

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE  
BASE**

**WRIGHT PATTERSON AIR FORCE  
BASE INSTRUCTION 32-1001**

**5 NOVEMBER 2020**

**Civil Engineering**

**SIGN MANAGEMENT**



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This instruction implements AFPD 32-10, Installations and Facilities, and AFI 32-1001, Operations Management. It initiates a sign review/approval process for signs to be placed anywhere on base. This instruction applies to all units located on Wright-Patterson AFB OH. This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Form 847 from the filed through the functional chain of command. This publication may not be supplemented or further implemented/extended. Waiver authority is the 88 Civil Engineer Squadron (CES)

**SUMMARY OF CHANGES**

Revises WPAFB 32-1001, 16 September 2013. This document has been substantially revised; please review in its entirety. Transferred responsibilities to 88 CES from 88 CEG. Reduced unnecessary figures and information. Changed names for individuals listed under the old wing designation, "88 ABW." Removed various pictures showing sign types. Removed color specifications due to the changes found in the Unified Facilities Criteria. Changed chapter names for **Chapters 2 through 3** and renumbered all sections. Created seven new comprehensive informative chapters. Updated Work Order process to the Next Gen IT TRIRIGA process.

Added information on construction project signs. Included information on Architectural Barriers Act requirements for parking. Updated Attachment #1 standards and codes.

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## Chapter 1

### OVERVIEW

#### 1.1. General

1.1.1. WPAFB has 11.8 square miles of land with multiple fence lines. The base and fence lines in the past have often been used by tenants to display morale/informational signs with limited standardized coordination or concern given to the overall aesthetics. This lack of control or standard practice has led to a cluttered appearance, which also creates distractions and confusion at base entry control points, creating a safety hazard.

#### 1.2. Purpose:

1.2.1. This instruction implements policy, assigns responsibility, and establishes procedures to mitigate the risk of distractions at entry control points and eliminate clutter throughout the base. Also, provides authority to review/approve all signs on WPAFB.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. 88 CES Civilian Leader (88 CES/CL)

2.1.1. The 88 CES/CL establishes a sign request review process to review and validate all informational, morale, and directional sign requests for the base which is explained in [Chapter 3](#) here.

2.1.2. The Traffic Engineer or Facility Architect (see [Chapter 3, para 3.2.1.2](#) for clarification) is responsible for collecting information, evaluating new sign requests within their respective areas of expertise. In addition, the Traffic Engineer or Facility Architect is responsible for ensuring the signs are installed and appropriately placed. The review and approval authority for replacement signs is the Paint Shop Foreman.

2.1.3. The 88 CES/CL is responsible for managing resources and ensuring the Operations Squadron installs or removes signage as required.

#### 2.2. 88 SFS and 88 ABW/SEG (Offices of Collateral Responsibility, OCR).

2.2.1. The Operations Officer is a member of the 88 SFS responsible for ensuring Security Forces provides assistance as necessary to aid the Traffic Engineer in making informed decisions.

2.2.2. The Occupational Safety and Health Manager is a member of the 88 ABW/SE responsible for providing advice and recommendation to the Traffic Engineer concerning health and safety issues as requested by the Traffic Engineer via the Traffic Safety Coordination Group meeting.

#### 2.3. All Installation Agencies and Their Personnel.

2.3.1. Discontinue displaying any unauthorized signs anywhere throughout the base without approval of the 88 CES/CL or designated representative. Any unapproved signs will be removed immediately by CE without prejudice.

2.3.2. Requesters shall submit requests to their facility manager (FM) in the form required by the FM. The FM, if in agreement, will create a service request in CE's TRIRIGA system.

2.3.3. Newly installed signs: All signs approved and installed by the 88 CES will remain in place for a period of five years from the date of approval. Signs may be changed prior to the remain in place date, only if the organizational mission changes, signs are faded or damaged, or for other circumstances not mentioned. Detailed justification must be submitted through the TRIRIGA service request process for replacements. The Customer Service Unit (CSU) will then forward the replacement requests to the Paint Shop foreman for review and approval/disapproval.

## Chapter 3

### SIGN REQUEST PROCESS

#### 3.1. Customer.

3.1.1. Customer submits request to their facility manager in form determined by the FM. The facility manager (if not the requester) will either approve or disapprove the request. If disapproved, it should be returned to the requestor. If approved by the facility manager, the FM will submit a service request for the 88 CES CSU who will distribute to the paint shop for replacement signs or the Traffic Engineer or Facility Architect for new signs for approval or disapproval.

3.1.1.1. Justification. It is very important the customer provide reasoning within the “Description” section of the form, in as much detail necessary, why the sign is required/requested (i.e. “New commander or director with two-letter designation, etc.”).

3.1.1.2. Attachments. It is not necessary, but highly recommended that the customer provide additional details via an attached map or picture of the area requiring the requested action. Note: Requesting agency will be responsible for maintenance of temporary signs and CE will maintain permanent signs installed on Wright- Patterson, unless there is a Memorandum of Understanding dictating otherwise.

#### 3.2. Sign Review/Validate

##### 3.2.1. Sign Reviewer

3.2.1.1. Traffic Engineer: Reviews directional, regulatory, entry control, base warning, motivational, informational and temporary signs only. The traffic engineer approves/disapproves standard signage requests. For non-standard traffic sign requests, the Traffic Safety Board will review and approve/disapprove based on the traffic engineers’ recommendations and other relevant information as determine necessary.

3.2.1.2. Facilities Architect (appropriately designated person identified by the Architectural Review Committee, usually the Architectural Review Committee Chairperson or other appropriately designated person/position by the committee): Reviews and approves/disapproves exterior and interior building signs only.

##### 3.2.2. Supporting Agency (SA) Review

3.2.2.1. Agencies within the 88 CEG, 88 SFS, 88 ABW/SE (i.e. not all inclusive) will review only as necessary or required to aid with information. The SA review will aid the sign reviewer in appropriate, timely recommended solutions.

##### 3.2.3. 88 CES Civilian Leader

3.2.3.1. The 88 CES/CL holds appeal authority and the final approving or disapproving authority for the sign request process.

### **3.3. Determination and TRIRIGA Service Request.**

3.3.1. If approved, the FM customer will receive notification from CEs CSU. The CE CSU will then proceed with entering a TRIRIGA work task to have a sign installed/displayed. Note: Requesting agency will be responsible for maintenance of temporary signs and CE will maintain permanent signs installed on Wright-Patterson, unless there is a Memorandum of Understanding dictating otherwise.

3.3.2. If disapproved, the customer will receive reasoning and justification pertaining to why.

### **3.4. Duration and Feedback**

3.4.1. Depending on nature of the request and the order in which it was received, it may take 7 to 21 days to process, not including placement.

## Chapter 4

### SIGN TYPES AND GENERAL PLACEMENT

#### 4.1. Signs (AFI 31-101; UFC 3-120-01; MUTCD 2009; WPAFBI 31-116).

4.1.1. Permanent and Temporary Exterior Identification Signs: Permanent signs consist of: exterior identification, directional, motivational/morale, informational/base, traffic and parking signs.

4.1.2. Color Standards. The colors used on the signs in this program conform to the color standards developed by the Federal Highway Administration. These are the only colors that are permitted in the production of Air Force signs, with the exception of motivation signs. Semi-gloss paint must fall within the glossimeter readings for eggshell in matte finishes (11 to 19 degree gloss on 60 degree glossimeter). These color standards also apply to safety signs.

4.1.3. Freestanding Exterior Signs. Good judgment is very important in determining sign placement. 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.

4.1.4. Placement. All traffic control signs, Bus Route Sign, Destination Signs and Parking Regulation Signs, must conform to the placement standards shown in the Manual on Uniform Traffic Control Devices (MUTCD). Placement of all other signs covered in this pamphlet should conform to the standards in this section, which meet or exceed the Manual on Uniform Traffic Control Devices guidelines. Sign posts may be placed at a minimum of 2' from the edge of pavement/curb. If less than 12' from the edge of pavement/curb posts should be breakaway or yielding that comply with state standards and/or are approved by the Federal Highway Administration.

4.1.5. Visibility. Signs should be placed where they can be clearly seen by the user. Check sight lines before signs are erected to ensure that traffic control devices, roadway entrances, and exits are not hidden. Ensure the signs do not block sight distance for drivers at intersections. Place signs to take advantage of indirect light from existing light sources for good night visibility. The 88 CES sign shop foreman will work sign placement and consult with the Traffic Engineer when necessary. The 88 CES/CL will be the final approval authority on sign placement.

4.1.6. Relationships to Site. Signs should relate well to their sites, that is, they should look professional in relation to the nearby landscape and structures.

4.1.7. Series of Signs. Series of signs requiring driver or pedestrian decisions should be placed far enough apart to allow enough time for the user to make the required decisions. Refer to the Ohio MUTCD for proximity guidelines.

4.1.8. Visual Clutter. Take care to avoid visual clutter. No sign should be erected unless the information it provides is absolutely necessary for directions, identification or customer service.

4.1.9. Lateral Clearance – Rural and Urban Signs. Refer to MUTCD Section 2A.16 for details.



## Chapter 5

### BUILDING IDENTIFICATION SIGNS

#### 5.1. Building Exterior Identification Sign (UFC 3-120-01, Section 3-3; ABA 2015).

5.1.1. Freestanding Building Identification Signs. Freestanding signs used to identify all buildings on base. Signs should only include building number and street address. Signs shall conform to UFC 3-120-01, section 3-3.1 Freestanding Building Identification Signs.

5.1.2. Building Entrance Signs. Only one identification sign is permitted at each building entrance. Place the building entry signs directly on the wall next to the entry point. If the building is set back from the roadway and is not visible or only partially visible from the roadway, place the sign next to the main entrance of the building to confirm the information shown on the sign at the entrance driveway. Some buildings have more than one primary entrance. Use building-mounted entry signs to identify organizations that are reached through the alternate entries of these types of buildings. See UFC 3-120-01, section 3-3.2.

5.1.3. Materials and Colors. See UFC 3-120-01, Section 3-3.2.1

5.1.4. Building Accessibility Sign. When not all entrances to a building are accessible, accessible building entrances must be identified with the symbol of handicap accessibility. See Architectural Barriers Act, Section 703 for further details on placement and mounting details

5.1.5. Review and Approval. The Architectural Review Committee (ARC) is responsible for reviewing and evaluating all new building sign requests. The Paint Shop Foreman has approval for replacements. The 88 CES/CL is final appeal and approval authority.

#### 5.2. Centralized Facilities Freestanding (Community) Identification Signs (UFC 3-120- 01, Section 3-3.5)

5.2.1. General Description. While the general character of these signs is the same as the military identification signs, the background color is different, they do not carry military emblems and seldom carry building numbers. The use of commercial and community-related symbols and logotypes is encouraged to add color and visual interest. See UFC 3-120-01, section 3-3.6 and 3-3.6.1.

5.2.2. Usage. The use of symbols and logotypes on signs identifying community facilities assists in identification and adds visual interest. (These symbols should appear in the upper left corner of the sign). If the base commander approves the community symbol for use on base, it should be used on the majority of community signs in order to strengthen the association between the symbol and the activities and facilities that it identifies. The symbol will have little meaning if it is used on only one or two signs

5.2.3. AAFES Facilities. Will display the registered trademark AAFES logo as specified in the AAFES Standards.

5.2.4. Independent Organizations. Independent organizations such as the Credit Union, the Post Office and the Red Cross may display their own symbols. Base-operated facilities such as the Youth Center, the Child Care Center, the Library and Hobby Shops may use the community symbol at the discretion of the base commander.

5.2.5. DeCA Facilities. Facilities operated by the Defense Commissary Agency (DeCA) will display their standard image sign as approved by their Commissary Operating Board, the MAJCOM, the installation Sign Control Group, and the installation Commander.

5.2.6. Bus Route Sign. Introduction. Most Air Force bases have buses operating on prescribed routes to move people to destinations on and off base. These routes are sometimes an extension of local public transportation, and sometimes special services. Clear and consistent identification of bus routes, stops, and schedules will make transportation more convenient. Note: Sign does not have to comply with the Americans with Disability Act Accessible Guidelines. Follow standards used by the bus Regional Transit Agency

### **5.3. Building Interior Signs (UFC 3-120-01; ABA)**

5.3.1. Interior Sign Design Requirements. Design details for interior signs will vary due to many factors, such as existing installation standards, installation-specific colors, interior or architectural design details, and manufacturer-specific fabrication techniques. Interior signs must complement interior architecture and color schemes. Each interior sign system must be flexible enough to adapt to frequent personnel changes and office relocations.

5.3.2. Interior Sign Types. See UFC 3-120-01, Section 4-1.1. Room, space, and workstation identification.

5.3.2.1. Life safety.

5.3.2.2. Interior directional.

5.3.2.3. Building directories.

5.3.2.4. Interior mandatory and prohibitory.

5.3.2.5. Interior informational and motivational.

5.3.2.6. Unit identification and morale

5.3.3. Interior Sign Objectives. See UFC 3-120-01, Section 4-1.2

5.3.4. Materials and Colors. The fabrication methods used for interior signs may vary depending upon the manufacturer selected and existing sign systems at each installation. Interior signs should use primarily neutral colors and materials that blend with the interior finishes. Exact colors, materials, and finishes must be determined on a project- by-project basis. All interior signage colors must comply with the color contrast requirements of message content and sign backgrounds as specified in the ABA standards.

5.3.5. Review. The Architectural Review Committee (ARC) is responsible for reviewing and approving/disapproving building sign requests.

## Chapter 6

### DIRECTIONAL AND WAYFINDING SIGNS

#### 6.1. Directional and Wayfinding Signs (UFC 3-10-01, Section 3-5).

6.1.1. General. There are two types of directional and wayfinding signs: pedestrian and vehicular. Pedestrian circulation is separate from vehicular circulation and requires its own wayfinding system. Vehicular directional and wayfinding signs are detailed in the MUTCD and paragraph 3-4 of UFC 3-120-01. There are too many potential destinations on any military installation to list on directional signs, but effective directional signs help visitors find their destinations more easily. Directional signs, proper street identification, and effective installation maps form the basic keys to visitor orientation and effective wayfinding

6.1.2. Materials and Colors. See UFC 3-120-01 Section 3-5.1.1

6.1.3. Message Limitations. Area designations such as East Base or West Base should be used only if they are meaningful. No more than six destinations should appear on one direction sign. If it is necessary to show more than six destinations, add a second sign, but do not use more than two direction signs in any situation.

6.1.4. Criteria. All traffic control signs on base streets should comply with the Manual on Uniform Traffic Control Devices (MUTCD), as the streets are considered public roads.

6.1.5. Placement. See UFC 3-120-01 Section 3-5.1.3

6.1.6. Rules. The message area accommodates a maximum of 17 tiles or characters. Names shall be spelled out in full when possible. If abbreviations are required, conform to AFDD 1-2, Air Force Glossary

## Chapter 7

### REGULATORY AND WARNING SIGNS

#### 7.1. Traffic Control Devices.

7.1.1. Introduction. Traffic control devices regulate vehicular traffic on base. Refer to the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration for highway standards in the United States. Similar standards exist for foreign countries.

7.1.2. Importance of Standards. Any deviation from the accepted highway safety signs could create serious safety hazards. It is important to continue the use of familiar highway signs on base, so highway warnings and other regulatory signs and traffic control devices should follow the standard shapes, designs, and colors of the nation where the base is located.

7.1.3. References. In the United States, these standards are described in the Manual on Uniform Traffic Control Devices and must be followed for all traffic control signs. The parking regulation signs discussed in [paragraph 7.3](#) utilize standard symbols and are intended to supplement the Manual on Uniform Traffic Control Devices

7.1.4. Engineering Studies and Judgement. Prior to placement of any traffic regulatory or warning sign or any sign or traffic control device contained in the MUTCD, a detailed engineering traffic study must be completed in accordance with Section 1A.09, 2A.03 of the MUTCD and pertinent sections of the Ohio DOT Traffic Engineering Manual by the traffic engineer or responsible person. Some situations dictate engineering judgement only. In these situations, an engineering study may or may not be required. This will be at the discretion of the traffic engineer performing the task in accordance with appropriate codes and standards.

#### 7.2. Security Forces Base Warning Signs (AFI 31-101).

7.2.1. Introduction. Several types of signs are used to define areas of restricted access in order to maintain proper levels of security. Warning signs are displayed at the installation perimeter, at controlled areas or facilities, restricted areas or facilities and facilities protected by Intrusion Detection Equipment (IDE).

7.2.2. Requirements and Guidance. The requirements and guidance for the proper use of warning signs are contained in AFI 31-101, Integrated Defense.

7.2.3. Mounting. Warning signs may be mounted directly on fences or walls. Place warning signs so they are clearly visible to persons immediately outside the perimeter of posted areas. Place signs so as not to aid intruders in climbing fences and breaching barriers/boundaries. Locations and frequency are to be in accordance with AFI 31-101. The structural support for free-standing warning signs will be in compliance with established base standards.

7.2.4. Installation Warning Signs. When the perimeter fence is adjacent to populated areas, place signs at intervals not to exceed 100 yards and where boundaries make abrupt changes in direction. Posting of signs is not required in combat areas where noise and light discipline is determined critical to mission requirements.

7.2.5. Restricted Area Warning Signs. Use existing signs that differ in size or color if the wording meets security requirements or can be corrected. When replaced, match Restricted Area Warning Sign, size and color requirements. Place restricted area warning signs at intervals of 100 feet centered on the vertical plane and where boundaries make abrupt changes in direction. Signs authorized for user are as follows:

7.2.5.1. At restricted area boundaries.

7.2.5.2. At NDA boundaries.

7.2.5.3. Authorized MAJCOM visual aid restricted area signs and NDA signs, mounted on metal backings

7.2.6. Controlled Area Warning Signs. Warning signs are normally displayed at the boundary of each controlled area, and at each entrance to a controlled area so they can be easily read by persons approaching on foot or in a vehicle. Maximum spacing between boundary signs will usually not exceed 100 yards. However, exceeding this distance may be necessary when placement of a sign is not feasible due to terrain features or where boundaries make abrupt changes in direction. The visual aids are mounted on aluminum, sheet metal, or wood backing. Locally designed, bilingual signs are authorized in foreign countries. Size and uses are as follows:

7.2.6.1. Controlled Area Sign (18" x 15") is used to post controlled area boundaries and personnel entry points such as cashiers cages, firearms facility doors, etc.

7.2.6.2. Controlled Area Sign (36"x 30") is used to post vehicle ECPs and outdoor personnel entry points.

7.2.6.3. Controlled Area Sign (6" x 5") is used to post interior personnel entry points.

### **7.3. Parking Regulation Signs (WPAFBI 31-116; MUTCD; ABA 2015).**

7.3.1. Introduction. Parking Regulation Signs, identify general and restricted parking areas. They are designed to meet the specific needs of the Air Force and to supplement the national standards. The large number of reserved parking signs at most bases add visual clutter and lead to maintenance problems. This problem can be solved by reconsidering the reserved parking policy and by changing the way reserved parking spaces are identified.

7.3.2. Limiting Reserved Spaces. Limit the number of parking spaces reserved for individuals such as the base commander or senior NCO, or groups such as general officers. Reserve parking areas for unit personnel only if it is necessary to ensure that parking is available in the immediate area to meet mission needs. Assign numbered parking spaces to personnel or post the entire reserved area with a sign at each entrance.

7.3.2.1. Goals. Minimize reserved parking on the installation, support mission accomplishment and comply with applicable codes and laws.

7.3.2.2. Limits. Per WPAFBI 31-116, parking is limited to a maximum 20 percent of all available spaces for a particular facility or parking area, except for handicapped parking (based on ABA standards). Parking may only be reserved for government vehicles, handicapped individuals, general officer/SES, MAJCOM/Center/Wing two-letter directors, commanders, first sergeants, mission—essential (i.e., NAOC), motorcycles and special parking slots for installation award winners (i.e., at the Base Exchange, Commissary, etc.). Typical reserve parking for individual spaces will not have position designation written on the sign (i.e. commander, sergeant, chief, etc.) unless determined by the 88 CES/CL. This is in keeping with Homeland Security and Antiterrorism Force Protection for base personnel.

7.3.3. References. These parking signs are intended to supplement the Manual on Uniform Traffic Control Devices (MUTCD) and include freestanding signs, wall mounted signs and curb markings

7.3.4. Height. Maintain a clear height of 1500 - 2100 mm (5' - 0" to 7' - 0") to the bottom of the sign panel, unless curb mounted.

7.3.5. Verbal Message. A verbal message should be included to confirm the pictographic message or to add special information such as "Visitor Parking."

7.3.6. Information and Mounting. To provide additional information, use another (i.e. auxiliary) sign panel below the main sign panel. All sign panels should have rounded corners.

7.3.7. Free Standing Reserve Parking Signs. Use only if curb mounted signs are not appropriate or in keeping with the appearance of the surrounding area. Free standing signs must be used for handicapped accessible signage.

7.3.7.1. Four-foot sign bolted into metal sleeve. Use in most applications as primary sign height. Low center of gravity make these ideal for almost any condition.

7.3.7.2. Curb Mounted Reserve Parking Signs

7.3.7.3. Primary sign type. Sign may spell out "Assigned" and include the number designation or only include the number designation without alphabet.

7.3.7.4. Curb Markings. Only use when there is no other method for assigning reserve spaces

7.3.8. Handicapped Reserve Parking. Parking signs, spaces, etc. shall conform to the standards as set in the Architectural Barriers Act. Parking spaces shall be minimums for each parking facility on site as outlined in [Table 7.1](#) below.

**Table 7.1. Minimum Accessible Parking Spaces from 2015 ABA**

**Table F208.2 Parking Spaces**

<b>Total Number of Parking Spaces Provided in Parking Facility</b>	<b>Minimum Number of Required accessible Parking Spaces</b>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

## Chapter 8

### INFORMATIONAL AND MOTIVATIONAL SIGNS

#### 8.1. General Information.

8.1.1. Informational signs may be used to address a wide variety of communication initiatives. These signs may include promotional advisories, general information, or temporary campaigns. Use signs that complement the standard morale signs and avoid visual clutter. Informational signs may be used alone or in combination with morale signs. Consider the need for message panels that can be easily updated or replaced using digital output sources like printed vinyl graphics. The design of motivational signs may vary depending upon the installation standards and what types of signs are selected. Place signs at a prominent location on the installation, in an open area free from other signs or obstructions. Avoid haphazard placement and odd sizes. There are two types of exterior motivational signs: installation and standard. Unit morale signs should be used only inside buildings. The installation commander is responsible for controlling the quality, content, and placement of motivational signs. Minimize the number of motivational signs to avoid a cluttered appearance. Sign faces may be finished in a variety of materials, but sign structures must conform to the design requirements provided in UFC 3-120-01.

#### 8.2. WPAFB Motivational and Morale Sign (UFC 3-120-01; WPAFI 31-116).

8.2.1. Placement and Information. This sign is placed inside the main gate or at a central location on base, and may show the command shield, organizational emblems, mottoes, awards and other elements related to base morale.

8.2.2. Design Parameters. The design of the sign may vary. There are no restrictions on the use of color or the character of the specific design, but the sign should be professionally designed and fabricated. Lastly, the dimensions should not exceed 4'x10' (1219mm x 3048mm). See UFC 3-120-01, Section 3-7.1 for more information

#### 8.3. Unit Morale Sign.

8.3.1. Usage and Message. The Unit Morale Sign is used to express unit pride and spirit. This sign may show the unit emblem, mottoes, awards, and other elements related to unit morale.

8.3.2. Design and Color. As with other motivation signs, the design of the signs may vary. The only restriction on the use of color is that organizational emblems should appear on a standard color background.

8.3.2.1. Emblem. An organizational emblem placed on a sign panel may identify the entrance to a building. If the organizational emblem is used on a unit identification sign or a building entry sign, it should not be repeated on a morale sign placed in the same area.

8.3.2.2. Dimensions. 750 mm x 750 mm (2'- 6" x 2'- 6").



#### **8.4. Banners**

8.4.1. Usage and Message. Banners are typically for unit morale and motivation. There is no guidance here for interior banners with the exception they should be approved for use in the work place by no lower than a two letter. Exterior banners should be submitted via a work task by the Facility Manager or the primary facilities manager for the requesting activity and should be coordinated with the Squadron Leader or Unit Director to the CSU. The 88 CES/CL will review and approve/disapprove the banner.

#### **8.5. Electronic Message Signs.**

8.5.1. Limitations. These signs must be limited to:

- 8.5.1.1. Primary entrance/entrances to the installation or at a central location in the community area
- 8.5.1.2. Single location at the VIP entry point along the flight line
- 8.5.1.3. Wing commander's office (serves as the wing commander's board)
- 8.5.1.4. Electronic sortie board

#### **8.6. Construction Project Identification Signs**

8.6.1. Construction project identification signs must be utilized as temporary signs that provide information regarding construction projects with performance periods of 120 days or more. See Unified Facilities Guide Specification (UFGS) 01 58 00 for details regarding all construction project identification signs.

## Chapter 9

### EXHIBIT SIGNS AND BASE MAP DESIGN

#### 9.1. Exhibit Signs (UFC 3-120-01).

9.1.1. Use exhibit signs to display information relating to large-scale exhibits, such as aircraft, tanks, missiles, and specialty equipment. Place these informational signs in the vicinity of the exhibit they describe, oriented to the roadway or to the principal direction from which a visitor will approach. Informational text should appear on only one side of the sign. The materials should be selected to be compatible with the expected lifespan of the exhibit.

#### 9.2. Exhibit Sign Type 1 (Base Specific).

9.2.1. Usage and Graphics. Use the Type 1 sign, [Figures 9.1 and 9.2](#), to display information relating to large scale exhibits, such as aircraft and missiles. Graphics should appear on only one side of the sign.

9.2.2. Colors.

9.2.2.1. Title band: white letters on standard color background.

9.2.2.2. Text: black letters and graphics on white background.

9.2.3. Dimensions. 900 mm x 1 050 mm (3'- 0" x 3'- 6").

9.2.4. Typography.

9.2.4.1. Title: upper and lower case Helvetica medium, 75 mm (3") capital letter height, flush left.

9.2.4.2. The message line will accommodate a maximum of 17 tiles or characters.

9.2.4.3. Text: upper and lower case Helvetica medium, 19 mm ( $\frac{3}{4}$ ") capital letter height, flush left.

9.2.4.4. The text area will accommodate up to 18 lines with a maximum of 42 tiles or characters per line. Leave a 50 mm (2") space between paragraphs.

**Figure 9.1. Exhibit Sign Type 1.**

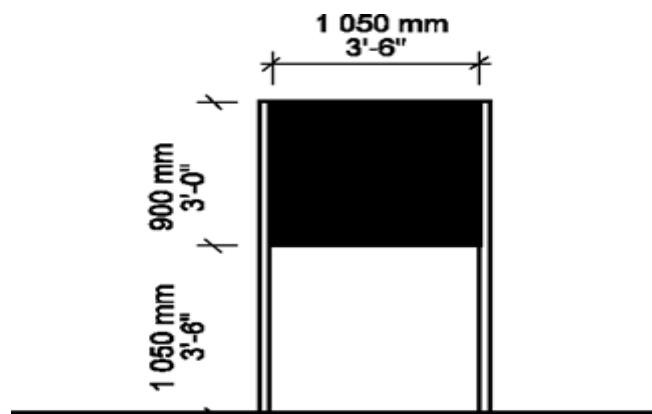
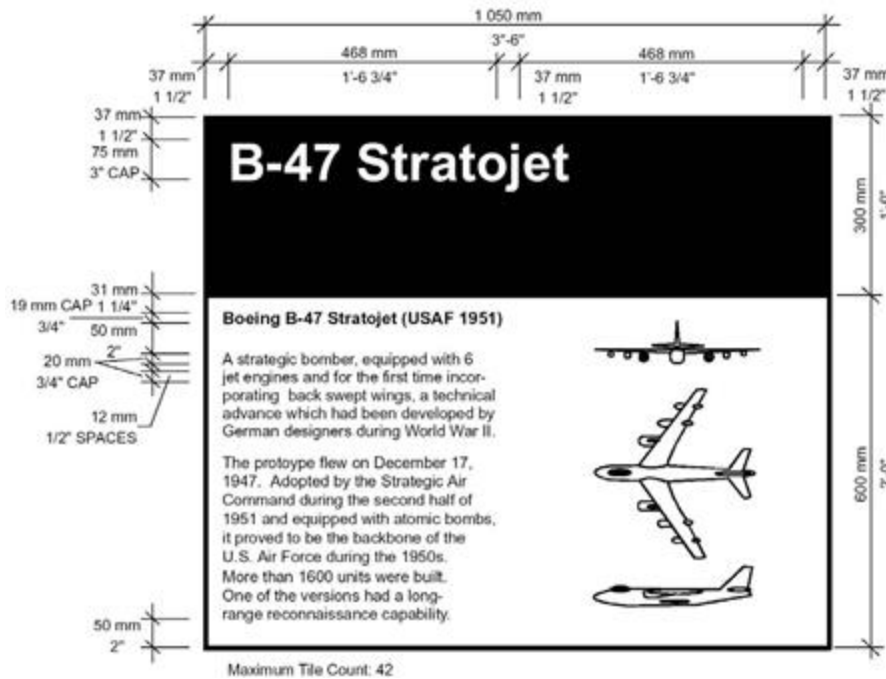


Figure 9.2. Exhibit Sign Type 1 Panel Layout. Error! Bookmark not defined.

Sign Panel



9.3. Exhibit Sign Type 2 (Base Specific)

9.3.1. Usage. Use the Type 2 sign, [Figure 9.3](#) and [9.4](#), to display information relating to small scale exhibits or in situations where a large sign would be obtrusive.

9.3.2. Shape and Graphics. All sign panels should have rounded corners. Graphics appear on only one side of the sign.

9.3.3. Colors.

9.3.3.1. Title band: white letters on standard color background.

9.3.3.2. Text: black letters and graphics on white background.

9.3.4. Dimensions. 450 mm x 600 mm (1'- 6" x 2'- 0").

9.3.5. Typography.

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

9.3.5.2. The message line accommodates a maximum of 20 tiles or characters.

9.3.5.3. Text: upper and lower case Helvetica medium, 9 mm (3/8") capital letter height, flush left.

9.3.5.4. The text area accommodates a maximum of 38 tiles or characters per line.

9.3.5.5. Leave a 25 mm (1") space between paragraphs.

Figure 9.3. Exhibit Sign Type 2.

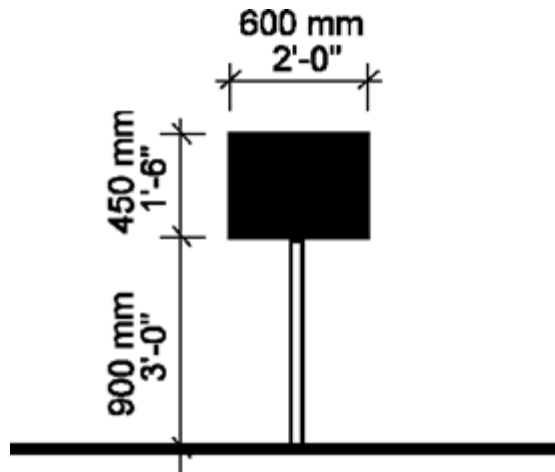
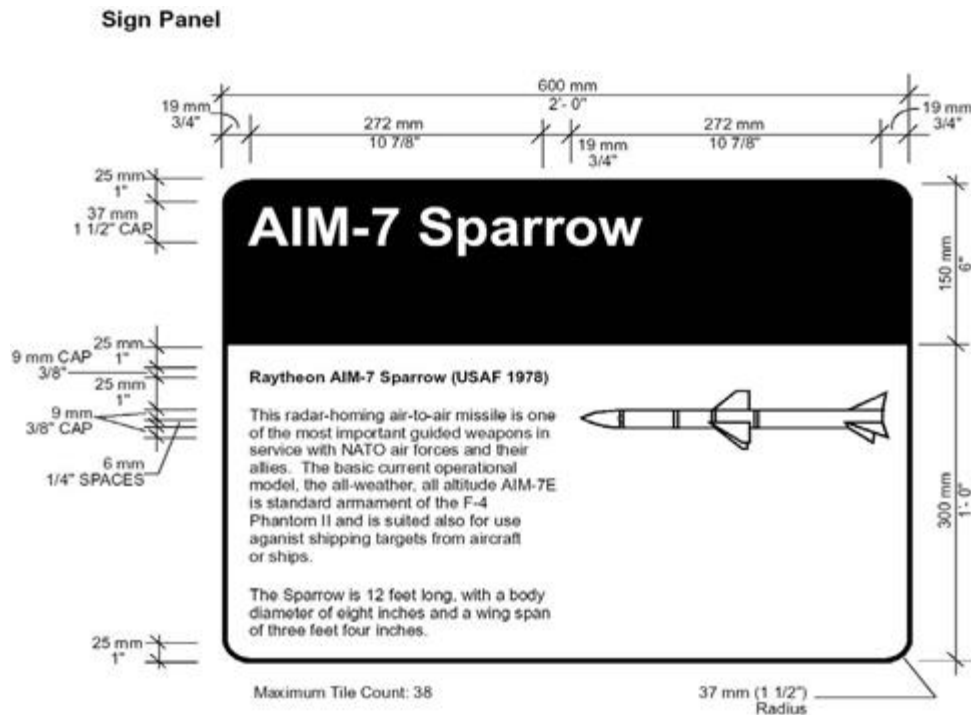


Figure 9.4. Exhibit Sign Type 2 Panel Layout.



## 9.4. Base Map Design.

9.4.1. Need. Most first time visitors to an Air Force base receive information at the entry gate or, more preferably, the Visitor's Center. Providing a base map at the time of arrival orients visitors and helps them find their destinations.

9.4.2. Consistency. The base map, direction signs and building and street identification signs comprise the total orientation system outlined in this instruction. It is essential to use consistent nomenclature throughout the system. The Community Center, for example, should be indicated by the same name on the map, the direction signs, and the building identification signs.

9.4.3. Clarity. Design the map for clarity and ease of use. Maps created by merely reducing the base site plan are usually too difficult to read, so the site plan must be simplified in order to emphasize major circulation routes and destinations.

9.4.4. Information. The destinations most often sought by people new to the base should be clearly named on the map. Other major destinations should be listed in a map legend keyed to building address numbers. Housing areas may be indicated with a general designation such as “Wherry Housing.” It is not necessary to draw each housing unit.

9.4.5. Design. Use a halftone screen to indicate roadways. Emphasize important buildings by increasing the scale of the buildings in relation to other buildings or by adding color.

## Chapter 10

### ENTRY CONTROL POINTS

#### 10.1. Entry Control Points (ECP) (UFC 4-022-01; SDDCTEA 55-15; MUTCD).

10.1.1. Introduction. Limited use of signs in all zones and especially in the access control zone is strongly encouraged. Ensure position of signage does not interfere with visibility of security personnel, especially the overwatch position. Vehicles approaching the ECP should be informed of their approach to a restricted area. See UFC 4-022-01 for more details. This may require coordinating signage on feeder roads with state or local officials.

10.1.2. Speed Limit. It is also desirable to manage the speed of traffic in inbound and outbound lanes of the ECP for safety. Clearly post the speed limit for the ECP within the area. Use geometric roadway layout features or other traffic control devices such as “rumble strips” or warning strips, caution signs, or traffic or flashing lights in the response zone to manage the speed of traffic and increase awareness of the final denial barrier system. The speed limit should be 15 mph throughout the ECP area to protect security personnel and to minimize the potential for accidental impact with vehicle barricades. This speed limit also applies to the outbound lanes as they approach the vehicle barricades. Any deployed active vehicle barrier system has the potential to be lethal. Limitations on the maximum speed serve to reduce the potential for injuries or fatalities.

10.1.3. Signage. Use of signs should be consistent with the MUTCD. **Figure 10.1.** shows the recommended signage for an ECP. Other suggested signage are below:

10.1.3.1. Traffic Regulatory and Directional Signs, which control traffic flow and direct vehicles to specific gates, ID check lanes or the Visitors Center.

10.1.3.2. Entry Control Procedures Signs, which explain current ID check procedures for drivers; display of current FPCON status should follow Service guidelines.

10.1.3.3. Variable Message Signs (VMS) at the ECF that provide the ability to inform motorists of roadway status or other general information per Traffic Engineering and Highway Safety Bulletin: Traffic Engineering for Better Gates. Locate these signs inside the installation and at least 200 ft (61 m ) beyond the ID check area.

10.1.3.4. Warning signs, markings, object markings and delineators indicate hazards to users.

10.1.4. Recommended signs for all approach, access control and response zones of the ECP:

10.1.4.1. Approach Zone:

10.1.4.1.1. Inbound Traffic: Reduce Speed Ahead (R2-5a), Speed Limit Sign (R2-1), Trucks Use Right Lane (R4-5 or R4-6) (if applicable)

10.1.4.1.2. Outbound Traffic: Do Not Enter (RS-1), at end of transition, One Way (R6-1 or R6-2), at end of transition

10.1.4.1.3. Both Directions: Road Closed (R11-2) Secured to both sides of gate,

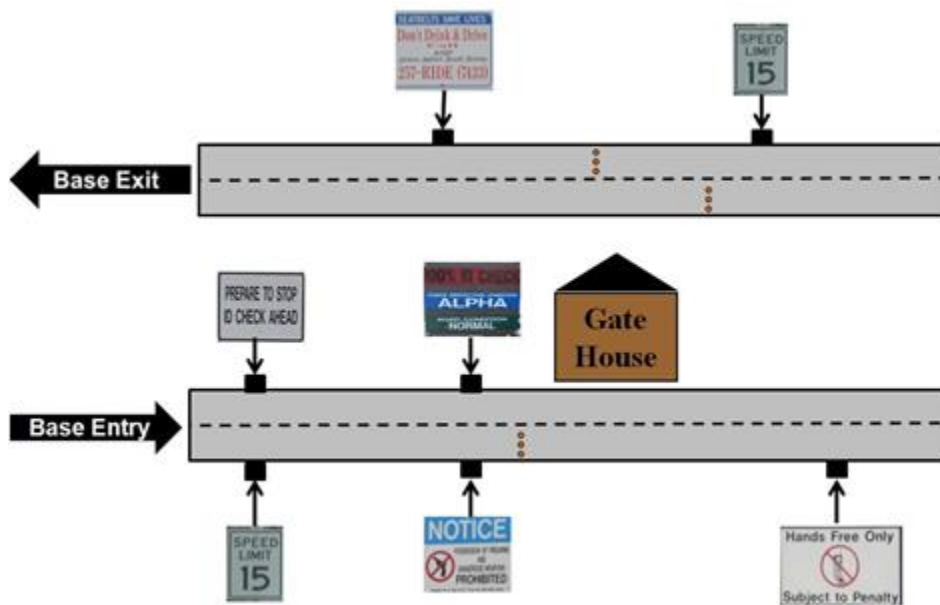
10.1.4.1.4. Type III Barricade marking signs, (3 per lane) secured to both sides of gate at installation perimeter (horizontally).

10.1.4.2. Response Zone:

10.1.4.2.1. Outbound Traffic: Reduce Speed Ahead (R2-5a), Speed Limit Sign (R2-1). Warning signs should be placed a minimum of 100 feet before the final denial barrier, if the final denial barrier signal is not visible.

10.1.4.2.2. Inbound Traffic: Do Not Enter, for inbound traffic at end of transition, One Way for inbound traffic at end of transition. Warning signs should be placed a minimum of 100 feet before the final denial barrier, if the final denial barrier signal is not visible.

**Figure 10.1. Recommended Entry Control Point Sign Layout.**



10.1.5. Traffic Signs: Governed under the Manual on Uniform Traffic Control Devices (MUTCD). Any sign governed under this is exempt from this instruction.

## Chapter 11

### MISCELLANEOUS SIGNS

#### 11.1. Interior signs

11.1.1. Interior signs are at the discretion of the Organizational Commander and in conjunction with the Facility Manager.

#### 11.2. Water Tower Signage and Graphics (UFC 3-535-01; UFC 3-120-01)

11.2.1. General Description. The size and visual prominence of water towers provide an excellent opportunity to exhibit a consistent, professional and recognizable image to the surrounding community. In order to ensure that these image qualities are achieved and maintained, all water tower tanks located on Air Force installations are to be painted in conformance with the following standards.

11.2.2. Information: The face of the water tower tank shall contain only the following information:

11.2.2.1. The Air Force Symbol.

11.2.2.2. The title "U.S. AIR FORCE" in upper case letters.

11.2.3. Other Graphics and Lettering. No additional graphics or lettering are to be applied.

11.2.4. Colors. The paint scheme for the AF Symbol and letterforms will consist of uniform Pantone 287 blue. The background color for the body of the tank will be a uniform light tone consistent with installation standards. See UFC 3-120-01, Section 3-3.7 and Figure 3-17.

11.2.5. Proportions/Shapes. The application of the symbol and letterforms template may vary in overall size, but must maintain the composition and proportions as shown in UFC 3-120-01, Section 3-3.7. The shape of the letter forms are based on "Arial Black" font. The shapes of neither the symbol nor the letterforms are to be altered in any way.

11.2.6. Visibility. Avoid a cluttered appearance by having no more than two applications of the symbol and letterforms on one tank.

11.2.7. Orientation. Orient the symbol and letterforms on the side(s) of the tank that provide the best visibility from public ways.

11.2.8. Size. Size the symbol and letterforms as large as is practical so as to be easily read from a reasonable distance. Remember to maintain the composition and proportions as provided by the digital artwork in UFC 3-120-01, Section 3-3.7, Figure 3-17.

11.2.9. Position. Position the symbol and letterforms in a manner that minimizes visual interference by railings or other structural elements, and minimizes distortion due to any vertical curvature of the tank surface.

#### 11.3. Historic Buildings.

11.3.1. Historic Buildings follow the permanent exterior facility signage [Chapter 5](#)



11.3.2. Freestanding Exterior Signs.

11.3.3. Review. The Architectural Review Committee (ARC) is responsible for reviewing and evaluating historic building sign requests.

PATRICK G. MILLER, Colonel, USAF  
Commander

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

**ABA**, *Architectural Barriers Act Standards*, **2015**

**AFDD 1-2**, *AF Supplement to DoD Dictionary*

**AFI 31-101**, *Integrated Defense (FOUO)*, 2009

**AFI 32-1001**, *Operations Management*, 1 September 2005

**AFMAN33-363**, *Management of Records*, 1 March **2008**

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

**SDDCTEA Pamphlet 55-15**, *Traffic and Safety Eng. for Better Entry control Facilities*, 2014

**UFC3-120-01**, *Design: Sign Standards*, 7 Oct 2014

**UFC3-535-01**, *Visual Air Navigation Facilities*, 11 April 17

**UFC4-022-01**, *Security Engineering: Entry Control Fac./Access Control Points*, 25 May 2005

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**MUTCD**, *Manual of Uniform Traffic Control Devices*, 2009 Ed., May 2012

**WRIGHTPATTERSONAFBI 31-116**, *Installation Traffic and Parking Code*, 8 December 2015

***Prescribed Forms***

**WPAFB Form 1427**, *Sign Request*,

***Adopted Form***

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

Attachment 2

SIGN REQUEST FLOW CHART

Figure A2.1. Sign Request Flow Chart.

