



Department of the Army
U.S. Army Corps of Engineers
Washington, DC
21 October 2024

Engineer Regulation 1110-1-8176

Effective 18 November 2024

CECW-CO

Engineering and Design
Sign Standards Program Mandatory Center of Expertise

FOR THE COMMANDER:

DAMON A. DELAROSA
COL, EN
Chief of Staff

Purpose. This engineer regulation sets forth the authority, policy, roles, and responsibilities of the United States Army Corps of Engineers Sign Standards Program Mandatory Center of Expertise, located in the Kansas City District with engineering support provided by the Saint Paul District. This regulation also provides guidance and procedures by which the United States Army Corps of Engineers commands obtain services from the Sign Standards Program Mandatory Center of Expertise.

Applicability. This regulation applies to all United States Army Corps of Engineers commands.

Distribution statement. Approved for public release; distribution is unlimited.

Proponent and exception authority. The proponent of this regulation is the Chief of Engineering and Construction, Civil Works Directorate. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

Contents

1. Purpose.....	1
2. Distribution statement.....	1
3. References.....	1
4. Records management (recordkeeping) requirements.....	1
5. Associated publications.....	1
6. Responsibilities.....	1
7. Establishment.....	2
8. Mission.....	2
9. Mandatory services.....	3
10. Elective services.....	3
11. Method of operation.....	4
12. Customer service quality standards.....	5
13. Reporting procedures.....	5

Appendixes

Appendix A References.....	6
----------------------------	---

Glossary of Terms

1. Purpose

This engineer regulation sets forth the authority, policy, roles, and responsibilities of the United States Army Corps of Engineers Sign Standards Program Mandatory Center of Expertise, located in the Kansas City District with engineering support provided by the Saint Paul District. This regulation also provides guidance and procedures by which the United States Army Corps of Engineers commands obtain services from the Sign Standards Program Mandatory Center of Expertise.

2. Distribution statement

Approved for public release, distribution unlimited.

3. References

See Appendix A.

4. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Army Records Retention Schedule. Detailed information for all related record numbers is located on the U.S. Army Corps of Engineers (USACE) Records Management Site <https://usace.dps.mil/sites/INTRA-CIOG6/SitePages/Records-Management.aspx>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly, see DA Pam 25-403 for guidance.

5. Associated publications

Policy and/or procedures associated with this manual are found in EP 310-1-6a & b, ER/EP 1130-2-500 (Chapter 6), and EM 385-1-1.

6. Responsibilities

a. Chief of Operations and Regulatory, Civil Works Directorate. As the proponent responsible for technical and administrative oversight of the Sign Standards Program Mandatory Center of Expertise (SSP-MCX), Headquarters (HQ) USACE, CECW-CO ensures that:

(1) An adequate workforce is authorized to maintain the technical expertise and capabilities detailed in this ER.

(2) Adequate central funding is made available to cover all costs associated with the mandatory and elective centrally funded services described in paragraphs 9 and 10.

b. Divisions and districts. USACE divisions and districts are responsible for knowing when they need support from the SSP-MCX subject matter experts as defined

in this ER and for providing funding to cover all reimbursable service requests sent to the SSP-MCX.

c. *Kansas City District.* The Kansas City District maintains the SSP-MCX and provides support conducive to successful execution of the mission and functions identified in this ER. The SSP-MCX mission and associated functions cannot be changed without the approval of the proponent. Kansas City District leadership ensures that staffing levels in the SSP-MCX are adequate to handle all the tasks assigned in this ER. Organizational and administrative support (such as training, office space, contracting, and computer hardware and software) is provided by the district, much like the district does for other district organizational elements.

7. Establishment

In 1995, HQUSACE converted the Technical Center of Expertise for Engineering Waterway Signs in St. Paul District into today's SSP-MCX. The SSP-MCX's primary purpose is to ensure compliance with ER 1130-2-500 (Chapter 6), provide consistent interpretation of EP 310-1-6a, coordinate approval of nonstandard safety signage, and educate USACE personnel responsible for signage. The SSP-MCX transferred from the St. Paul District to the Kansas City District in 2014 but continues to fund waterway sign engineering support from St. Paul District.

8. Mission

The SSP-MCX provides technical guidance to all USACE divisions, districts, and Civil Works projects to promote compliance with agency sign standards required by ER/EP 1130-2-500 (Chapter 6) and EP 310-1-6a across all business lines.

a. Responsibilities include:

- (1) Aligning the Sign Standards Program with the USACE branding plan.
- (2) Coordinating safety critical sign approval with HQUSACE.
- (3) Maintaining a complete list of all safety legends approved for use.
- (4) Assisting with engineering for waterway signs and signs that fall outside the guidance EP 310-1-6a.
- (5) Assisting with developing engineering drawings and schematics for sign management plans at locks, dams, and other waterway structures.
- (6) Educating division, district, and project Sign Managers.
- (7) Ensuring Sign Program web page content remains current and relevant.
- (8) Interpreting and periodically updating EP 310-1-6a.

(9) Maintaining the national sign inventory software program.

(10) Ensuring Federal Prison Industries (UNICOR) and USACE sign shops meet quality standards.

b. The SSP-MCX maintains state-of-the-art technical expertise in all areas of sign standards including:

(1) Engineering waterway signs.

(2) U.S. Coast Guard Aids to Navigation.

(3) Danger, caution and warning signs, including those required by EM 385-1-1.

(4) Traffic control signs (in concert with the Federal Highway Administration Manual on Uniform Traffic Control Devices).

(5) Sign layouts, fonts, colors, and graphics.

(6) Sign materials, manufacturing, mounting, and installation.

9. Mandatory services

Mandatory services are those the SSP-MCX is required to perform according to EP 1130-500 and EP 310-1-6a. Requests for MCX services must be initiated as early as possible in the planning and design process. Mandatory services may be executed using either centrally provided funds from higher headquarters or reimbursable funds provided by the elements that request the services.

a. Centrally funded mandatory services.

(1) Review and processing of requests for nonstandard safety signs.

(2) Development and modification of new signs or sign graphics that will be included in EP 310-1-6a.

b. Reimbursable mandatory services. As of the date of this publication, there are no reimbursable mandatory services.

10. Elective services

Elective services are those that do not fall under the mandatory services required, but may be performed on request. The SSP-MCX performs elective services on a non-reimbursable basis using centrally provided funds from higher headquarters, or on a reimbursable basis using funds provided by the elements that request the services.

a. Non-reimbursable elective services. The SSP-MCX provides the following non-reimbursable services:

(1) Short-term consultation with signage circumstances that require unique or complex solutions.

(2) Short-term consultation with sign management plans or sign data management.

b. Reimbursable elective services. The SSP-MCX provides the following reimbursable services:

(1) Design services for lock, dam, and waterways signs.

(2) Field inspections of sites to verify foundation conditions, wind, ice load potential, and other factors affecting location and mounting of signs.

(3) Technical review of all detailed engineering drawings for waterway signs developed by the districts.

(4) Consultation for placement of official insignia and/or other mandated markings onto water vessels.

11. Method of operation

a. Requests for Sign Standards Program assistance or services can be submitted to the SSP-MCX by telephone, email, or letter. Before any reimbursable work begins, the SSP-MCX and requesting office will develop a mutually acceptable scope of work, schedule, and budget estimate.

b. Requests from customers other than USACE for design services that include complete design projects must be funded by the customer and coordinated with the appropriate USACE major subordinate command, district, or field operating agency.

c. When work requires that SSP-MCX personnel travel to a customer within the geographic boundaries of another district, the purpose, customer, location, date of visit, and personnel traveling details will be furnished to the appropriate district point of contact.

d. All correspondence and requests for general SSP-MCX services should be directed to:

U.S. Army Corps of Engineers
Sign Standards Program MCX
ATTN: National Sign Program Manager
601 E 12th Street, OD-M
Kansas City, MO 64106
Email: mcx_sign_standards_program@usace.army.mil

e. All correspondence and requests for engineering and waterway SSP-MCX services should be directed to:

U.S. Army Corps of Engineers
Sign Standards Program MCX
ATTN: Sign MCX Engineering
332 Minnesota Street, Suite E-1500
St. Paul, MN 55101-1600
Email: mcx_sign_standards_program@usace.army.mil

12. Customer service quality standards

The SSP-MCX maintains the following customer service quality standards:

- a. Provide services and maintain expertise in the service areas described in paragraph 9.
- b. Complete requests for service within the agreed upon schedule and budget.
- c. Promptly address concerns and disputes from users and customers. All issues are resolved or are escalated to the respective higher HQ for resolution.
- d. Measurably improve cost-effectiveness for the function within USACE.
- e. Measurably improve the quality of the function within USACE.
- f. Measurably improve responsiveness to the customer and the speed of accomplishing the function within USACE.

13. Reporting procedures

The SSP-MCX prepares an annual report for the Chief Operations and Regulatory Division, HQUSACE. The report includes a summary of major programs, activities, and funds from both reimbursable and direct funds sources. The report is fiscal year based and is completed and furnished to the Chief of Natural Resources no later than 90 days after the end of the fiscal year. Upon request, the SSP-MCX will also deliver an in-progress review to provide the current status of the major programs, activities, and funds. Normal day-to-day operation and reporting is on an informal, as-needed basis.

Appendix A References

Unless otherwise indicated, Army and USACE publications are available at <https://armypubs.army.mil/> and <https://www.publications.usace.army.mil/>.

Section I

Required Publications

DA Pam 25-403

Guide to Recordkeeping in the Army

EM 385-1-1

USACE Safety Manual, Chapter 8: Accident Prevention Signs, Tags, Labels, Signals, Piping System Identification, and Traffic Control

EP 310-1-6

Graphic Standards Manual

EP 310-1-6a

USACE Sign Standards Manual

EP 310-1-6b

USACE Sign Standards Manual, appendices

EP 1130-2-500

Partners and Support (Work Management Guidance and Procedures), Chapter 6: Sign Standards Program for Civil Works Projects

ER 1130-2-500

Partners and Support (Work Management Policies), Chapter 6: Sign Standards Program for Civil Works Projects

Federal Highway Administration Manual on Uniform Traffic Control Devices

(Available at <https://mutcd.fhwa.dot.gov/index.htm>.)

Sign Program web page

(Available at <https://corpslakes.ercd.dren.mil/employees/sign/sign.cfm>.)

Sign Standards Program MCX web page

(Available at <https://usace.dps.mil/sites/INTRA-HQ/SitePages/USACE-Sign-Standards-Program.aspx>.)

U.S. Coast Guard Aids to Navigation

(Available at <https://uscgboating.org/regulations/navigation-rules.php>.)

Section II

Prescribed Forms

This section contains no entries.

Glossary of Terms

Term	Definition
CECW-CO	Chief of Operations and Regulatory, Civil Works Directorate
HQ	Headquarters
SSP-MCX	Sign Standards Program Mandatory Center of Expertise
USACE	U.S. Army Corps of Engineers