



This training module is designed to provide Sign Program Managers at all levels with essential information to do the job.

It briefly explains:

- Roles
- Authority
- Responsibilities
- Support & Guidance
- Safety Critical Signs
- Sign Standards Compliance

After reading this module you should understand key concepts of your job and where to go for more information.

On the last slide is a link to all Sign Program Points of Contact. Please don't hesitate to reach out to the next level Sign Program Manager for help:

- Project
 - District
 - Division/Sign Advisory Work Group
 - Sign Program MCX



ROLES

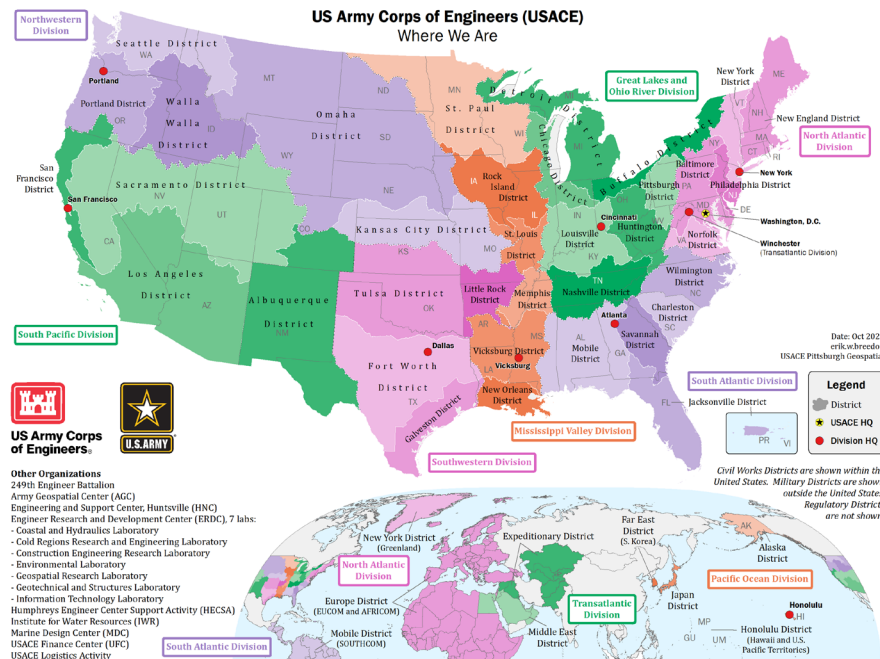


Sign Program Managers (SPMs) are the **cornerstones** of the USACE Sign Standards Program, **promoting compliance with the Sign Standards Manual at all Civil Works projects.**

Project SPMs inventory signs, advise their manager on sign issues, and coordinate sign orders, installation, and maintenance.

District SPMs approve all sign orders, review sign plans, advise all district elements on sign issues, and request new safety critical signs.

Division SPMs represent their districts on the Sign Advisory Work Group, support their District SPMs, and process new safety sign requests.





AUTHORITY



ER 1130-2-500 paragraph 6-2.a states

“Districts and MSCs shall appoint Sign Program managers from the Natural Resources Management element* who shall be **responsible for ensuring that the Sign Standards Program is properly managed throughout Civil Works.**”

**The requirement for SPMs to work in NRM is going to change in the next ER update to include other business lines involved in signs like NAV and FRM. In the meantime, it is OK to appoint non-NRM SPMs.*

Furthermore, 6-2.b(2) states,

“To ensure consistency, the district sign program manager shall approve all orders for signs at civil works projects.”

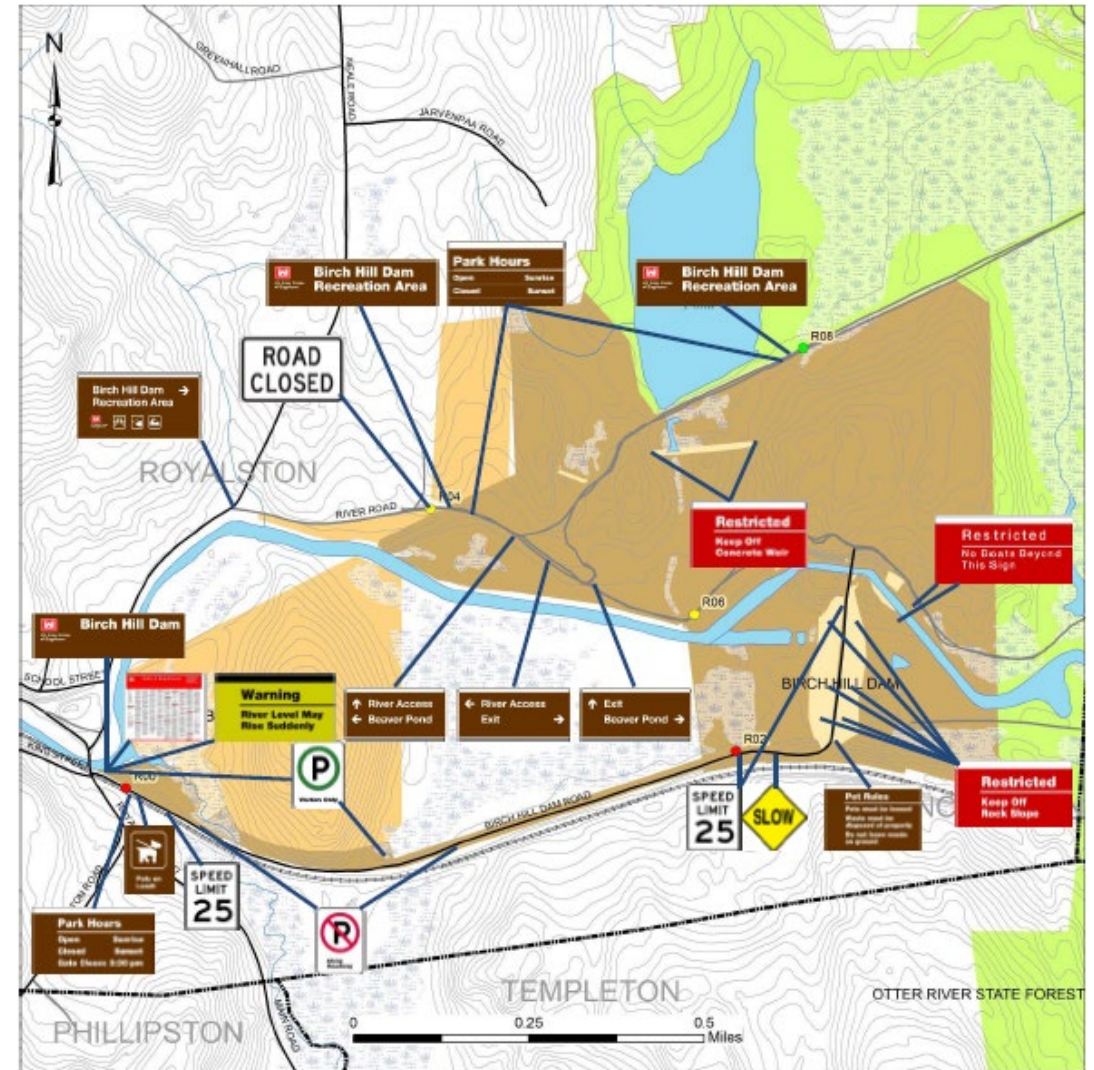
Anyone ordering signs for Civil Works projects needs to understand this. If they don't, please educate them!



AUTHORITY

EP 310-1-6a (Sign Standards Manual)
page 1-11 states

“At the district and division levels there will be a Sign Program Manager to **review sign planning and program implementation at all projects** within that jurisdiction.”





RESPONSIBILITIES

EP 1130-2-500 paragraph 6-3.g states

“The **district sign program manager** will submit recommended changes to the manual with justification through the chain of command to the **division sign program manager** who is responsible for consolidating and recommending changes to HQUSACE (CECW-CON) through the **National Sign Program Manager.**”



Request Procedure for Nonstandard Safety Signs EP 310-1-6a
01 Jun 06

When the Sign Standards Manual was developed, project managers identified common safety sign requirements from surveys sent to all districts and divisions. From those surveys, standard safety sign legends were established for clarity and brevity. Specific hazardous conditions may be identified that require a special or site-specific safety sign not included in the manual. Once this need is identified, a procedure has been established to allow review of the proposed safety legend by the Chief Counsel's office. This process allows Sign Program Managers to make recommendations for additions to the manual. As a national system, specific signs developed by one project or district may be applicable to others. Through communications, the Corps attempts to reduce potential safety hazards for visitors and others using our facilities. To request a new or site-specific safety sign, fill out the following description of the condition to be signed and the sign(s) proposed to help notify viewers of the hazard.

1. Describe the specific hazard that requires a nonstandard Danger, Warning, or Caution sign. Reference the Sign Standards Manual where applicable.
2. Describe what is currently being done to warn viewers and why this approach is not effective.
3. Identify the proposed sign format and legend.
4. What unique conditions at this location prohibit the use of existing standardized signs?
5. Describe how this proposed sign will be used to address this condition. Attach any photographs, site plans or related visual materials that will help to illustrate your proposal. State whether this sign will be viewed from land or from water.

Requested by (office responsible for placing this sign)	Name	Telephone	Date
Approved by (Project Sign Program Manager)	Name	Telephone	Date
Reviewed by, and in concurrence with this request as presented:	District Sign Program Manager	Telephone	Date
	Division Sign Program Manager	Telephone	Date
	National Sign Program Manager	Telephone	Date
	Office of Counsel (CECC-A)	Telephone	Date
	Safety and Occupational Health Office (CSHC-P)	Telephone	Date



RESPONSIBILITIES



EP 310-1-6a (Sign Standards Manual)
Section 1 identifies the following **District Sign Program Manager** responsibilities:

- Review and approve sign plans for lakes, projects, building interiors, waterways, etc.
- **Verify that signs ordered conform to the guidelines in this manual**
- Assist in preparation of signs for special applications or situations
- Implement multi-location or district-wide sign plans

Project Sign Order Worksheet

US Army Corps of Engineers

Requisition Number _____
Date _____
Page _____ of _____ pages

Ship to: _____
Prepared by: _____
Date _____ Telephone _____
Approved by: _____
Date _____ Telephone _____
Ordered by: _____
Date _____ Telephone _____

Instructions: Enter all requested information. Use separate Sign Order Worksheets for each different sign type. Multiple orders of identical sign types can be combined on one worksheet. Attach this order and other appropriate documentation to standard form DA-5953 and process through approval procedure within each district.

Order Summary

Sign Panels only Single face sign (one panel)
 Sign Panels with posts (and name as required) Double face sign (two panels)
 Post and Panel with installation Corps Castle insert

No.	Sign Panel	Sign Type	Material	Face	Legend Size	Panel Size	Unit No.	Spec. Code	Color	Plan ID No.
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

1a. Custom Sign Panel: Use for identification, directional, symbol, and special application signs.
Legend: Line/face as to appear on sign.

1b. System Sign Panel: Use to specify directional symbol and set system signs.
Symbol/Set 1 _____ Symbol/Set 2 _____
Symbol/Set 3 _____ Symbol/Set 4 _____

For Symbol Signs indicate arrow direction by number.
For Set System Signs #004-6 indicate number of sets.

Comments: _____

2. Mounting Assembly:

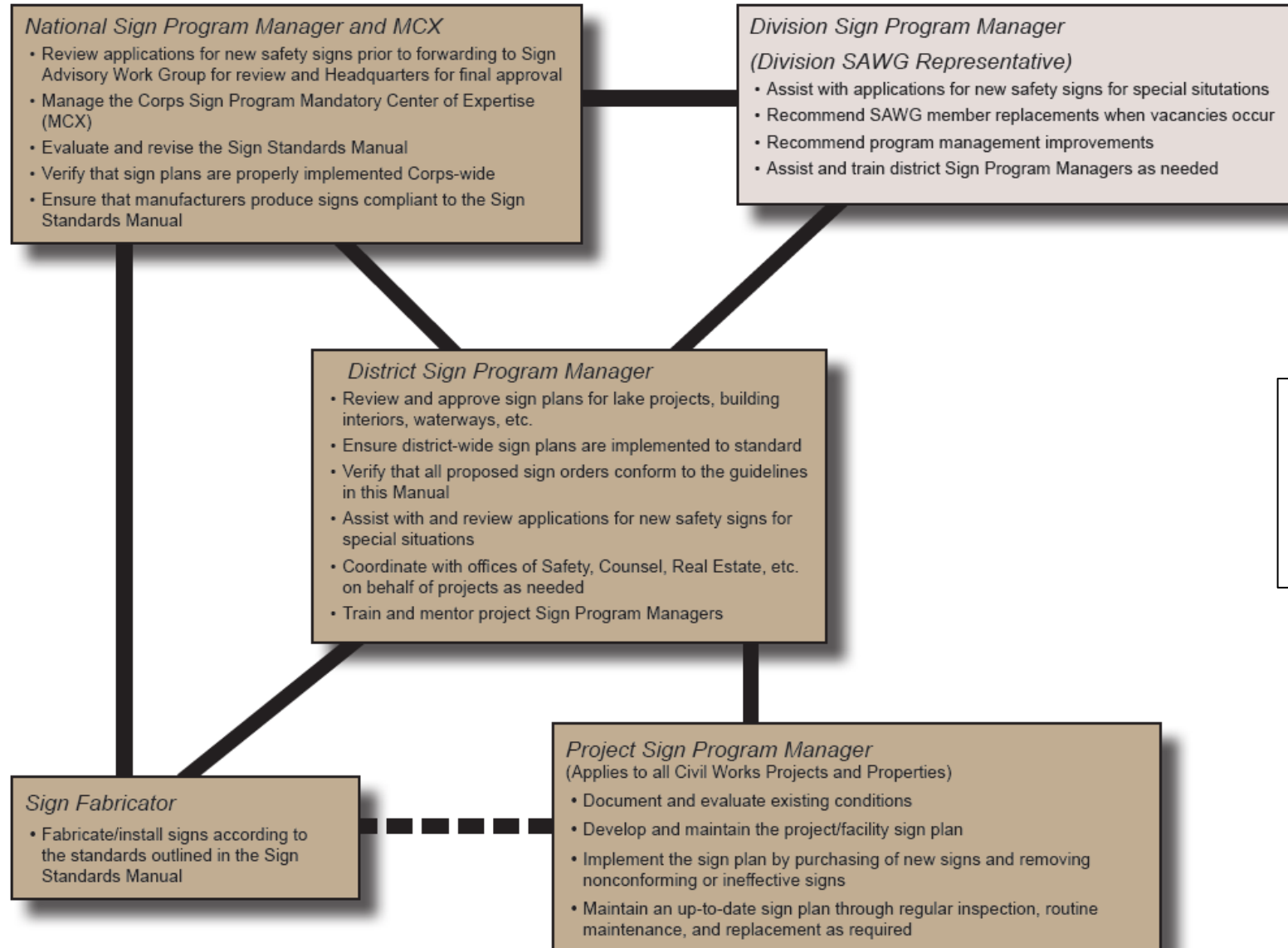
Mounting Assembly	Post-size	ANGL	3. Installation	Note any special requirements or site conditions that will affect sign placement.
<input type="checkbox"/> Ground Mounted				
<input type="checkbox"/> Wall Mounted	Surface material			
Comments: _____				

4. Cost Summary

Sign Panel	Cost per unit	Quantity	Cost
Sign Panel	\$		\$
Mounting Assembly	\$		\$
Installation	\$		\$
Shipping	\$		\$
Total Cost			\$



RESPONSIBILITIES



This diagram can be viewed in Sign Manual Section 1.



SUPPORT & GUIDANCE



In addition to ER/EP 1130-2-500 Chapter 6 policies and procedures (only 1 page each, so read them!), and EP 310-1-6a Sign Standards Manual, the following are key resources:

The Natural Resource Management (NRM) Gateway Sign Program page:
<https://corpslakes.erdc.dren.mil/employees/sign/sign.cfm>

- The go-to site for all sign program questions.

Natural Resources Management Gateway
to the future . . .

US Army Corps of Engineers

Home Visitors Lake Discovery Recreation Env Compliance Env Stewardship Partners ?
News/Events People Forums Learning GETS Tools New Postings Submit Index/Search ?

Sign Program

[Headquarters POCs](#)

SIGN PRO IS CURRENTLY DISABLED Sign Pro System is Adobe Flash supported and was rendered inoperable January 1, 2021 as part of a DoD-wide mandate to improve cyber security. Sign Pro is a frequently used tool and teams are actively working the problem, but a resolution date has yet to be determined. For tips and tools on working without Sign Pro, [click here](#).

As a public agency, the U.S. Army Corps of Engineers has a responsibility to communicate clearly and professionally. The National Sign Program was implemented to reinforce our commitment to excellence in this area and create a uniform appearance for all Corps Civil Works signs by establishing standards for use, appearance, message, fabrication, and installation. Implementation of the National Sign Program can only be effective with the understanding and cooperation of every person involved with the management, design, fabrication, or acquisition of Corps signs. (excerpts from *Introductory Command Message, Sign Manual*, vol I, JAN 2006)

- [Sign Pro](#)
- [Policy & Procedures](#)
- [News / Current Issues](#)
- [Points of Contact & Expertise](#)
- [Program Summary](#)
- [Sign Manual](#)
- [Training](#)
- [Toolbox/Best Practices](#)
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[Technical Problems](#)
Established: August 2001



SUPPORT & GUIDANCE



The **District SPM** supports the projects.

The **Division SPM** supports the Districts.

The **Sign Advisory Work Group** consists of representatives from each Division (the Division SPM) as well as HQUSACE Navigation and Safety.

The **Sign Program Mandatory Center of Expertise (MCX)** consists of the National Sign Program Manager and engineering support for waterway signs.

11 May 2022

SmartBook - Connect to your Community

Select a Topic Area/Business Line Select by Office

Sign Standards Program

NRM Gateway

- Subject Matter Expert: [Keith Hyde](#)
- [Gateway Sign Standards Program Site](#)

Division POCs

POC	Title	Division/Location/Project
Great Lakes & Ohio River Division		
Ryan Davis (304-399-5634) ryan.s.davis@usace.army.mil	Assistant OPM	Great Lakes & Ohio River Division
Jeffrey Defosse (513-684-3192) jeffrey.a.defosse@usace.army.mil	NRM Program Manager	Great Lakes & Ohio River Division
Mississippi Valley Division		
Douglas Vogel (309-794-5446) douglas.vogel@usace.army.mil	Chief Natural Resources Management Section Operations	Mississippi Valley Division
North Atlantic Division		
Jeffrey Mangum (978-318-8282) jeffrey.c.mangum@usace.army.mil	FRM Business Line Manager	North Atlantic Division
Northwestern Division		
Melissa Bean (816-389-3171) melissa.j.bean@usace.army.mil	Park Manager	Northwestern Division Tuttle Creek Lake
South Atlantic Division		
Amy Cobb (251) 696-3004 amy.l.cobb@usace.army.mil	Natural Resources Program Manager	South Atlantic Division
Joseph Timmons (229-662-2001) jody.d.timmons@usace.army.mil	Srpy Natural Resources Program Mgr	South Atlantic Division Lake Seminole
South Pacific Division		
Oscar Gonzalez (559-784-0215) oscar.gonzalez@usace.army.mil	Park Ranger	South Pacific Division Success Lake
Southwestern Division		
Terrie Broomhall (918-669-7693) teresa.broomhall@usace.army.mil	Natural Resource Specialist	Southwestern Division

District POCs

POC	Title	District/Location/Project
Great Lakes & Ohio River Division		
David Swiatek (716-879-4371) david.m.swiatek@usace.army.mil		Buffalo District
Robert Jarama (313-226-1322) robert.h.jarama@usace.army.mil	Mechanical Engineer	Detroit District
Michael McCoy (304-399-5144) michael.l.mccoy@usace.army.mil	Park Ranger Natural Resources Specialist (Ranger)	Huntington District Technical Support Branch - Operations
Jessica Grinnell Lee (502-315-6328) jessica.l.lee@usace.army.mil	Park Ranger Natural Resources Specialist	Louisville District
Christopher Schuster (412-395-7592) christopher.w.schuster@usace.army.mil	Natural Resource Specialist	Pittsburgh District
Mississippi Valley Division		
Aaron Posner (601) 631-5287 aaron.w.posner@usace.army.mil	Natural Resources Management Specialist	Vicksburg District Ouachita-Black River - Columbia Pool
Timothy Lacoste (504-862-2663) timothy.m.lacoste@usace.army.mil	Assistant Chief Forester	New Orleans District
Mary Pizzuto (504-862-2000) mary.h.pizzuto@usace.army.mil		New Orleans District
Douglas Vogel (309-794-5446) douglas.vogel@usace.army.mil	Chief Natural Resources Management Section Operations	Rock Island District
Andrew Ray (314-331-8630) andrew.l.ray@usace.army.mil	Natural Resources Specialist	St. Louis District
Jonathan Schulte (314-331-8635) jonathan.w.schulte@usace.army.mil		St. Louis District



SUPPORT & GUIDANCE



There are probably a LOT of signs at your project(s). It can be overwhelming.

Signs are not all equally important.

When time is limited focus on the most important signs first.

Priorities:

1. Safety Critical Signs

- Waterway Restricted Areas (Section 14)
- Caution, Warning, or Danger (Sections 7, 11, and 14)
- Traffic Control (Section 9)

2. Standard Identification Signs (Section 5)

3. Roadway Directional (Section 6)

4. All other signs.



SAFETY CRITICAL SIGNS



Caution, Warning, and Danger signs require special attention because **only legends approved by HQUSACE are permissible**. Failure to follow this standard increases risk.

Signs & Buoys for Restricted Areas for Hazardous Waters at dams and other Civil Works structures.

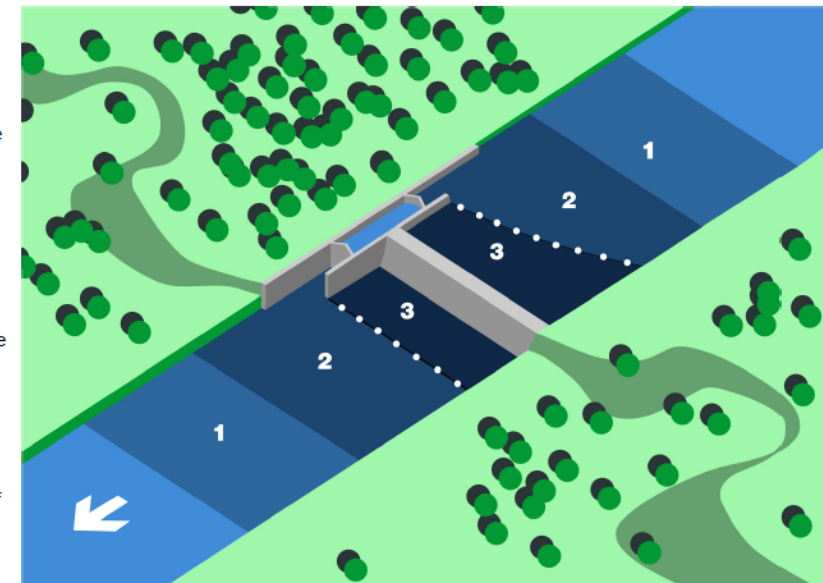
- See Section 14 and
- ER/EP 1130-2-520 Chapter 10



Zone 1, Warning Area
Upon entry into the zone, either up or downstream, boaters are warned that they are approaching a dam. This warning is most critical for submerged or fixed crest structures. For Zone 1 signs, see page 14-10.

Zone 2, Danger Area
Upon entry into this section of the river, the boater is notified with a Danger sign that the dam is a specific distance ahead. These signs are placed at a distance where the dam is generally perceptible if the boater is conscientiously looking for it. Refer to page 14-13 through 14-16 for examples of Zone 2 signs.

Zone 3, Restricted Area
Signs are placed both on the outside of this zone, restricting access beyond that point, and as supporting signs on the face of the dam structure or on special pylons instructing boaters to stay back the designated distance. Restricted areas are established on both the upstream and downstream side of the dam. The Restricted signs used in this zone are shown on pages 14-17 through 14-19.





SIGN STANDARDS COMPLIANCE



How do you know if a sign is “compliant” (that it satisfies the Sign Standards Manual)?

Knowing this is essential to your job.

The decision key on the following slides will help you.





SIGN STANDARDS COMPLIANCE



Decision Key

This key helps you determine if a sign is compliant or not. The following slides walk you through it.

(Key provided on next page of this PDF).



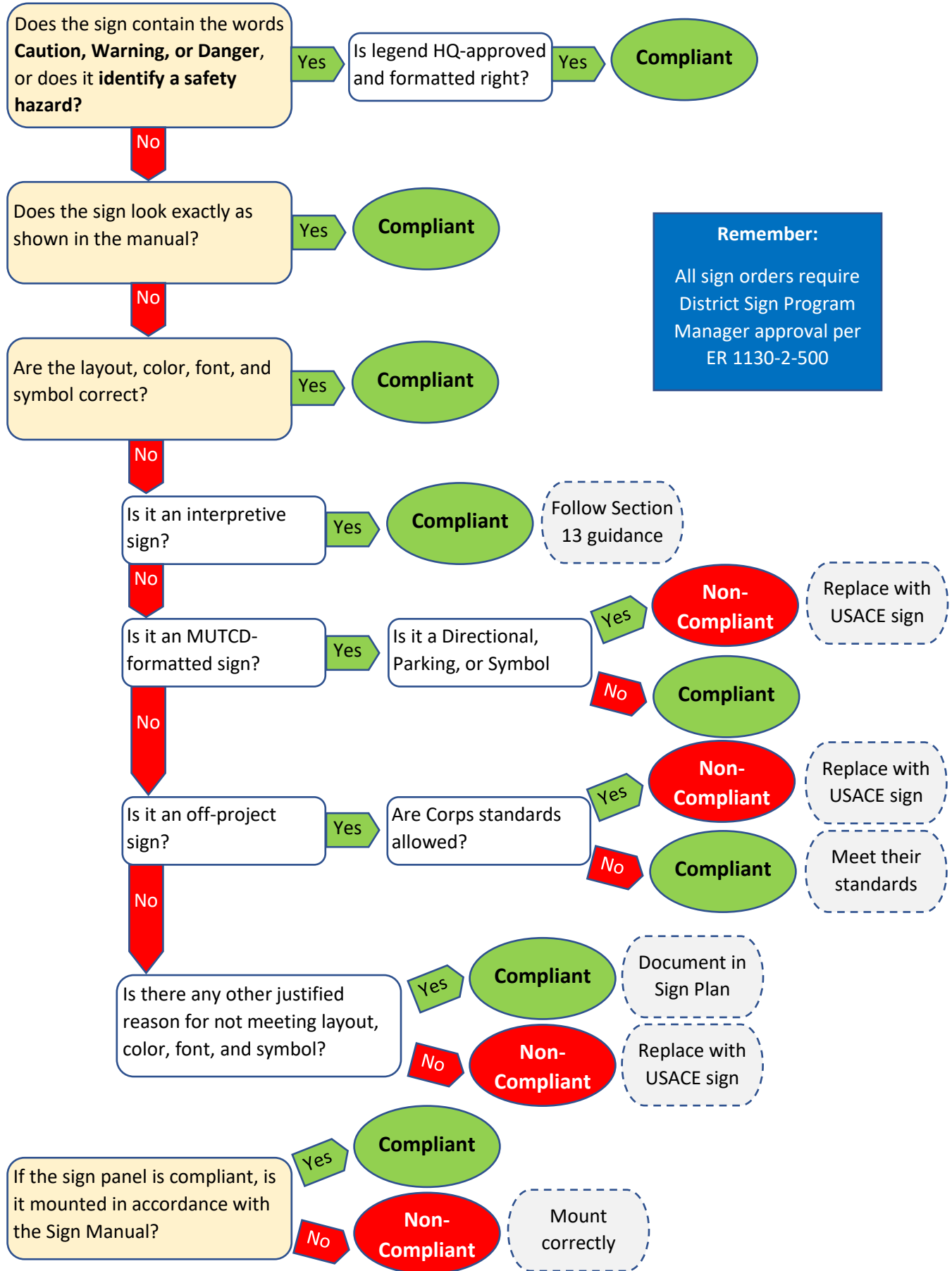
Adobe Acrobat Document

USACE Sign Standards Compliance Key Sign Advisory Work Group May 2022



USACE Sign Standards Compliance Key

Sign Advisory Work Group May 2022



Remember:
All sign orders require District Sign Program Manager approval per ER 1130-2-500



SIGN STANDARDS COMPLIANCE



STEP 1

Does the sign contain the words Caution, Warning or Danger, or identify a safety hazard?



- A. YES. **Is it HQ approved?** (as shown in the manual or on Gateway)
 - 1. YES. **Compliant.**
 - 2. NO. **Non-compliant.** Replace with an approved safety sign. If none meet the need, submit a Request for Non-Standard Safety Sign to the MCX.
- B. NO. Go to Step 2.



SIGN STANDARDS COMPLIANCE



STEP 2

Does the sign look exactly as shown in the manual?



A. YES. **Compliant.**

Ensure the sign is appropriate for application and sized right for viewing distance (page 2-6).

Ensure roadway directional and water-viewed signs use Helvetica Medium.

Ensure mounting follows guidelines.

B. NO. Go to Step 3.



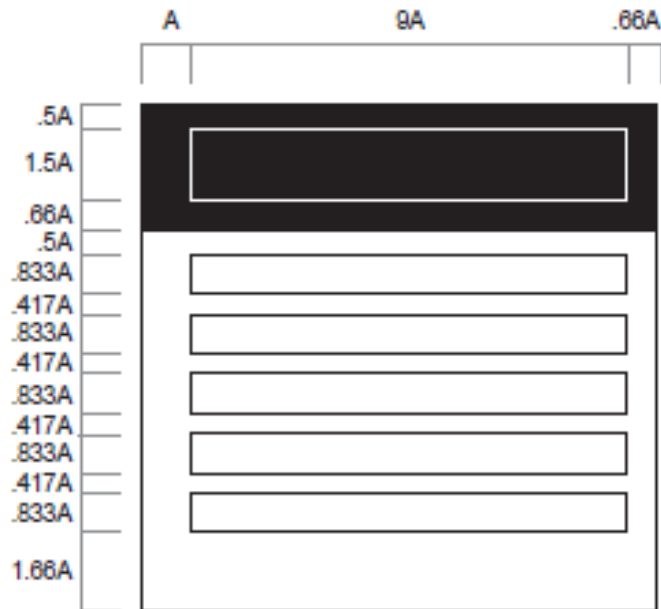
SIGN STANDARDS COMPLIANCE



STEP 3

Are the layout, color, font, and symbol correct?

Before answering this question, let's take a quick look at each of these important considerations on the following 4 slides.



Notice

This Area Is Monitored by Closed Circuit Television



SIGN STANDARDS COMPLIANCE

STEP 3 (continued)

Are the layout, color, font, and symbol correct?

Colors are shown in Section 4 and should follow sign type examples in the Manual.

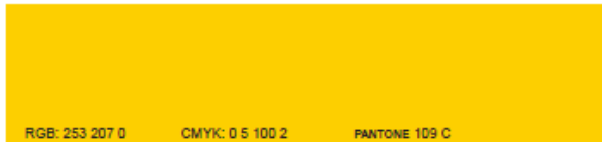
Safety Red (SR)

Danger—Warning of an immediate hazard with a high risk of death or severe injury.
Restricted—Elevated notice prohibiting a location or activity.



Safety Yellow (SY)

Caution—Warning of potential hazard with risk of injury or property damage.



Safety Green (SG)

Notice—For safety procedures.



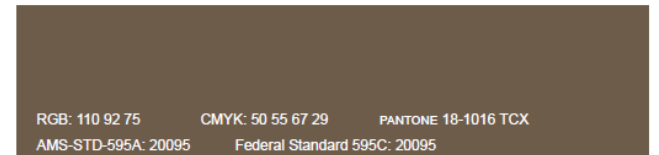
Safety Blue (SB)

Notice—For information and rules.



Corps Brown (BR)

Background for identification, directional, recreation, and symbol signs.



White (WH)

Legend for identification, directional, and recreation signs. Background for boundary signs.



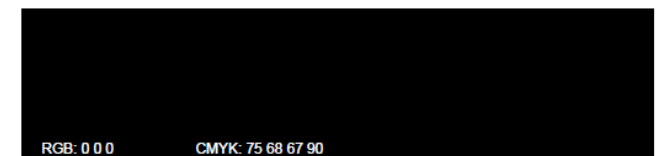
Communication Red (CR)

Corps Mark (Castle) on identification signs.



Black (BK)

Legend and Signature for boundary signs.





SIGN STANDARDS COMPLIANCE



STEP 3 (continued)

Are the layout, color, font, and symbol correct?

Font is Helvetica Bold for most signs and Helvetica Medium for roadway directional and water-viewed signs.

Helvetica Bold

The wide stroke width of this letter-style creates a distinctive looking sign with simplicity. The bold letter-forms are ideally suited for signs with short legends. This typeface is used for the primary and secondary legends in identification, recreation area, industrial safety and parking signs.

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890(\$?!&-".,;:)**

Helvetica Medium

This medium weight letter-style is used for all roadway and recreation area directional sign legends. This type is ideally suited for signs viewed from a moving vehicle. Its 5:1 letter height to stroke width ratio and large, open, lower case letters make it a very legible typeface. The Helvetica Medium typestyle should not be used on signs where the Helvetica Regular or Helvetica Bold typefaces are used.

This typeface, with expanded spacing between letters, is also used for water-viewed signs.

**ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890(\$?!&-".,;:)**

Helvetica Regular

This is a thin stroke letter-style used for selected secondary legends on signs with Helvetica Bold primary legends, such as interpretive signs, and boundary signs. Helvetica Regular is also the typeface used for all interior signs.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
RSTUVWXYZabcdefghijklmnopqrstuvwxyz
1234567890(\$?!&-—".,;:)



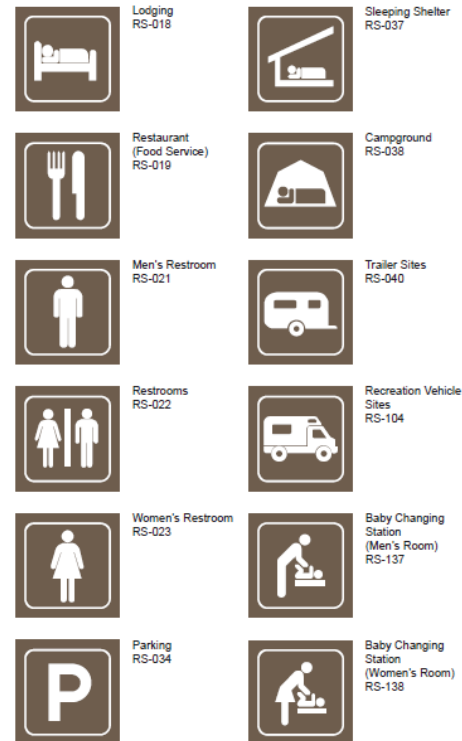
SIGN STANDARDS COMPLIANCE



STEP 3 (continued)

Are the layout, color, font, and symbol correct?

Symbols are shown in Section 8 and 14; additional HQ-approved symbols not in the manual are listed on the Gateway.



No Parking
PS-034
Refer to Section 9
for a complete display
of Parking and
No Parking signs.



No Camping
PS-038



No Trailers
PS-040



No Picnicking
PS-044



No Recreation
Vehicles
PS-104



HS-001



HS-002



SIGN STANDARDS COMPLIANCE



STEP 3 (continued)

Are the layout, color, font, and symbol correct?

A. YES. **Compliant** with District Sign Program Manager (DSPM) approval.

Ensure legend is appropriate, concise, easy to understand, and legible.

B. NO. Go to next slide.





SIGN STANDARDS COMPLIANCE



STEP 3a

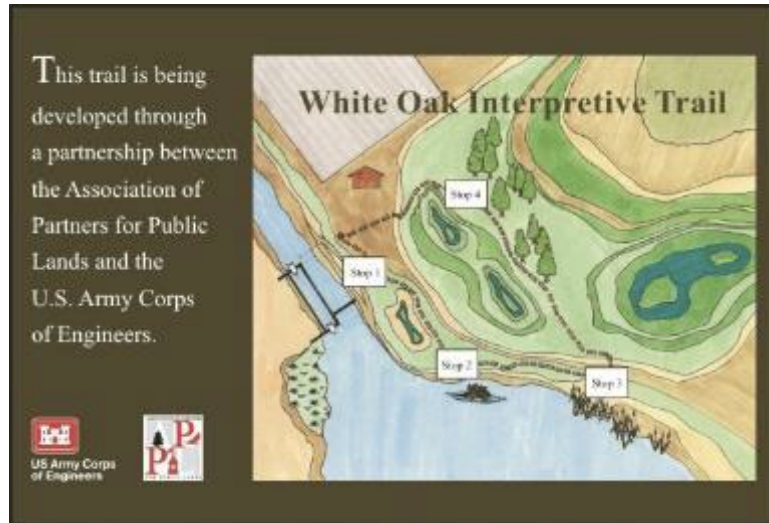
Sign does not have correct layout, font, color, or symbol.

Is it an interpretive sign?

1. YES. **Compliant with DSPM approval.**

Ensure it follows Section 13 principles and does not circumvent requirement for safety signs.

2. NO. Go to next slide.





SIGN STANDARDS COMPLIANCE



STEP 3b

Sign does not have correct layout, font, color, or symbol.



Is it an off-project sign?

1. YES. **Are Corps standards allowed?**

a. YES. **Non-compliant.** Use Corps standards.

b. NO. Cooperate with the local authority to meet their requirements.

Compliant with DSPM approval.

Document in Sign Plan.

2. NO. Go to next slide.



SIGN STANDARDS COMPLIANCE



STEP 3c

Sign does not have correct layout, font, color, or symbol.



W1-1a

Is it an MUTCD-formatted sign?

MUTCD = Manual for Uniform Traffic Control Devices

1. YES. Is it a Directional, Parking, or Symbol Sign?

a. YES. **Non-compliant.** Use Corps standards in Sections 6, 8, and 9.

b. NO. **Compliant** if it meets MUTCD standards.

2. NO. Go to next slide.



SIGN STANDARDS COMPLIANCE



STEP 3d

Sign does not have correct layout, font, color, or symbol.



Is there any other justified reason for not meeting layout, color, font, and symbol?

1. YES. **Compliant with DSPM approval.** Project should document justification in Sign Plan.
2. NO. **Non-compliant.**



SIGN STANDARDS COMPLIANCE



STEP 4

If the sign panel is compliant, is it also mounted in accordance with the Sign Manual?



A. YES. **Compliant.**

B. NO. **Non-compliant**, unless approved by the DSPM.

Sign mounting is important for visibility, the USACE brand, and public safety.

If you have special mounting requirements, document it in your sign plan.



SIGN STANDARDS COMPLIANCE



Non-Compliant should be replaced as soon as feasible.

Prioritize replacement according to Slide 11 of this training module.





CONCLUSION



Your role as a Sign Program Manager is important to ensure USACE communicates effectively with signs.

- Signs protect, guide, and inform visitors and employees.
- Signs communicate to the public 24/7/365.
- Signs present the agency image to our communities.

Thank you for taking the time to view these slides!

The next slide will connect you to the Sign Community of Practice, where you can get more information and ask questions.



QUESTIONS?

Sign Program Contacts:

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

NRM Gateway Sign Program Page:

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