

**St. Paul District  
Mandatory Center of Expertise (MCX)  
Charter**

**Sign Program**

A: Mission. The MCX will operate under the direction of a program manager in a dedicated role. To provide the necessary expertise to accomplish the mission, additional interdisciplinary support from Operations, Safety, Office of Counsel and Engineering will be assigned as needed in a dedicated or intermittent role. The MCX will be under the joint direction of two HQUSACE proponents, Natural Resources Management Branch and Dredging/Navigation Branch, Operations, Construction and Readiness Division, Directorate of Civil Works.

The MCX will provide technical guidance and support to districts to comply with and implement the Sign Standards Program for Civil Works Projects, ER 1130-2-500. The MCX will also provide engineering for lock, dam, and waterways signs in accordance with EP 310-1-6a and b and EC 1110-2-288.

B: Sign Advisory Work Group. Is established to review, assist, and provide expertise to the MCX. (See Sign Advisory Work Group section below.)

C: Functions. The MCX will perform the following functions:

1. Approval of additional Caution, Warning, and Danger signs.
  - a. Coordinates requests for approval with Sign Advisory Work Group.
  - b. Coordinates with applicable offices within the MCX and determines the final position of the Corps on these technical issues.
  - c. Issues letters explaining denials or approvals.
  - d. Assures responses are sent, with appropriate copies distributed, to include UNICOR (for approved legends) and Sign Advisory Work Group members (documenting approvals and denials.)
  - e. Maintains file copies of all Caution, Warning, and Danger signs approved and denied and distributes the approved list annually to all Corps districts and divisions.
2. Coordination with UNICOR on quality assurance issues, clarifying specifications, and resolving problems.

- a. Coordinates with UNICOR's Washington, D.C. central office and Denver Product Services Support Center on non-policy issues.
  - b. Coordinates changes and additions to the Sign Standards Program with UNICOR.
  - c. Coordinates fabrication waivers with UNICOR, as requested by districts.
  - d. Monitors Corps and UNICOR non-policy related commitments.
3. Coordination with material suppliers and contractors. Stays current with latest technology and materials as related to sign construction and maintenance.
4. Revise manual, software, and processes.
  - a. Review suggestions and makes decisions to improve, change specifications or correct problems with the Sign Standards Manual or Sign Manager software.
  - b. Coordinates revisions with and considers input from the Sign Advisory Work Group.
  - c. Prints and distributes, and/or makes available electronically, these revisions.
5. Assess training needs, make recommendations and provide input to help Sign Advisory Work Group develop and provide training. With the assistance of the Sign Advisory Work Group provides training related to contents of the Sign Standards Manual and Sign Manager software.
6. Communication.
  - a. Communicates with division sign program managers on issues, technical information, problems, and questions.
  - b. Prepares draft memorandum/letters communicating information about the sign program or software for the Chief, Operations, Construction and Readiness and the Director of Civil Works.
  - c. Prepares and provides briefings to the Corps and UNICOR.
  - d. Maintains and updates district and division sign program managers list and provides copies annually to all Sign Program managers.
7. Develop and monitor quality control/quality assurance methods.
  - a. Develops checklist for IG inspections related to the Sign Standards Program.

- b. Provides status of deadline compliance by district to HQUSACE annually.
8. Annually reports to the proponents on status of compliance, progress of MCX, goals for next year, etc.
9. Performs pre-engineering investigations and develops guidelines for common size (those using a single aluminum panel) signs and their support structures. These standards will include definitive types of substructures and superstructures for mounting common signs. These standards will be sent to all Districts for their use in site adapting and ordering of signs.
10. Design and develop general criteria (specifications) and guidance for custom signs (those large signs that must be fabricated from more than one aluminum panel). This guidance and criteria will include types of superstructures and substructures for mounting custom signs to insure uniformity across all USACE civil works projects. (Value Engineering studies will be permitted by other field offices in coordination with the MCX.)
11. Perform pre-engineering investigations and develop guidance and specifications for a modular sign system that will ensure uniformity, facilitate ease of fabrication by UNICOR and erection by project or contract field crews.
12. Provide a final, technical review of all detailed engineering drawings developed by the districts.
13. On a reimbursable basis, provide design services for lock, dam, and waterways signs for individual districts. Conduct field inspections of sites to verify foundation conditions, wind, ice load potential, and other factors affecting location and mounting of signs.
14. Develop and monitor quality control/quality assurance methods for accepting UNICOR products.
15. Resolve all problems between U.S. Army Corps of Engineers districts and the fabricator.
16. Answer all technical questions concerning waterways signs.

### Sign Advisory Work Group

#### Functions:

1. To provide the necessary expertise to accomplish the mission, this work group will comprise interdisciplinary support from field and Headquarters staff in Operations, Safety and the Office of the Chief Counsel.

2. Ensures division/district commanders, sign program managers and others understand the requirements of the Sign Standards Program.
3. Provides oversight of MCX activities and provides assistance for the MCX as requested.
4. Assists MCX in developing and conducting training.
5. In cooperation with the MCX, reviews, recommends and approves technical program changes and recommends policy changes.
6. Reviews safety critical sign related items.
7. Reports annually on progress of MCX to HQUSACE.
8. Provides sounding board for MCX
9. Recommends changes in group function as program evolves.