



DEPARTMENT OF THE ARMY

U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF

CECW-CO

S: 11 February 2005
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MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,
DISTRICT COMMANDS

SUBJECT: Sign Standards Program Workshop

1. I strongly encourage district and division Sign Program Managers, as well as others responsible for sign management, to attend the upcoming National Sign Standards Program Workshop.
2. The workshop will be held at the U.S. Army Corps of Engineers Professional Development Support Center (Tom Bevill Center) in Huntsville, Alabama, from 1 to 3 March 2005. This is the first such workshop in seven years and represents the best opportunity to learn about recent developments and changes in our national sign program. The workshop will include a hands-on introduction to the new sign management software and a discussion on specific changes to our sign standards.
3. The enclosed information sheet provides details. Please insure that this memorandum is distributed to all appropriate personnel within your area of responsibility. My point of contact on this matter is Mr. Henrik Strandkov, National Sign Program Manager at the Sign MCX located in the St. Paul District, (651) 290-5578. Contact him with the names of your participants by COB 11 February 2005.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Michael B. White".

MICHAEL B. WHITE
Chief, Operations
Directorate of Civil Works

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**U.S. Army Corps of Engineers
National Sign Standards Program Workshop 2005**

When – Tuesday, 1 March 2005 to Thursday, 3 March 2005.

Where – Tom Bevill Center (the USACE Professional Development Support Center) on the campus of the University of Alabama, Huntsville. Attendees may choose to stay at the Bevill Center or at one of the motels in the vicinity.

What – This is the first Corps-wide sign workshop since 1998, and it will be the best opportunity for both experienced and recently appointed sign managers to become familiar with important issues in the Corps sign program. Topics include revisions to the sign standards, sign manager responsibilities, updated information on how to sign waterways (signs and aids to navigation), sign procurement, sign plan development, the new digital sign manual, hands-on training in the new Corps SignPro software, and sign sins.

Who - The National Sign Advisory Work Group has prepared this sign workshop for district and division sign managers. As space permits, others responsible for Corps signs are also welcome. Members of the work group will conduct the workshop and be available throughout the session for interaction with attendees. Guest speakers include representatives from UNICOR and private industry. The software designer, Peter Reedijk, will facilitate the hands-on software session.

Registration – To confirm their space at the workshop, participants must contact Henrik Strandkov, National Sign Program Manager at the Sign MCX, St. Paul District, by phone 651-290-5578 or via email by COB 11 February 2005.

How - Travel days are Monday and Friday; training will be Tuesday -Thursday. (It may be possible to fly out from Huntsville Thursday evening, depending on flight connections.)

Here is a statement from the Bevill Center concerning room reservations:

“The Bevill Center blocking of rooms is different from most hotels. We will hold the block of rooms until two weeks before the class. But students can call after that time and, if rooms are available, reserve rooms up until the day of the event. It really is first come, first served. The number for reservations at the Bevill Center is 256-721-9428.

We also use Country Inn and Suites, University Drive, 256-837-4070 for our overflow guests. They offer complimentary transportation to/from the airport and around Huntsville and a complimentary breakfast buffet where you can get items cooked to order. Others that will give government per diem are Holiday Inn Research Park, 256-830-0600, Marriott Space & Rocket Center, 256-830-2222 and Hampton Inn, University Drive, 256-830-9400.”

Cost - There is no tuition cost for this workshop. Labor, travel and per diem are the responsibility of attendees home district. Participants are responsible for making their own reservations for accommodations. Current per diem rates for Huntsville are:

Lodging - \$65.00
M&IE - \$39.00.

The Bevill Center's website address is <http://pdsc.usace.army.mil/> and the city of Huntsville's site is <http://www.huntsville.org/>.