

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
32-1001**



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Civil Engineering

BANNERS AND SIGNS FOR EVENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

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Certified by: 75 CEG/CL
(Harry Briesmaster III)

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It establishes procedures for requesting production of banners and signs used to advertise events, such as fundraising campaigns, cultural awareness activities, and other officially recognized and sanctioned events. This publication is applicable to all organizations requesting banners and signs for the purpose of event advertisement, to be accomplished by the 75th Civil Engineering Squadron Sign Shop (75 CES/CEOHS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Maintain and dispose of records in accordance with AFMAN 37-123, *Management of Records*, and the AFRIMS Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been revised to update the certifier, add the releaseability and accessibility statements, update mandatory statements required by AFI33-360, and provided a more detailed list of acronyms and forms in the Glossary and References and Supporting Information.

1. Procedures.

1.1. The requester must complete an AF 332, *Base Civil Engineer Work Request*, describing the sanctioned event, proposed content, requested dates for display of banners or signs, and proposed location for displaying the items. In most cases, provide a fund cite on the AF 332.

1.2. Forward AF 332 to 75th Air Base Wing Vice Commander (75 ABW/CV) for authorization. If approved, AF 332 will be forwarded to 75th Civil Engineering Group (75 CEG) for completion through 75 CES/CEOS.

1.3. For banners to be accomplished by other means (other sign shops on base or contract), signatory authorization must be obtained by submitting a letter of request to 75 ABW/CV. Failure to do so may result in removal of unauthorized items.

1.4. Installation and removal of event banners and signs is the responsibility of the requester. Banners should be displayed no more than one week prior to an event and removed no later than the day following the event.

1.5. Requesters should route letter of request or AF 332 to the 75 ABW not later than two weeks prior to the sanctioned event, in order to allow adequate time to receive approval and to display the banner or sign.

2. Standards. Banners and signs must be hung neatly as to present a professional appearance, and attached securely to withstand windy conditions. If the banner or sign becomes unfastened or crooked, the requestor must immediately address and remedy. Fastening material must not damage or leave marks on the item where the sign is hung (i.e. leftover tape or tape residue, string or wire damage, etc.), and must be completely removed when the banner/sign is taken down. Banners and signs that do not meet this standard will be removed by 75 CES.

RONALD E. JOLLY, SR., Colonel, USAF
Commander, 75th Air Base Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-10, *Installations and Facilities*, 4 March 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF 332, *Base Civil Engineer Work Request*.

Abbreviations and Acronyms

AFPD— Air Force Policy Directive

AFRIMS— Air Force Records Information Management System

IAW—In Accordance With

RDS—Records Disposition Schedule

75 CES/CEOHS—75th Civil Engineer Sign Shop

75 ABW/CV— 75th Air Base Wing Vice Commander

75 CEG— 75th Civil Engineering Group