

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

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



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Civil Engineering**

BANNERS AND SIGNS FOR EVENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It establishes procedures for requesting production of banners and signs used to advertise events, such as fundraising campaigns, cultural awareness activities, and other officially recognized and sanctioned events. This publication is applicable to all organizations requesting banners and signs for the purpose of event advertisement, to be accomplished by the 75th Civil Engineering Squadron Sign Shop (75 CES/CEOHS). Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication has been revised to update the certifier, update office symbols, add the releasability and accessibility statements, update mandatory statements required by AFI33-360.

1. Procedures.

1.1. The requester must complete a *Base Civil Engineer Work Request*, describing the sanctioned event, proposed content, design, and requested dates for display of banners or signs. Include proposed location for displaying the items and in most cases, provide funding for work task.

1.2. Route the Base Civil Engineer Work Request to 75th Air Base Wing Vice Commander (75 ABW/CV) for authorization. If approved, the work request will be forwarded to 75th Civil Engineering Squadron (75 CES) for completion through 75 CES/CEOHS.

1.3. If banners are procured by any other means signatory authorization must be obtained by submitting a letter of request to 75 ABW/CV. Failure to do so may result in removal of any unauthorized items. Installation and removal of these event banners and signs will be the responsibility of the requester.

1.4. Banners should be displayed no more than one week prior to an event and removed no later than the day following the event.

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

JASON F. VATTIONI, Colonel, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFMAN 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

75CES/CEOHS—75th Civil Engineer Sign Shop

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

75CEG—75th Civil Engineering Group

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

IAW—In Accordance With

RDS—Records Disposition Schedule