

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX INSTRUCTION 33-129**

5 NOVEMBER 2018

Communications and Information

GRAPHICS



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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

OPR: 76 MXSG/MXDS

Certified by: 76 MXSG/DD
(Mr. Bruno Morf)

Supersedes: OC-ALCOI 33-129,
2 September 2014

Pages: 15

This instruction establishes procedures for initiation, coordination, and processing of requests for Oklahoma City Air Logistics Complex (OC-ALC) graphics support provided by 76th Maintenance Support Group, Production Operations Branch, Resources Management Section. This instruction applies to all individuals in OC-ALC. This instruction may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this instruction to the OPR listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this instruction are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1. for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction has been substantially revised to reflect changes to office symbol and websites and must be completely reviewed.

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Chapter 1

GENERAL INFORMATION

1.1. Overview. Graphic support is provided to OC-ALC organizations only. Graphic support includes production of accident prevention signs and labels, banners, story boards, organization and conference room identification door signs, posters, safety signs and mission related projects requiring artwork. Typical graphic products are listed in Figures 2.1. and Chapter 2.

Chapter 2

GUIDANCE

2.1. Obtaining Graphic Support. OC-ALC organizations requiring graphic services from 76th Maintenance Support Group (76 MXSG) must identify requirements using OC-ALC Form 116, *OC-ALC Request for Graphics Services*. An electronic version of OC-ALC Form 116 is available on the 76 MXSG SharePoint site. To complete the form, select the item requested. For standard graphic support, provide details specific to your request (i.e., wording, indoor/outdoor use, quantity, etc). For non-standard graphic support, provide a thorough description of the item requested including dimensions, material, indoor/outdoor use, background color, font size/type/color, wording, quantity, etc. in the space provided. Attach samples if available. Obtain appropriate signatures, as identified in Figures 2.1. and 2.2. All requests will be completed on the 76 MXSG SharePoint; however, if access is unavailable the form may be hand carried to 76 MXSG Graphics Shop, Building 3001, Post 2Q74.

2.2. Graphics Support Provided.

2.2.1. Standard Signs and Graphics.

Figure 2.1. Standard Signs and Graphics.

STANDARD SIGNS AND GRAPHICS			
Type And Description	Estimated Production Days	Routine Approval Level	Urgent Approval Level
<p>DANGER SIGNS Size: 12” x 18” Use: Indoor or Outdoor. Material: Corrugated plastic with digital print, Predominantly red, with lettering/symbol in a contrasting color.</p>	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
<p>CAUTION SIGNS Size: 12” x 18” Use: Indoor or Outdoor. Material: Corrugated plastic with digital print. Predominantly yellow, with lettering/symbol in a contrasting color.</p>	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
<p>WARNING SIGNS Size: 12” x 18” Use: Indoor or Outdoor. Material: Corrugated plastic with digital print. Predominantly orange, with lettering/symbol in a contrasting color.</p>	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
<p>NOTICE Size: 12” x 18” Use: Indoor or Outdoor. Material: Corrugated plastic with digital print. Predominantly blue, with lettering/symbol in a contrasting color.</p>	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
<p>GENERAL SAFETY SIGNS Size: 12” x 18” Use: Indoor or Outdoor. Material: Corrugated plastic with digital print. Predominantly green, with lettering/symbol in a contrasting color.</p>	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
<p>LABELS/ DECALS Material – vinyl (indoor or outdoor use).</p>	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
<p>BANNERS Size: 2’x 6’ Use: Indoor or Outdoor. Material: Vinyl, digital print. White background, black lettering.</p>	Depending on details	Section or above	Squadron/ Branch or above

STANDARD SIGNS AND GRAPHICS (cont'd)			
Type And Description	Estimated Production Days	Routine Approval Level	Urgent Approval Level
POSTERS Size: 30" x 40" Material – poster board with digital print (indoor use, only). No original artwork required.	5 workdays depending on quantity and artwork required	Section or above	Squadron/ Branch or above
STORY BOARDS Size: 30" x 40" Use: Indoor only. Material: White Foam Core board, with digital print. Format info provided by the customer.	Depending on details	Section or above	Squadron/ Branch or above
ORGANIZATION DOOR SIGNS Complex through Group Level (attachments 3, 7) Size: 15" x 15" Material - White Plexiglas, with digital print. Upper blue background, white lettering. Lower white background, black lettering.	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
ORGANIZATION DOOR SIGNS Squadron/Branch and below (attachments 4, 6, 7) Size: 9" x 9" Material - White Plexiglas, with digital print. Upper blue background, white lettering. Lower white background, black lettering.	5 workdays depending on quantity	Section or above	Squadron/ Branch or above
CONFERENCE ROOM SIGNS (attachments 6, 7) Size: 15" x 15" Material - White Plexiglas, with digital print. Upper blue background, white lettering. Lower white background, black lettering.	5 workdays depending on quantity	Section or above	Squadron/ Branch or above

2.2.2. Non-Standard Signs and Graphics. Non-standard signs and graphics include items that may require special materials, are non-standard in size or require original renderings by artists. Requests for artwork/pictures to be placed in hallways of OC-ALC administrative or shop areas will be approved by the agency responsible for the space prior to approval of the graphic request.

Figure 2.2. Non-Standard Signs and Graphics.

NON-STANDARD SIGNS AND GRAPHICS			
Type And Description	Estimated Production Days	Routine Approval Level	Urgent Approval Level
<p>BANNERS Size: Larger than 2'x 6' Use: Indoor or Outdoor. Material: Vinyl, digital print. White background, black lettering.</p>	Depending on details	Section or above	Squadron/ Branch or above

Chapter 3**RECORDS MANAGEMENT**

3.1. Records. Completed OC-ALC Forms 116 will be maintained for one year.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

OSHA Standard 1910.145, *Specifications for Accident Prevention Signs and Tags*, 13 Feb 1996

ANSI Z535.2 and ANSI Z535.4, *Product Safety Signs and Labels*, 1 Jun 2002

Prescribed Forms

OC-ALC Form 116, *OC-ALC Request for Graphics Support*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

76 MXSG—76th Maintenance Support Group

AFI—Air Force Instruction

AFMAN—Air Force Manual

OC-ALC—Oklahoma City Air Logistics Complex

OI—Operating Instructions

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

WWW—World Wide Web

Attachment 2
EXAMPLE SIGNS

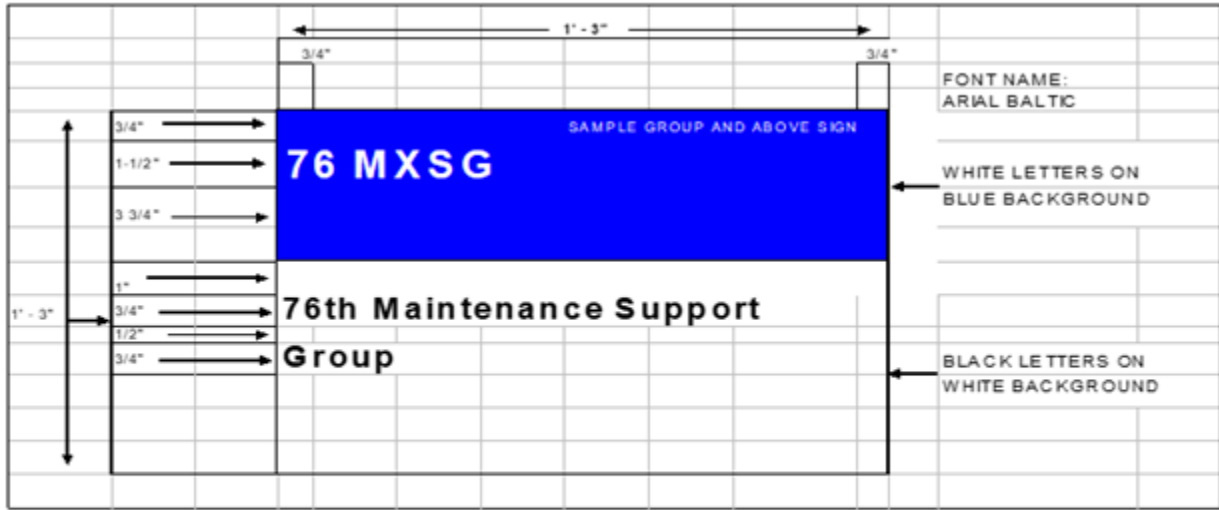
Figure A2.1. Example Signs



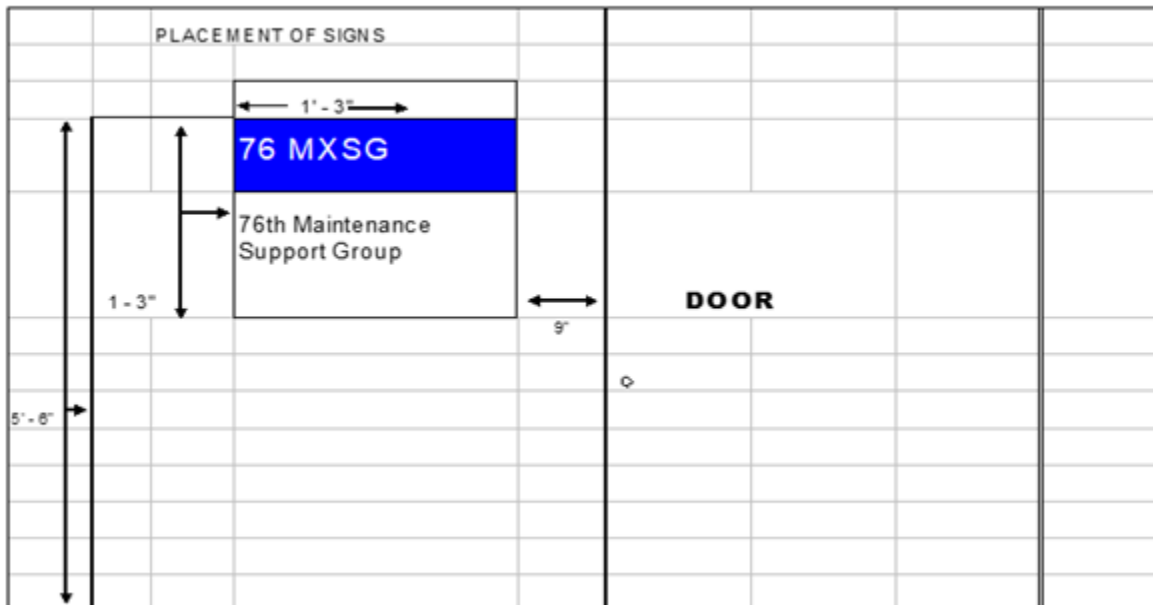
Attachment 3

SAMPLE GROUP ORGANIZATION IDENTIFICATION DOOR SIGN AND PLACEMENT

Figure A3.1. Sample Group Organization Identification Door Sign and Placement.



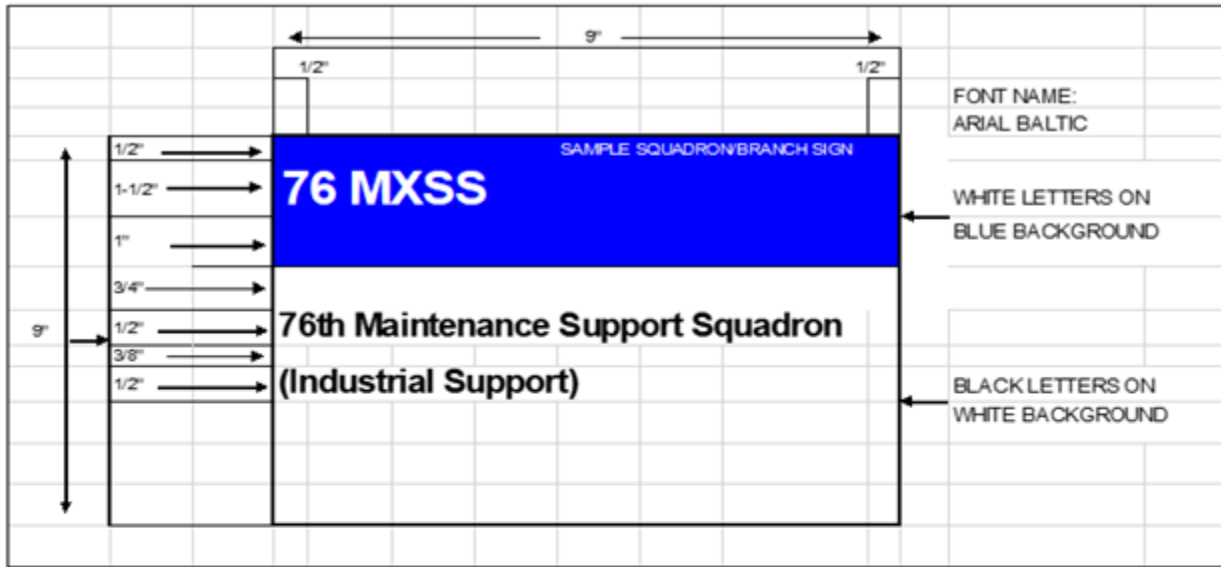
Placement of Sign. Group signs will be placed 9" left of the door and 5'6" from the top of the sign to the floor. If adequate space does not exist, use the closest wall area to the door or the right.



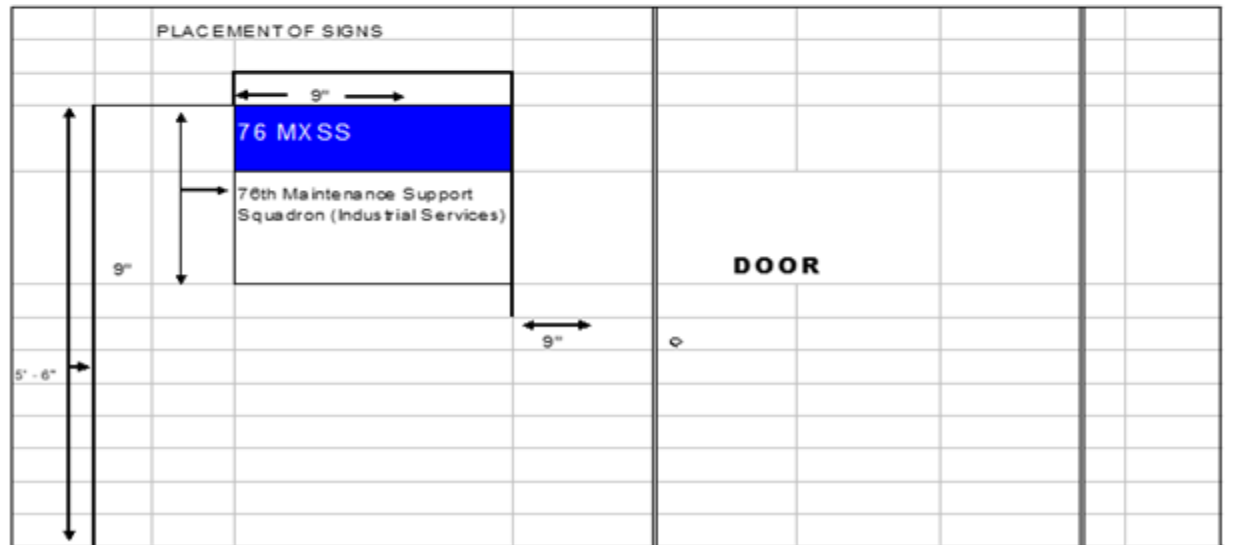
Attachment 4

SAMPLE SQUADRON/BRANCH ORGANIZATION IDENTIFICATION DOOR SIGN AND PLACEMENT

Figure A4.1. Sample Squadron/Branch Organization Identification Door Sign and Placement.



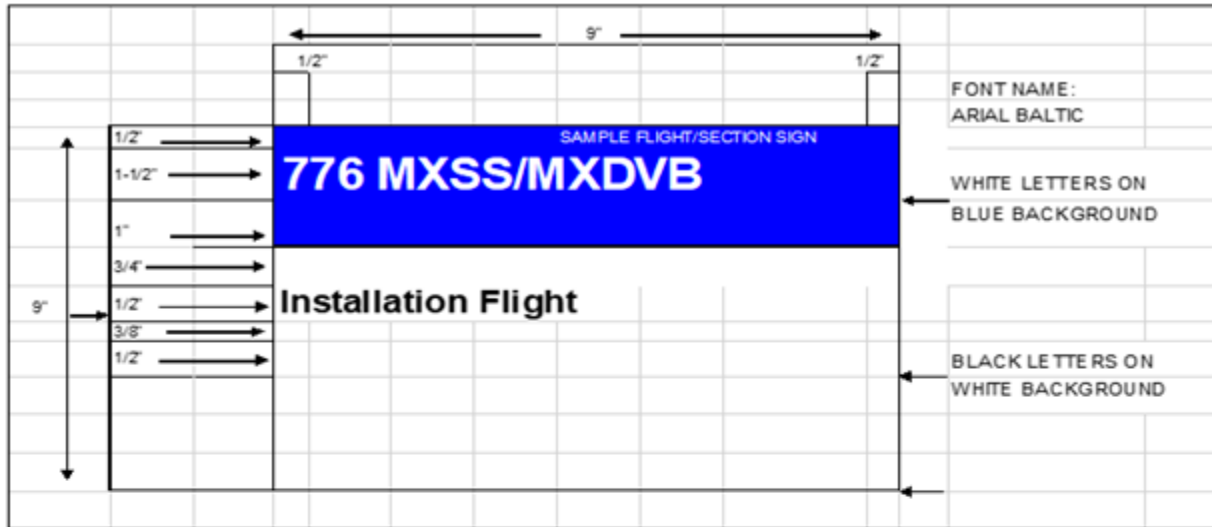
Placement of Sign. Squadron/Branch signs will be placed 9" left of the door and 5'6" from the top of the sign to the floor. If adequate space does not exist, use the closest wall area to the door or the right.



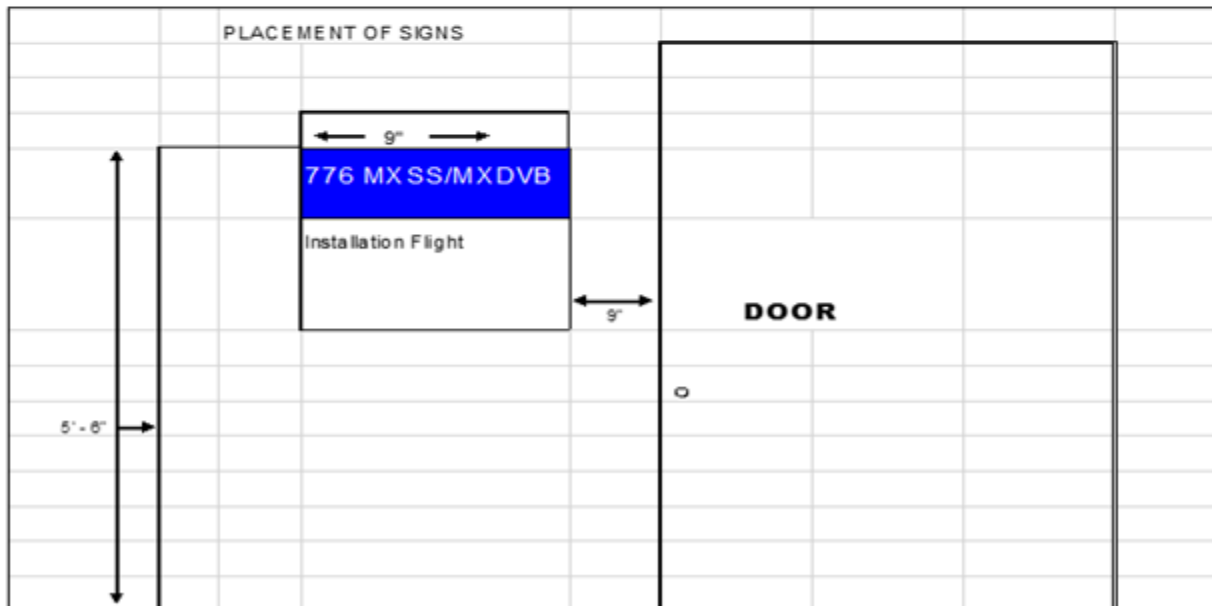
Attachment 5

SAMPLE FLIGHT/SECTION ORGANIZATION IDENTIFICATION DOOR SIGN AND PLACEMENT

Figure A5.1. Sample Flight/Section Organization Identification Door Sign and Placement.



Placement of Sign. Flight/Branch signs will be placed 9” left of the door and 5’6” from the top of the sign to the floor. If adequate space does not exist, use the closest wall area to the door or the right.



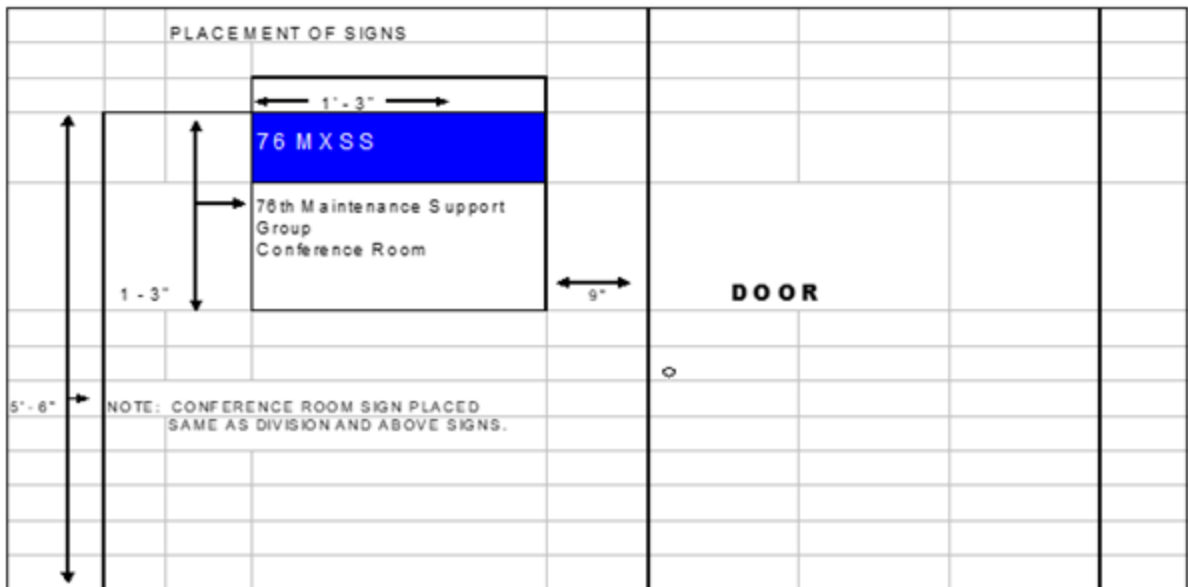
Attachment 6

SAMPLE CONFERENCE ROOM SIGN AND PLACEMENT

Figure A6.1. Sample Conference Room Sign and Placement.



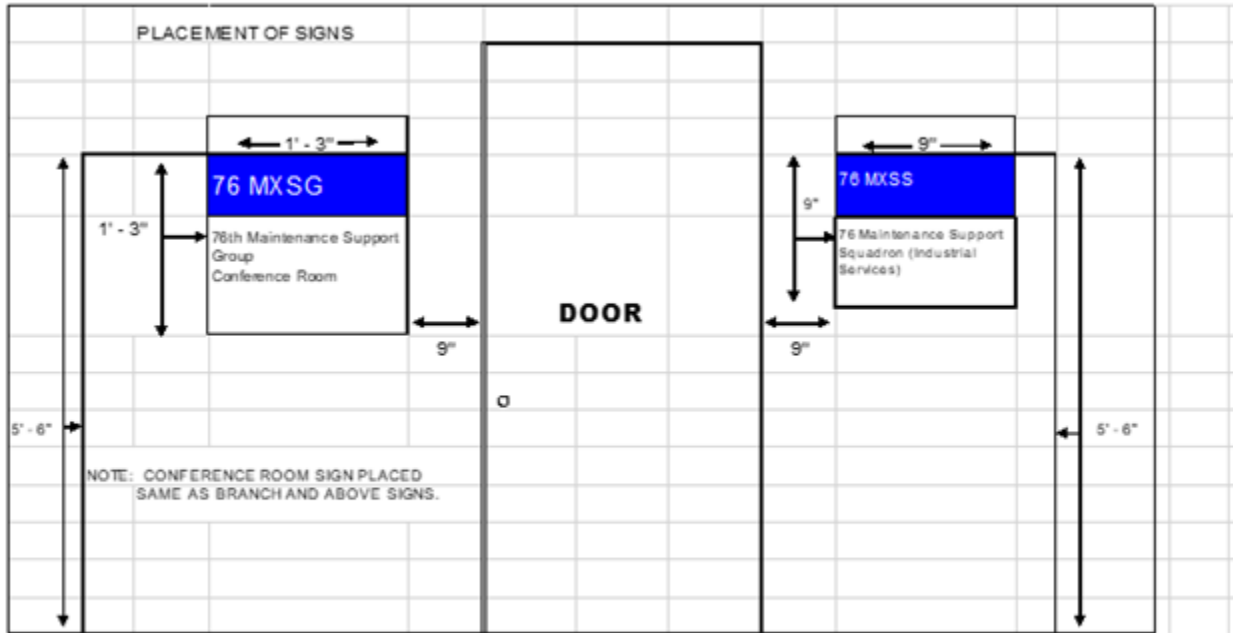
Placement of Sign. Conference Room Signs will be placed 9" left of the door and 5'-6" from the top of the sign to the floor. If adequate space does not exist, use the closest wall area to the door or the right.



Attachment 7

SAMPLE PLACEMENT OF ORGANIZATION IDENTIFICATION SIGNS AND CONFERENCE ROOM SIGNS WHEN ADEQUATE SPACE IS NOT AVAILABLE

Figure A7.1. Sample Placement of Organization Identification Signs and Conference Room Signs When Adequate Space Is Not Available.



If adequate space does not exist, use the closest wall area to the door or the right side of the door.