

**BY ORDER OF THE COMMANDER  
SPANGDAHLEMAIR BASE (USAFE)**

**SPANGDAHLEMAIR BASE  
INSTRUCTION 32-1005**



**1 AUGUST 2016**

**Civil Engineering**

**SPANGDAHLEMAIR BASE SIGN PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-10, Installation and Facilities. It provides standards and responsibilities for the Base Exterior and Interior Sign Program. It applies to all organizations, tenants, and detachments residing on Spangdahlem Air Base (SAB) and Bitburg Annex. This instruction sets the policies in accordance with Unified Facilities Criteria (UFC) 3-120-01, Air Force Sign Standard, United States Air Force in Europe (USAFE) Commander's Guide to Installation Excellence, Uniform Traffic Control Devices, German Traffic Control Devices, and Air Force Instruction (AFI) 31204\_USAFESUP\_SPANGDAHLEMABSUP, Air Force Motor Vehicle Traffic Supervision. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363\_USAFESUP, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, Recommendation for Change of Publication; route AF 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Changes include a complete reorganization to align standards and formatting to the USAFE Commander's Guide to Installation Excellence, while maintaining compliance with the UFC 3-120-01, local Host Nation (HN) signage regulations, and SAB specific requirements. Specific changes include clear

identification of organizational responsibilities (see paragraph 2.1., 2.2., 2.2.1., 2.2.2., 2.2.3., 2.2.4., and 2.3.), clarification on base directional signs (see paragraph 3.4), location signs (see paragraph 3.4.6.), morale signs (see paragraph 3.6), and temporary signage (see paragraph 3.7), and the elimination of redundant material.

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**1. General.**

- 1.1. The standardization of base signage is intended to convey the values and professional image of the United States Air Force while not conflicting with Host Nation signage regulations. Standardization of the size and color of base signage is essential for both economy and general base appearance.
- 1.2. If a requested sign is not covered within this document, UFC 3-120-0 will serve as the default sign guidelines.
- 1.3. This document is not intended to address all possible signage options specified in UFC 3-120-01 and specific base Housing Community Plans.
- 1.4. This document does not apply to signs placed in and around the airfield environment for providing information for operating aircraft. Such signs must comply with the requirements of AFI 32-1044, Visual Air Navigation Systems.
- 1.5. All signs not conforming to this standard will be replaced by attrition. All unauthorized signs will be removed without notice.
- 1.6. All names will be spelled out in full whenever possible. If abbreviations are required, they must conform to Air Force Doctrine Document 1-2, Air Force Glossary.
- 1.7. Signs will be kept to a minimum to enhance base appearance and minimize maintenance costs IAW AFPD 32-10, Installations and Facilities. Signs will be replaced during normal maintenance cycles, when found damaged or faded, or when text or symbol changes are required.
- 1.8. Visual clutter will be reduced by eliminating super graphics, poorly designed signs and outdated information. Stenciled, spray-painted or hand-lettered signs do not provide the

professional quality required and are not allowed. Low profile signs will be used wherever possible, to minimize impact upon the facade.

1.9. Some signage may require reimbursement from the requesting organization prior to manufacturing or purchase.

1.10. All signage will be in English and/or German.

1.11. To reduce maintenance costs, signs should not be placed on buildings except where absolutely necessary.

1.12. International System Metric to US customary system length conversions will follow the simplified conversion rules described in Table 1.

**Table 1. International System Metric to US customary system length conversions.**

Unit length	Official conversion factor	Simplified conversion factor
1 foot	304.800609 mm	300 mm
1 inch	25.4 mm	25 mm
1 foot	12.000024 inch	12 inch
1 inch	0.08333333 foot	1/12 foot
1,000 mm	3.280833333 feet	3 feet 4 inch or 40 inch

## 2. Responsibilities.

2.1. Facility Managers: All Base Exterior and Interior Sign requests must be submitted on an AF Form 332, Base Civil Engineer Work Request, by the designated Facility Manager to the 52d Civil Engineer Squadron Customer Service (52 CES/CEOSC).

2.1.1. Requests for new facility signage must be submitted at least 45 days prior to requested installation date to allow for processing of the AF Form 103, Base Civil Engineer Work Clearance Request.

2.1.2. Base Pavements Engineer or Base Operations are the only authorized requestors to submit requests for all airfield markings and signage.

2.2. 52 CES/CEOSC: Presents the AF Form 332 for approval/ disapproval to the Work Request Review Board (WRRB) after coordination with the following agencies:

2.2.1. 52d Security Forces Squadron (52 SFS): Reviews all security related signs (e.g. restricted areas access or base warning signage) and cords on reserve parking requests.

2.2.2. 52 CES Fire Department (52 CES/CEF): Reviews all fire safety related signs for congruence and compliance with fire safety regulations and Air Force (AF) instructions.

2.2.3. 52d Wing Ground Safety Office (52 FW/SEG): Reviews all safety-related signs for congruence and compliance with safety regulations and AF instructions.

2.2.4. Traffic Safety Working Group (TSWG): TSWG is the final coordination board for all ground traffic safety-related signs not addressed by current AF or SAB instructions.

2.3. Base Civil Engineer (BCE) or designated representative: is the approval authority for AF Form 332s presented to the WRRB. No signage will be fabricated and erected unless it is approved by the BCE or designated representative through the WRRB.

### **3. Exterior Signage.**

#### 3.1. General considerations.

3.1.1. IAW UFC 3-120-01, other than facility numbers, direct-painted applications are not allowed on facilities and will be removed without notice.

3.1.2. Commercial Agencies (e.g. Banks, Army Air Force Exchange Services (AAFES), Defense Commissary Agency (DeCA), etc.) may purchase, fabricate, and install exterior signage at their facilities, but only after they have obtained approval through the AF Form 332 process. Furthermore, description, size, color, verbiage, and location must be provided and approved by the 52 CES Community Planner to meet criteria identified in UFC 3-120-01, to include general landscaping and community compatibility.

3.1.3. All exterior signage will consist of reflective white letters on a “park service brown” background, unless otherwise noted or guided by regulations. All letters will be Helvetica medium upper and lower case unless otherwise noted or guided by regulations. Font size is based upon the type of signs used and any applicable Manual on Uniform Traffic Control Devices. Traffic control signs following the German traffic regulation standards will also adopt the related font and font size.

3.1.4. Sign posts will be 60mm (2 1/2”) in diameter, sleeved in the ground, and be “park service brown” in color. The sleeve will be set in concrete.

3.1.5. Exterior signs showing any kind of textual information in one single language will be written in English. Multilingual exterior signs, when required, will be written in English and German only.

#### 3.2. Installation Main Entrance Signs.

3.2.1. General description. Installation Main Entrance Signs greet visitors and create a first impression of the base. Installation Main Entrance Signs will be based on UFC 3120-01 Type A2 Sign.

3.2.2. Placement. One Installation Entry Sign is placed in front of the installation’s main vehicle entrance gates.

3.2.3. Material. The symbol and letterforms will be constructed of stainless steel or aluminum, approximately 1/2” in depth. The symbol and letterforms are to be mounted in such a way as to provide a minimum 1/2” clearance from the background surface. The background material should be durable and require minimal maintenance.

3.2.4. Information. The Installation Main Entrance Sign will report:

3.2.4.1. The title “U.S. AIR FORCE” in upper case letters.

3.2.4.2. The installation name in upper and lower case letters.

3.2.4.3. The Air Force Symbol.

3.2.5. Colors. White lettering with brown background or brown lettering on an off white background will be used.

3.2.6. Layout. See Figure 1 for sign layout. Dimensions shown are based on application to the standard Sign Type A2. When conditions require a larger or smaller application of the symbol and letterforms, all dimensional proportions are to be maintained. No additional graphics or lettering is to be applied.

**Figure 1. Installation Entry Sign A2 Layout and Dimensions.**



3.2.7. Dimensions. 1,200 mm (4'-0") x 3,000 mm (10'-0").

3.2.8. Typography.

3.2.9. "U.S. AIR FORCE" in upper case letters, 125 mm (5") Cap.

3.2.10. Installation name in upper and lower case letters, 75 mm (3") Cap.

### 3.3. Street Signs.

3.3.1. General description. Street signs are an important way to provide orientation on base and to promote SAB heritage.

3.3.2. Placement. Street Signs will be placed at street intersections and where practical. They shall be placed in the northwest corner of the intersection of named roadways. If it is a T-intersection and there is not a northwest corner, then the sign shall be placed in the southwest or northeast corner, depending on the configuration of the intersection. To maintain uniformity, signs should be placed 1.5 m to 2 m (5' to 6'8") back from the road curbing to provide easy identification from the roadway and to avoid conflicts with the sidewalks.

3.3.3. Information. Street Signs will report the official name of that particular street without any emblem or logo.

3.3.4. Colors. White reflective lettering and a white border on standard brown background will be used.

3.3.5. Layout. Graphics on Street Signs may appear on both sides, since they are placed perpendicular to the roadway and can be viewed by traffic moving in both directions (see Figure. 2).

**Figure 2. Street Sign Layout.**



3.3.6. Dimensions. Slats - 125 mm (5") x 300 mm (1'-0") minimum. Sign width will vary in 150 mm (6") increments as required to accommodate longer street names.

3.3.7. Typography. Upper (for the word first letters) and lower case (other word letters) Helvetica medium, 75 mm (3") capital letter height, centered.

3.3.8. Mounting. Street Signs will be placed upon a metal post approximately 2100 mm (7') in height. If more than one sign is placed on a pole, the street sign will always be the topmost sign.

#### 3.4. Directional signs.

3.4.1. All directional signs should form part of a logical system that directs each visitor and new base personnel from the base main point of entry through every intersection to a final destination.

3.4.2. Directional signs will be used for highly frequented or specific interest base facilities. It is not the intent to clutter the base with proliferate sign usage, but simply to ensure the basic needs of visitors are met. Care should be taken in placement, taking into consideration safety, visibility, and practicality.

3.4.3. Usage. Different type of directional signs will be used depending on the usage:

3.4.3.1. Directional Signs at traffic intersections

3.4.3.2. Directional Signs at traffic circles

3.4.4. Directional Signs at traffic intersections, normal size

3.4.4.1. General description. Directions at traffic intersections will be provided, as the preferred option, with a type D-2 Directional Sign (see UFC 3-120-01).

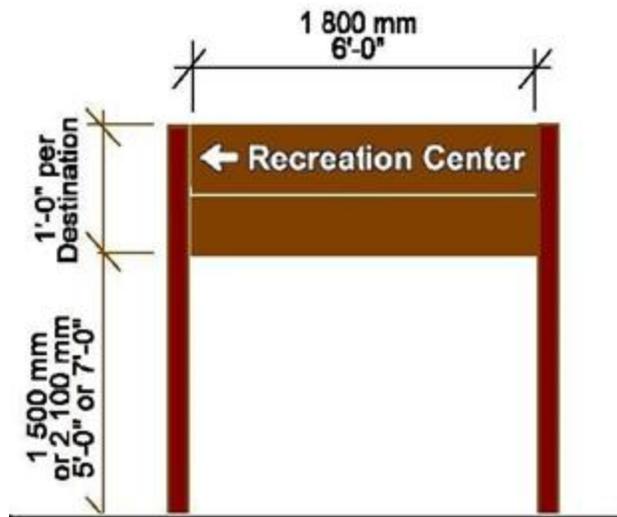
3.4.4.2. Placement. The type D-2 Directional Sign will be placed at traffic intersections. The sign should be placed on the right side of the street and at a distance of approximately 60 m (200') prior to the intersection.

3.4.4.3. Information. The type D-2 Directional Sign will report up to four destination names. If it is necessary to show more than four destinations, add a second sign, but do not use more than two directional signs in any situation.

3.4.4.4. Colors. White lettering with standard brown background will be used.

3.4.4.5. Layout. As the layout in Figure 3 indicates, messages are placed flush left or flush right in relation to the arrow. Arrows pointing left or up will have flush left messages, and arrows pointing to the right will have flush right messages. The arrow is centered in the space between the message and the edge of the sign. One slat per direction will be used and up to four slats can be used for indicating up to four directions.

**Figure 3. Type D 2 Directional Sign Layout and Dimensions 2 slat example.**



3.4.4.6. Dimensions. Each destination slat will be 300 mm (1'-0") high, 1800 mm (6'-0") wide (see Figure 3). If the sign is placed where parking and/or pedestrian movement is likely to occur, or if there are other obstructions to view, a clear height of 2100 mm (7'-0") from top the bottom of the sign should be maintained. Maintain a clear height of 1500 mm (5'-0") if no such hazards exist.

3.4.4.7. Typography. Upper and lower case Helvetica medium, 100 mm (4") capital letter, flush left or right to arrow. The message area of each slat will accommodate a maximum of 17 tiles or characters.

3.4.4.8. Arrow. Manual on Uniform Traffic Control Devices standard 116 mm x 175 mm (4 5/8" x 7").

3.4.5. Directional Signs at traffic intersections, small size.

3.4.5.1. General description. Directions at traffic intersections, where the normalized type D-2 sign described in chapter 3.4.4 cannot be placed, will be provided with a small-sized Directional Sign. Usage of the small-sized sign can be implemented in areas with space constraints or obstruction concerns and the maximum authorized speed is less or equal to 50 km/h.

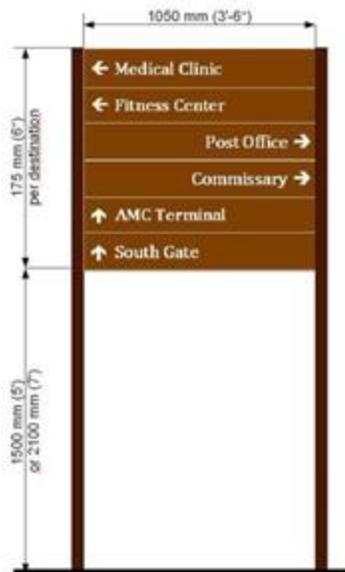
3.4.5.2. Placement. The small-sized Directional Sign will be placed at traffic intersections. The sign should be placed on the right side of the street and at a distance of approximately 60 m (200') prior to the intersection.

3.4.5.3. Information. The small-sized Directional Sign will report up to six destination names. If it is necessary to show more than six destinations, add a second sign, but do not use more than two directional signs in any situation.

3.4.5.4. Colors. White lettering with standard brown background will be used.

3.4.5.5. Layout. As the layout in Figure 4 indicates, messages are placed flush left or flush right in relation to the arrow. Arrows pointing left or up will have flush left messages, and arrows pointing to the right will have flush right messages. The arrow is centered in the space between the message and the edge of the sign. One slat per direction will be used and up to six slats can be used for indicating up to six directions.

**Figure 4. Small Size Directional Sign Layout and Dimensions 6 Slats Example.**



3.4.5.6. Dimensions. Each destination slat will be 175 mm (6") high, 1050 mm (3'6") wide. If the sign is placed where parking and/or pedestrian movement is likely to occur, or if there are other obstructions to view, a clear height of 2100 mm (7'-0") to the bottom of the sign should be maintained. Maintain a clear height of 1 500 mm (5'0") if no such hazards exist (see Figure. 4.).

3.4.5.7. Typography. Upper and lower case Helvetica medium, 75 mm (3") capital letter, flush left or right to arrow. The message area of each slat will accommodate a maximum of 17 tiles or characters.

3.4.5.8. Arrow. Standard tile 75 mm (3") high.

### 3.4.6. Directional signs at traffic circles.

3.4.6.1. General description. At main traffic circle entrances a Traffic Circle Directional Sign may be placed.

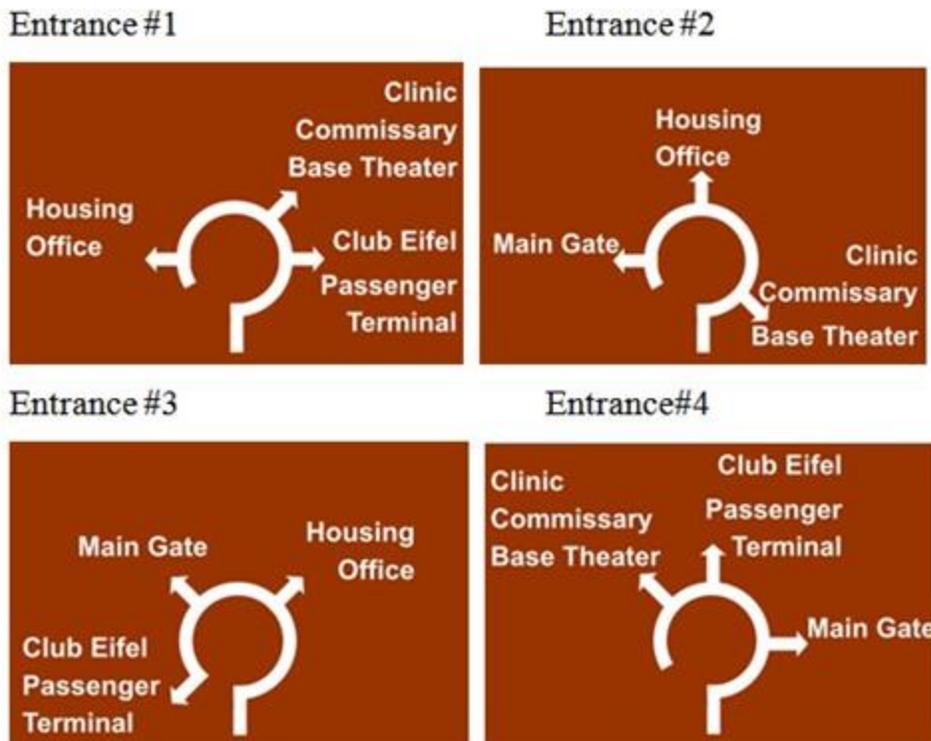
3.4.6.2. Placement. Traffic Circle Directional Signs will be located approximately 60 m (200') prior the main traffic circle entrances. Care should be taken in placement of this sign, considering safety, visibility, and practicality.

3.4.6.3. Information. The Traffic Circle Directional Sign will report up to three destination names per exit direction.

3.4.6.4. Colors. White lettering with standard brown background will be used.

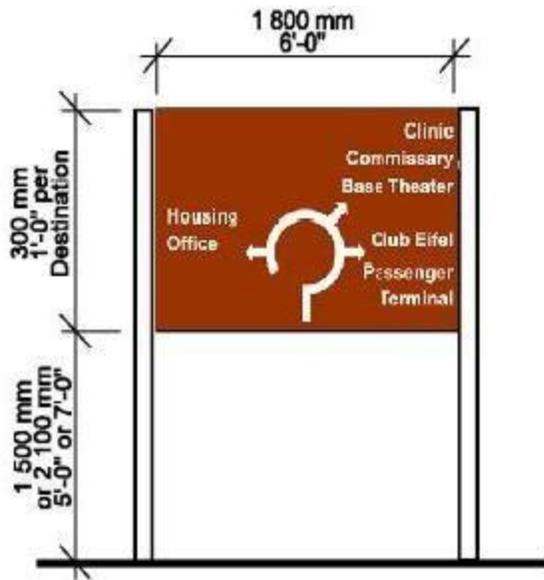
3.4.6.5. Layout. The directional arrows shall be oriented to the nearest 45° multiple of the actual street direction (e.g. arrows will be angled at 0°, 45°, 90°, 135°, 180°, 225°, 270° or 315° to the sign horizontal; see Figure. 5).

**Figure 5. Traffic Circle Directional Signs Layout Example for a 4 Entrance Circle.**



3.4.6.6. Dimensions. 1 200 mm (4'-0") high, 1800 mm (6'-0") wide (see Figure. 6). The lower sign limit will be located at 1 500 mm (7'-0") above ground.

Figure 6. Traffic Circle Directional Sign Dimensions.



3.4.6.7. Typography. Upper and lower case Helvetica medium, 75 mm (3") capital letter.

3.5. Facility Identification.

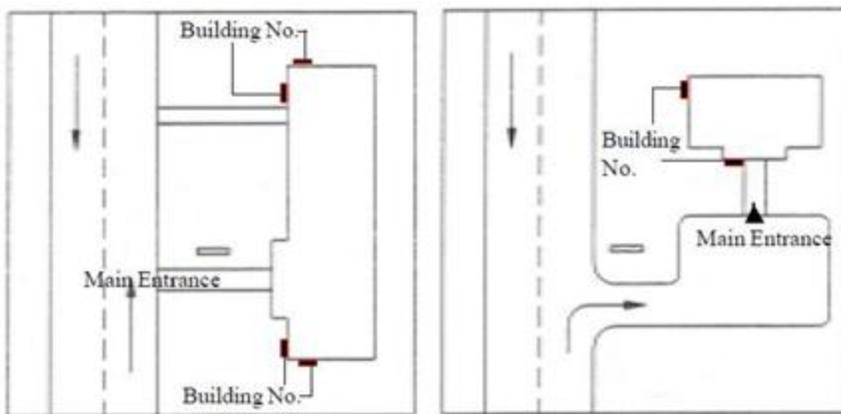
3.5.1. Facilities will be identified by one building number, one Facility Identification Sign, and optionally one or several Facility Entrance Signs.

3.5.2. Building Numbers.

3.5.2.1. General description. Building Numbers will be used on all buildings by indicating the facility identification number.

3.5.2.2. Placement. Facility number signs will be placed approximately 6 feet above the ground, on corners of each building where it is visible to pedestrians and drivers (see Figure 7).

Figure 7. Building Number Placement Examples.



3.5.2.3. Material. The number will be, whenever compatible with the wall structure, directly painted on the building wall (see Figure 8).

**Figure 8. Building Number.**



3.5.2.4. Information. The Building Number marking will report only the facility identification number with no additional information nor graphic.

3.5.2.5. Color. The Building Number letters will be in standard park service brown with a contrasting background. The Building Number background will be chosen of the same wall background color if the existing wall color is contrasting (e.g. use beige Building Number background if the wall is already painted in the same beige).

3.5.2.6. Layout. The numbers will be shown in a diagonal pattern with the first digit placed in the upper left and the last number following diagonally down and to the right. The numbers will be in line with each other diagonally; superscript and subscript are unacceptable.

3.5.2.7. Typography. Upper case Helvetica medium, height and width of the numbering shall be approximately 39.4 cm (15.5”) and 25.4 cm (10”) respectively. Shadow effects will not be implemented.

3.5.2.8. Variations. Building shape and other irregularities occasionally require variations, e.g.:

3.5.2.8.1. Signs with metal background panel can be used for buildings that do not have flat surfaces (e.g. trapezoid metal wall structure, masonry facades...) and do not allow direct painted application.

3.5.2.8.2. For facilities with dark wall background color, implement a rectangular shaped white Building Number background with the standard park service brown letters to ensure appropriate contrast.

3.5.2.8.3. Reduced font size of half the font size described in chapter 3.5.2.6. can be implemented if the available space on the wall is limited.

3.5.2.8.4. Military Family Housing (MFH) Building Number can be implemented follow specific layouts to stay in line with the architectural style chosen for a given housing area.

### 3.5.3. Military Facility Identification Sign.

3.5.3.1. General description. A modified version of the Military Facility Identification Sign B-3 will be utilized as a freestanding sign on all occupied military facilities and can be utilized for community/nonmilitary facilities. Signs will be limited to one per facility.

3.5.3.2. Placement. The B-3 sign will be installed along and perpendicular to the roadway nearest the facility front entrance. If the facility main entrance is not visible from the primary access road then the sign will be installed where it will be seen from the road. Signs should be placed far enough from the edge of the roadway to minimize traffic hazards but close enough to be clearly visible to the user. Check sight lines before signs are erected to ensure that traffic control devices, roadway entrances, and exits are not hidden.

3.5.3.3. Material. The modified version of the Military Facility Identification Sign is completely enclosed in an aluminum frame (see Figure 9).

**Figure 9. Modified B 3 Military Facility Identification Sign.**



3.5.3.4. Information. The signs should carry one unit name and any secondary information required to identify the unit component. No unit mottos, names nor titles of individuals are permitted. Identification of key personnel (e.g. Commanders, Chiefs and First Sergeants...) is not permitted. B-3 signs will have words spelled out whenever possible and avoid acronyms and abbreviations. For example, use “Civil Engineer Squadron” instead of “CES”. Wording on signs should be kept to a minimum and preferably under four words. For “52” type organizations do not write the “52d” in front of the organization name (e.g. Use “Civil Engineer Squadron” instead of “52d Civil Engineer Squadron”).

3.5.3.5. Color. White lettering with standard brown background will be used.

3.5.3.6. Layout. The 52 FW shield emblem (Figure 10) will be placed in the upper left corner of all facility identification signs, the facility identification number will be placed in the upper right corner.

**Figure 10. 52 FW Shield Emblem.**



3.5.3.7. Dimensions. 1050 mm x 750 mm (42" x 30"), see Figure 11.

**Figure 11. Modified B 3 Military Facility Identification Sign Dimensions.**



3.5.3.8. Typography.

3.5.3.8.1. Shield: authorized 52 FW emblem, full color, 150 mm (6") high

3.5.3.8.2. Unit name: upper and lower case Helvetica medium, flush left, 75 mm (3") capital height

3.5.3.8.3. Secondary information: upper and lower case Helvetica regular, flush left, 75 mm (3") capital height

3.5.3.8.4. Building number, Helvetica medium, flush right, 75 mm (3") capital height

3.5.3.8.5. B-3 signs may have up to 4 lines with 17 tiles per line.

3.5.3.8.6. Variations. Some areas are not attached to particular buildings but still require a means of identification (e.g. SABER driving course area, Long Term Parking, etc., see Figure. 12). These signs will conform to the military facility sign standard, but with no facility identification number.

**Figure 12. High Interest Area Identification Sign.**

#### 3.5.4. Community Facility Identification Signs.

3.5.4.1. Community Facility Identification signs can be used in place of the Military Facility Identification signs to identify activities and facilities used for community, recreational, and other non-military purposes.

3.5.4.2. Independent organizations such as the Credit Union, the Post Office and the Red Cross may display their own symbols. These activities are permitted to use the standard image sign and symbols appropriate to their function, which provides an attractive, identifiable image and/or wording that is easily recognizable to potential users. They must be set in a framework that is consistent with the installation's architectural guidelines. The signs should be tastefully done and complement the architectural character of the installation.

3.5.4.3. DeCA facilities will display their standard image sign as approved by their Commissary Operating Board, the Major Command (MAJCOM), the BCE, and the 52 FW Commander.

3.5.4.4. Signs should be backlit by exception only. Each backlit sign (see example shown in Figure. 13) must be individually approved by the BCE or designated representative. Currently only the Service Credit Union, Community Bank, non-appropriated fund organizations, and AAFES facilities are authorized to utilize backlit signs.

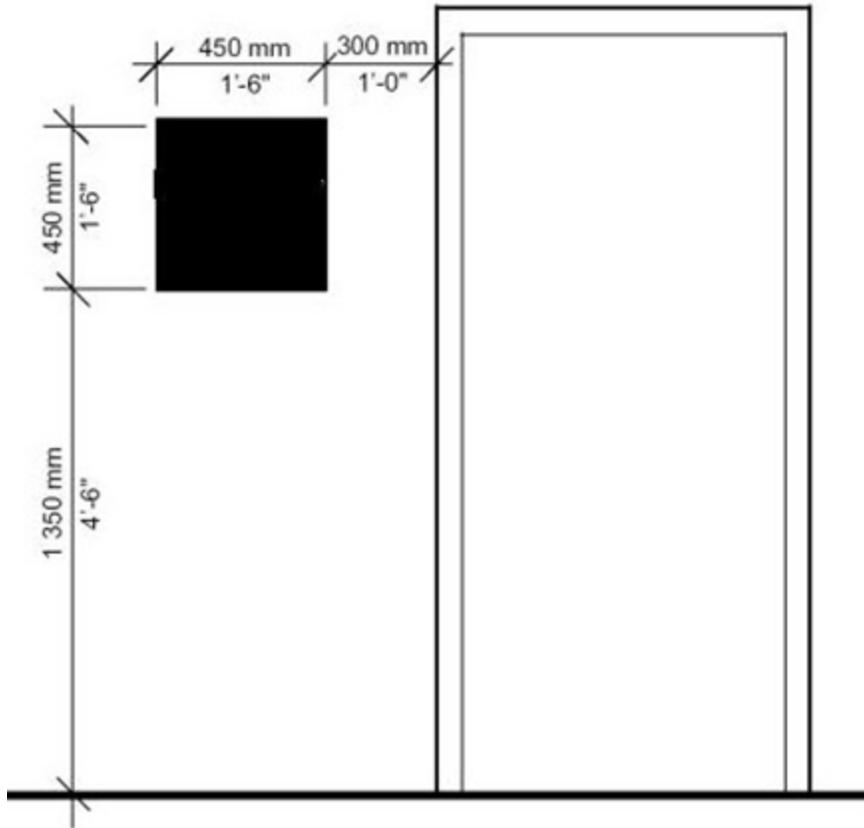
**Figure 13. Backlit Sign.**

#### 3.5.5. Facility Entrance Sign.

3.5.5.1. General description. Some buildings have more than one primary entrance, requiring specific signage to identify the appropriate functions located at each entrance. A modified Type B4 expanded layout Building Entry sign will be used to identify organizations that are reached through the alternate entries of this type of building. These organizations are usually squadron level units, squadron components, or their equivalents.

3.5.5.2. Placement. Use the Facility Entrance Sign only where strictly necessary. The Modified Type B4 sign is always wall-mounted next to the main entryway to a facility (Figure 14). Only one sign is permitted at each building entrance.

**Figure 14. Facility Entrance Sign B 4 Placement and Dimensions.**

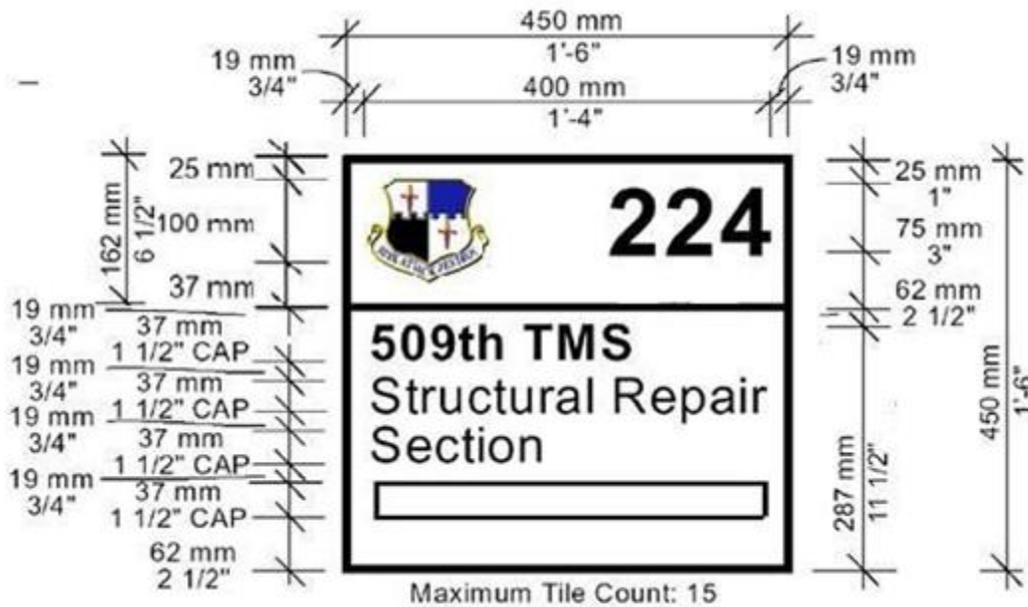


3.5.5.3. Information. B4 signs will display the 52 FW Shield Emblem, the building number, the unit name and the function that resides in the building. B4 signs will have the acronyms for the unit only (e.g. 52 CES) while the function will be spelled out (e.g. Operations Flight). No office symbols will be listed.

3.5.5.4. Color. White lettering with standard brown background will be used.

3.5.5.5. Layout. See Figures 15 for sign layouts which is based on the UFC 3-120-01 modified Type B4, expanded layout sign. The 52 FW Shield Emblem will appear in the upper left corner and the building number will appear in the upper right corner.

Figure 15. Facility Entrance Modified Sign B 4 Expanded Layout.



3.5.5.6. Dimensions. 450 mm x 450 mm (1'6" x 1'6").

3.5.5.7. Typography.

3.5.5.7.1. Number: Street address number, Helvetica medium, 75 mm (3") numbers, flush left.

3.5.5.7.2. Unit Name: upper and lower case Helvetica medium, 37 mm (1 1/2 ") capital letter height, flush left.

3.5.5.7.3. Secondary Information: upper and lower case Helvetica regular, 37 mm (1 1/2 ") capital letter height, flush left.

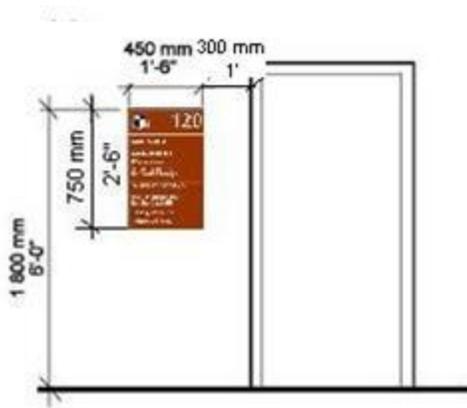
3.5.5.7.4. The message area will accommodate four lines, with a maximum line length of 15 tiles or characters per line.

3.5.6. Facility Entrance Hours of Operation Signs.

3.5.6.1. General description. Facility Entrance Hours of Operation Signs are authorized only for Community and Military facilities providing some Customer Service or Community Support Service.

3.5.6.2. Placement. The Hours of Operation sign is always wall-mounted next to the main entryways to the Customer Service, (see Figure. 16).

Figure 16. Facility Entrance Hours of Operation Sign Placement.



3.5.6.3. Information. Hours of Operation signs will display the organization and office/ customer service name followed by the daily hours of operation and optionally some additional info (e.g. a phone contact number).

3.5.6.4. Color. White lettering with standard brown background will be used.

3.5.6.5. Layout. Hours of Operation Signs layout (Figure. 17) will be based on the Facility Entrance modified B-4 signs with an additional panel A. Sign shall display the 52 FW shield emblem on the left upper corner and the building number on the right upper corner. Hours of Operation signs will have the acronyms for the squadron only (e.g. 52 CES) while the function that resides in the building will be spelled out (e.g. CUSTOMER SERVICE). If hours are identical for multiple days, signs shall be abbreviated to illustrate this and reduce lettering. Furthermore, the day's names will be abbreviated using following rule: Monday = Mo; Tuesday = Tu; Wednesday = We; Thursday = Th; Friday = Fr; Saturday = Sa; Sunday = Su. Additional information, for example, individual's contact phone number can also be displayed on the last lines.

Figure 17. Hours of Operation Signs Layout.



3.5.6.6. Dimensions. 750 mm x 450 mm (2'6" x 1'6")

### 3.5.6.7. Typography.

3.5.6.7.1. Number: Street address number, Helvetica medium, 75 mm (3") numbers, flush left.

3.5.6.7.2. Unit Name: upper and lower case Helvetica medium, 37 mm (1 ½ ") capital letter height, flush left.

3.5.6.7.3. Secondary Information: upper and lower case Helvetica regular, 37 mm (1 ½ ") capital letter height, flush left.

3.5.6.7.4. The message area will accommodate four lines, with a maximum line length of 15 tiles or characters per line.

3.5.6.7.5. Panel A: upper and lower case Helvetica regular, 25 mm (1") capital letter height, flush left.

## 3.6. Motivation Signs.

### 3.6.1. Unit Award Signs.

3.6.1.1. General description. Unit Award Signs are important elements to boost morale and highlight unit pride. MAJCOM level awards and above won by the squadron or wing staff agency may be recognized on the Facility Identification Sign.

3.6.1.2. Placement. Below the main Facility Identification Sign, see Figure. 18.

**Figure 18. Unit Award Sign Placement.**



3.6.1.3. Information. Up to three award signs can be displayed at any time. Squadron or Wing Staff Agencies' awards at MAJCOM level or higher will be recognized on

an award sign. Other major unit's awards won at MAJCOM level or higher must be approved by 52 FW/CC. Military ribbons will not be displayed on Facility Signs. Awards over three years old will not be displayed.

3.6.1.4. Color. White lettering with standard brown background will be used.

3.6.1.5. Layout. Unit Award title will be placed flush left on two lines.

3.6.1.6. Dimensions. 1050 mm x 200 mm (42" x 8").

3.6.1.7. Typography. Upper and lower case Helvetica regular, flush left, 50 mm (2") capital height.

3.6.1.8. Organizational Emblems Signs are not allowed on any facility.

### 3.7. Regulatory Signs.

3.7.1. Safety Signs. Safety signs warn personnel of physical hazards and unsafe practices. Air Force standards for safety signs are contained in Air Force Occupational Safety and Health 9166, General Industrial Operations.

#### 3.7.2. Parking Regulation Signs.

##### 3.7.2.1. Reserved Parking Signs.

3.7.2.1.1. General description. Authorized permanent reserved parking spaces are shown in attachment 2. All submitted AF Form 332 requesting additional or modification of reserved parking signs shall attach a drawing of the existing parking area that notes the total number of parking spaces and shows a fixed point of reference (building, street intersection, etc.), as well as the already existing reserved parking spaces. Any reserved parking additions to the list at attachment 2 must be coordinated through 52 SFS (based on SABI 31-204) and approved by the base TSWG.

##### 3.7.2.1.2. Placement.

3.7.2.1.2.1. Reserved Parking Signs should be curb-mounted whenever possible, attached directly to the curb or on a parking bumper (Figure 19).

**Figure 19. Curb and Bumper Block Mounted Reserved Parking Sign.**



3.7.2.1.2.2. Reserved Parking Signs may be wall-mounted if the parking stall is close enough to an existing wall to permit clear identification and only if curb/ bumper block marking is not possible. As a general rule, buildings more than 10 feet from the vehicle bumper are too far. The background border should always be square with rounded corners as indicated. A modified Parking Regulation Sign type E2, panel A will be used (Figure 21).

3.7.2.1.2.3. If curb, bumper block and building mounting are not possible, post mounted signs (Figure 20) of a low profile may be used. Post mounted sign installation is highly discouraged due to maintainability. The background border should always be square with rounded corners as indicated. A modified Parking Regulation Sign type E2, panel A will be used with sharp angles.

**Figure 20. Post Mounted Reserved Parking Sign.**



3.7.2.1.3. Material. Parking signs will not be painted on the road surface unless specifically required by other guidance (e.g. American Disabilities Act).

3.7.2.1.4. Information. Reserved parking signs with unit indicators will only use the numerical text, such as “52 LRS/CEM”. Timed Parking Signs will also indicate the allowed time by multiple of 15’ (e.g. 30 min), by multiple of 1 hour (e.g. 2 hours) or by multiple of 1 day (e.g. 30 days).

3.7.2.1.5. Color. White reflective lettering and a white border on standard brown background.

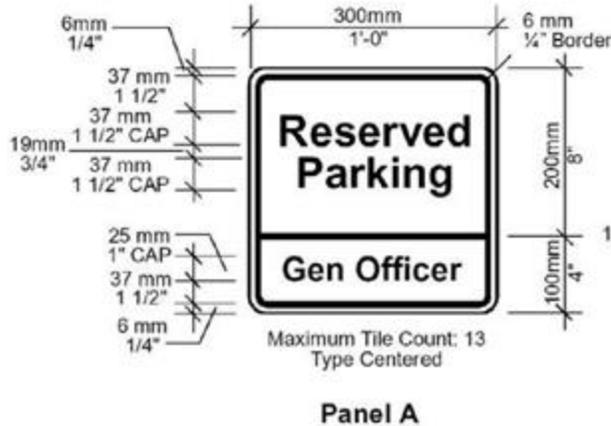
3.7.2.1.6. Layout.

3.7.2.1.6.1. Curb mounted Reserved Parking Signs. A modified Parking Regulation Sign type E2, curb mounted, will be used. The sign will report the reserved parking category followed, if applicable, by the allowed time (e.g. “Customers” or “Customers 30 min”).

3.7.2.1.6.2. Wall/ Post mounted Reserved Parking Signs. A modified Parking Regulation Sign type E2, panel A will be used. The sign will display (see Figure 21) the “Reserved Parking” wording in the upper part and the reserved

parking sign followed by, if applicable, the allowed time (e.g. "Customers 30 min") in the lower part.

**Figure 21. Modified Wall Post Mounted Parking Regulation Sign Layout and Dimensions.**



#### 3.7.2.1.7. Dimensions.

3.7.2.1.7.1. Curb mounted Reserved Parking Sign. 75 mm (3") x 600 mm (2') long. The length can be increased up to 1 200 mm (4') to fit for longer names/symbols.

3.7.2.1.7.2. Wall/ Post mounted Reserved Parking Sign. 300 mm (1') x 300 mm (1').

#### 3.7.2.1.8. Typography.

3.7.2.1.8.1. Curb mounted Reserved Parking Signs. Upper and lower case Helvetica medium 50 mm (2") capital letter height, centered.

3.7.2.1.8.2. Wall/ Post mounted Reserved Parking Signs. Upper and lower case Helvetica medium, 25 mm (1") or 37 mm (1 1/2") capital letter height centered. The message line will accommodate a maximum of 13 titles or characters for the 25 mm (1") capital letter height message and 9 characters for the 37 mm (1 1/2") capital letter height message.

#### 3.7.2.2. Disabled Reserved Parking Spaces.

3.7.2.2.1. General description. Disabled Reserved Parking Spaces will be marked IAW Americans with Disabilities Act Accessibility Guidelines for buildings and facilities and the Uniform Federal Accessibility Standards, Section 4.1.1. Disabled Reserved Parking spaces will be marked, wherever possible, with one curb mounted parking sign and will be painted on the ground with the disability symbol.

#### 3.7.2.2.2. Placement.

3.7.2.2.2.1. Disabled Reserved Parking Signs will be curb-mounted whenever possible, attached directly to the curb or on a parking bumper. Where the curb mounted Disabled Reserved Parking Sign cannot be mounted, no other sign

will be placed.

3.7.2.2.2. The painted marking will be centered on the parking spot.

3.7.2.2.3. Color. White letters and symbol on blue background.

3.7.2.2.4. Layout.

3.7.2.2.4.1. Disabled Reserved Parking Sign. The International Accessibility Sign will be shown on the left followed by the wording “Reserved” (see Figure 22).

**Figure 22. Curb Mounted Disabled Reserved Parking Sign.**



3.7.2.2.4.2. Ground marking. Disabled reserved parking pedestrian access shoulder will be marked on the ground by a striped white painted marking on both side of the parking spot, IAW Americans with Disabilities Act Accessibility Guideline (see Figure 23).

**Figure 23. Disabled Reserved Parking Symbol.**



3.7.2.2.5. Dimensions

3.7.2.2.5.1. Disabled Reserved Parking Sign. 75 mm (3”) x 600 mm (2’) long.

3.7.2.2.5.2. Ground marking, International Accessibility Symbol. Approximately 300 mm (2’) x \* 900 mm (3’)

3.7.2.2.5.3. Ground marking, painted stripes. Approximately 1 525 mm (60”) width on each side.

3.7.2.2.6. Typography. Curb mounted Reserved Parking Signs: Upper and lower case Helvetica medium 50 mm (2”) capital letter height, centered.

3.7.2.3. Parking Areas Identification.

3.7.2.3.1. General description. By default, parking areas accessible by the public and with no access restrictions will not report any specific sign.

3.7.2.3.2. All parking spaces on a parking area will be identified on the ground by

a continuous white line marking identifying the boundaries of the parking space.

#### 3.7.2.4. No Parking areas.

3.7.2.4.1. General description. No parking areas will be identified by the German “No Parking” Traffic Regulation Sign #286.

3.7.2.4.2. Placement. The No Parking sign will be placed on a standalone pole or wall mounted. Along roads, the No Parking sign will be placed at the begin, in the middle and at the end of the No Parking area, with a Panel E, F, G or H type sign.

3.7.2.4.3. Color. Dark blue and red.

3.7.2.4.4. Layout. See Figure. 24.

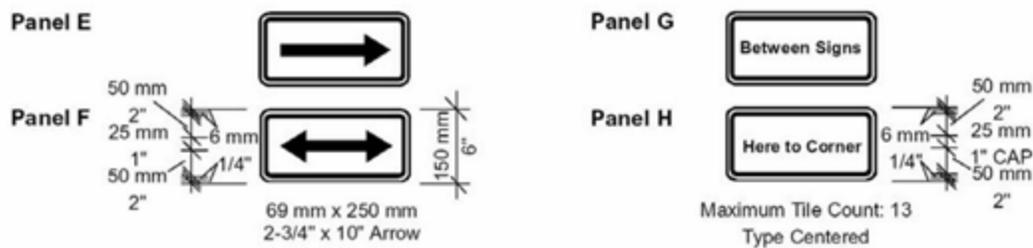
**Figure 24. German Traffic Regulation No Parking” Sign 286.**



3.7.2.4.5. Dimensions. Diameter 600 mm (2')

3.7.2.4.6. Variations. Additional text or symbol information can be added under the No Parking Sign by using one single Sign Panel E, F, G or H type (see Figure 25). Text will be in English language.

**Figure 25. Traffic Signs Additional Panels E, F, G, H.**



#### 3.7.3. Base Warning Signs.

3.7.3.1. General description. The Base Warning Sign layout for the Air Force Installation Warning Sign and the Controlled Area Sign will be used at all personnel and vehicle entry points. Modified versions of the UFC 3-120-01 defined Signs are described in order to display bilingual warning messages.

3.7.3.2. Placement. Place the Base Warning signs directly on fences or walls, which define area boundaries as directed by AFI 31-101.

3.7.3.3. Information. Combination of additional notices, such as a solicitation warning or photography prohibition, may also be used at base entry points. Place these notices directly below the installation warning sign or combine them on a

separate sign structure. Warning signs must be written in English and German language.

#### 3.7.3.4. Colors.

3.7.3.4.1. WARNING: standard red letters on white background.

3.7.3.4.2. Heading, black letters on white background.

3.7.3.4.3. Text and citation are to be black letters on white background. Both the background panel and the messages on all base warning signs will be reflective.

#### 3.7.3.5. Layout.

3.7.3.5.1. Panel A, US Air Force Installation sign layout is similar to panel B.

3.7.3.5.2. Panel B, Controlled Area Warning Sign, see Figure. 26.

**Figure 26. Base Warning Sign Modified Type E 2 Panel B Controlled Area.**



**Figure 27. Base Warning Sign Modified Type E 2 Panel C, Military Working Dog Teams.**



3.7.4. Dimension. Base Warning Signs used on SAB will have increased dimensions in comparison to the UFC 3-120-01 standard Base Warning Sign in order to accommodate for the bilingual message.

3.7.4.1. Modified Type E2, panel A or B: 570 mm (1'-11") x 570 mm (1'-11")

3.7.4.2. Modified Type E2, Panel C: 150 mm (6") x 570 mm (1'-11")

#### 3.7.4.3. Typography.

3.7.4.3.1. WARNING: upper case Helvetica medium, 38 mm (1 ½") capital letter height, centered.

3.7.4.3.2. Heading: upper and lower case Helvetica medium, 19 mm (3/4") capital letter height, flush left.

3.7.4.3.3. Text, Panel A or B: upper and lower case Helvetica medium, 19 mm (3/4") capital letter height, flush left. The text will accommodate seven lines per language.

3.7.4.3.4. Text, Panel C: upper and lower case Helvetica medium, 32 mm (5/4") capital letter height, flush left. The texts will accommodate 1 line per language.

### 3.7.5. Traffic Control Signs and Markings.

3.7.5.1. General description. Traffic Control Signs and Markings regulate vehicular traffic on base. In order to familiarize the US personnel for off-base HN traffic control signs, SAB will adhere to German Traffic Control regulation (Verwaltungsvorschrift zur Straßenverkehrsordnung) to the extent provided on all regulatory traffic signs and markings. This includes the permanent and temporary signs used during road construction or repair. Only exceptions will be Directional Signs that will not follow the German standard, but will follow the standard described on chapter 3.4.

3.7.5.2. Placement. If two signs are installed on a post, the bottom sign must be 6 feet from the ground. If only one sign is installed, it must be seven feet from the ground. The top of the sign post will be even with the top of the topmost sign.

3.7.5.3. Information. See attachment 3 for a list of the most used sign and marking samples on SAB. Auxiliary traffic signs ("Zusatzschilder") are intended to provide some additional guidance or restriction to a traffic sign. Use auxiliary traffic signs with only symbols instead of text guidance wherever possible. Use the German standard auxiliary sign wherever possible. Replace German words by their English language translation.

3.7.5.4. Color. Refer to the German traffic control regulation for color.

3.7.5.5. Layout. Refer to the German traffic control regulation for layout, see attachment 3.

3.7.5.6. Dimensions Sizes of Traffic Control Signs and is summarized as in Table 2. Under the assumption that all speed limitations on SAB are below or equal 70 kph, Traffic Control Signs dimensions will be equal to the mid-size (100% size) requested by the German traffic control regulation on mid-range speed roads. Refer to the German traffic control regulation for special shaped signs. Even if discouraged, in case the available space or obstruction is a concern, reduced sized sign can be implemented on road with low speed limit if implemented IAW German traffic control regulation.

Table 2. Traffic Control Signs Sizes.

Round shaped (Diameter)	Triangular shaped (Side length)	Square shaped (Side length)
		
600 mm (2'-0")	900 mm (3'-0")	600 mm (2'-0")

3.7.5.7. Typography. Refer to the German traffic control regulation for typography.

3.8. Special Signs.

3.8.1. Marquee Sign.

3.8.1.1. Base Marquee signs will only be located just inside points of arrival to the base. They are an effective way to welcome distinguished visitors and to announce coming events. Arrival points are vehicle entry gates and the flight line side of the base passenger terminal.

3.8.1.2. Any existing service's marquee signs will be grandfathered in to their existing location and configuration. Replacement marquees will require approval by 52 CES prior to purchase or installation. Marquee signs for officer, enlisted, and collocated clubs are permitted.

3.8.1.3. Requests for marquee signs at other services facilities require approval by 52 FW/CC prior to purchase or installation.

3.8.2. Monument type signs can be used to identify selected high-use or special-interest facilities.

3.8.3. All special signs will be approved, except where otherwise stated, by the BCE on a case-by-case basis.

3.9. Temporary Signage.

3.9.1. Occasionally it is necessary to utilize temporary signs for irregular events (e.g. special base-wide events, yard sales, and authorized fund raising events).

3.9.2. Temporary signs must be purchased by the using organization and prior approval must be obtained via an AF Form 332 to 52 CES Customer Service no later than 15 working days prior to proposed first display date. A limited amount of sandwich boards to post these signs are available for check out at the 52 CES Self Help Store. If additional signs/ boards are required, then the cost for producing/ purchasing will be the responsibility of the requesting unit.

3.9.3. A limited amount of Temporary Reserved Parking signs are also available at the 52 CES Self Help Store. They are generic in nature and will not include any names or office symbols. Requests must be submitted to 52 CES Customer Service no less than 14 days prior to display. If supply exceeds demands, the cost for producing the signs will be the responsibility of the requesting unit.

3.9.4. Temporary signs can be displayed for no more than seven days prior to the event and must be removed by the requestor within 24 hours after the event. Temporary Signs cannot be displayed for more than three consecutive weeks.

3.9.5. Banners are considered temporary signage and subject to the same rules except that they can be displayed for a short period of time not to exceed 7 days. Furthermore, the maximum number of banners authorized for any given facility is two and the maximum size of a banner will be 8 feet long and 2 feet high.

3.9.6. Temporary Sign installation shall not modify nor damage any base infrastructure and shall not impede any operation of technical systems or equipment.

3.9.7. Temporary Signs will produce as low Visual clutter as possible, have a professional appearance, and be compatible with safety and Anti-Terrorism/Force Protection security requirements.

#### **4. Facility Interior Signs.**

4.1. Interior signs should complement interior architecture and color schemes if at all possible. Since buildings vary significantly, interior signs will also vary.

4.2. All interior signs will be designed so that they require the minimum possible maintenance. The sign system should be flexible enough to adapt to frequent personnel changes and office relocations and designed to guide visitors through a building from the entrance point to the correct floor, the correct area of a floor, the correct office and (if appropriate) the correct desk.

4.3. Facility users are responsible for interior signage. Commercial systems should be utilized if available. Colors should coordinate with the building interior design scheme.

4.4. Signs should use the dimensions shown in UFC 3.120-01 as a guideline. The color scheme will match and/or compliment that of the interior scheme of the building.

JOSEPH D. MCFALL, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-101, USAFESup, Integrated Defense, 4 Nov 2010

SPANGDAHLEMABI31-101 Installation Security Instruction (ISI), 22 June 2009

AFI 32-1044, Visual Air Navigation Systems, 4 March 1994

AFMAN 33-363, Management of Records, 1 March 2008, and USAFESUP, 25 November 2008

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

UFC 3-120-01, Air Force Sign Standard, Uniform Traffic Control Devices, and German Traffic Control Devices, 6 Feb 2003

USAFE Commander's Guide to Installation Excellence

ACG2000, SAB Architectural Compatibility Guide

Verwaltungsvorschrift zur Straßenverkehrsordnung (German Traffic Control Regulation)

***Adopted Forms***

AF 332, Base Civil Engineer Work Request, 1 January 1991

AF 103, Base Civil Engineer Work Clearance Request, 11 March 2003

AF 847, Recommendation for Change of Publication, 22 September 2009

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**BCE**—Base Civil Engineer

**CES**—Civil Engineer Squadron

**DeCA**—Defense Commissary Agency

**FW**—Fighter Wing

**IAW**—In Accordance With

**MAJCOM**—Major Command

**MFH**—Military Family Housing

**SAB**—Spangdahlem Air Base

**SFS**—Security Forces Squadron

**TSB**—Traffic Safety Board

**UFC**—Unified Facilities Criteria

**USAFE**—United States Air Forces in Europe

**Attachment 2****RESERVED PARKING SPACES AND AREAS**

**A2.1. General Description.** The following parking spaces and areas are reserved permanently. Any Reserved Parking additions to this list must be approved by the base TSWG.

**A2.2. Base Fitness Center:** 52 FW/CC, one space; 52 FW Command Chief Master Sergeant (52 FW/CCC); any Colonel, one space; any Chief Master Sergeant, one space.

**A2.3. Commissaries:** any Colonel, one space; any Chief Master Sergeant, one space; AAFES Director, one space; DECA Director, one space.

**A2.4. Club Eifel:**

A2.4.1. 52d Fighter Wing Commander (52 FW/CC), one space

A2.4.2. 52d Fighter Wing Vice Commander (52 FW/CV), one space

A2.4.3. 52d Operations Group Commander (52 OG/CC), one space

A2.4.4. 52d Mission Support Group Commander (52 MSG/CC), one space

A2.4.5. 52d Maintenance Group Commander (52 MXG/CC), one space

A2.4.6. 52d Medical Group Commander (52 MDG/CC), one space

A2.4.7. 52d Munitions Maintenance Group Commander (52 MMG/CC), one space

A2.4.8. 52d Fighter Wing Command Chief (52 FW/CCC), one space

A2.4.9. Any Chief Master Sergeant, five spaces

A2.4.10. Any First Sergeant, two spaces

A2.4.11. Levitow Award Winner, one space

A2.4.12. Quarterly Award Winner, one space

A2.4.13. Any Airmen, one space

A2.4.14. Handicap, four spaces

**A2.5. 52 FW Headquarters (Adjacent to Bldg 23):**

A2.5.1. 52 MMG/CC

A2.5.2. 52 MDG/CC

A2.5.3. 52d Fighter Wing Director of Staff (52 FW/DS)

A2.5.4. 52 FW/CCC

**A2.6. 52 FW Headquarters (Lot between Bldg 23 and 235):**

A2.6.1. 52d Fighter Wing Plans and Programs (52 FW/XP)

A2.6.2. 52d Fighter Wing Safety (52 FW/SE)

A2.6.3. 52 MSG/CC

A2.6.4. 52 OG/CC

A2.6.5. 52 MXG/CC

A2.6.6. 52 FW/CC

A2.6.7. 52 FW/CV

A2.6.8. 52 FW/CCE

A2.6.9. 52 FW/PA

A2.6.10. 52 FW/SE GOV (Response Vehicles), two spaces

**A2.7. 52 MSG Headquarters (Northeast side of Bldg 151):**

A2.7.1. 52 MSG/CC

A2.7.2. 52 MSG/CD, two spaces

A2.7.3. 52 MSG/CEM

A2.7.4. 52 MSG/CC GOV

**A2.8. 52 OG Headquarters (Bldg 33):**

A2.8.1. 52 OG/CC

A2.8.2. 52 OG/CC GOV

A2.8.3. 52 OG/CD

A2.8.4. 52 OG/CD GOV

A2.8.5. 52 OG/CEM

**A2.9. 52 MXG Headquarters (Bldg 22):**

A2.9.1. 52 MXG/CC

A2.9.2. 52 MXG/CD

A2.9.3. 52 MXG/CC GOV

A2.9.4. 52 MXG/CEM

**A2.10. 52 MDG Headquarters: (Southwest side of Bldg 151):**

A2.10.1. 52 MDG/CC

A2.10.2. 52 MDG/CC GOV

A2.10.3. 52 MDG/CEM

A2.10.4. 52 MDG/CCF

**A2.11. 52 MMG Headquarters: (Southwest side of Bldg 151):**

A2.11.1. 52 MMG/CC

A2.11.2. 52 MMG/CD

A2.11.3. 52 MMG/CC GOV

A2.11.4. 52 MMG/CEM

**A2.12. 52 FW/Squadrons:**

- A2.12.1. Squadron Commander
- A2.12.2. Squadron Commander GOV (if applicable)
- A2.12.3. Squadron Deputies
- A2.12.4. Squadron Chief Master Sergeants
- A2.12.5. Squadron First Sergeants

**A2.13. Customer service providing facilities:**

- A2.13.1. Customers (as required)

**A2.14. 52 CES, 52 SFS, 52 MDG facilities:**

- A2.14.1. Emergency Response Vehicles (as required, 1 spot per emergency response GOV)

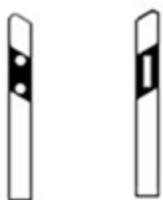
## Attachment 3

## GERMAN TRAFFIC SIGNS, EXAMPLES

Table A3.1. German Traffic Sign Samples.

Sign/Marking (IAW German StVO)	German Reference/ Name	English Equivalent
	#101, Gefahrzeichen	Danger
	#103, Kurve (rechts)	Curve
	#123 Baustelle	Construction site
	#205 Vorfahrt gewähren!	Yield right of way
	#206 Halt! Vorfahrt gewähren!	Stop
	#211 Hier rechts	Mandatory direction of travel, turn in the right direction
	#215 Kreisverkehr	Traffic Circle
	#220 Einbahnstrasse	One way street/ road
	#222 Rechts vorbei	Mandatory direction of travel, pass the obstacle on the right side
	#224 Haltestelle für Linienbusse	Busstop for Busses/ Base Shuttles

	<p>#229 Taxistand</p>	<p>Taxi parking only</p>
 	<p>#240 gemeinsamer Fuß- und Radweg</p> <p>#251 Verbot für Fahrzeuge alle Art</p>	<p>Jointly used pavements for pedestrian and bicycles</p> <p>Prohibited for all vehicles</p>
	<p>#267 Verbot der Einfahrt.</p>	<p>Entry Prohibited</p>
    	<p>#274 Zulässige Höchstgeschwindigkeit</p> <p>#274.1 Beginn der Tempo 30 Zone</p> <p>#274.2 Ende der Tempo 30 Zone</p> <p>#276 Überholverbot für Kraftfahrzeuge aller Art</p> <p>#277 Überholverbot für Kraftfahrzeuge mit einem zulässigen Gesamtgewicht über 3,5 t einschließlich ihrer Anhänger und Zugmaschinen, ausgenommen Personenkraftwagen und Kraftomnibusse</p>	<p>Speed limit (in Km per hour)</p> <p>Begin of a 30 km/h speed zone</p> <p>End of a 30 km/h speed zone</p> <p>No passing, any vehicle</p> <p>No passing for trucks in excess of 3.5 T</p>
	<p>#282 Alle Streckenverbote enden</p>	<p>End of restriction</p>

	#283 Halteverbot	No stopping
	#286 Eingeschränktes Halteverbot	Restricted no parking/ stopping
	#306 Vorfahrtstraße	Priority road
	#314 Parkplatz	Parking area
	#350 Fußgängerüberweg	Crosswalk
	#357 Sackgasse	Dead end
	#454 Umleitung	Detour
	#62 Leitpfosten (links und rechts)	Road guides (left and right)