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RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION

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Civil Engineering

BASE SIGN STANDARDS



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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installation and Facilities* and interfaces with Unified Facilities Criteria (UFC) 3-120-01, *Air Force Sign Standard*. It establishes 48th Fighter Wing Sign Standards. It prescribes the responsibilities of individual groups and identifies their objectives, organization, and membership. The purpose of this instruction is to ensure standardization of base signage to convey the values of the United States Air Force while not conflicting with host nation signage regulations. It applies to all organizational and tenant units on Royal Air Force Lakenheath and Royal Air Force Feltwell. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, prescribed by Air Force Instruction (AFI) 11-215, *USAF Flight Manuals Program (FMP)*; route AF Form 847s from the field through appropriate functional's chain of command. 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 in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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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.

1.2. Standardization of the size and color of base signage is essential for both economy and general base appearance.

1.3. Exterior signs will be kept to a minimum to enhance base appearance and minimize maintenance costs. Signs will be replaced during normal maintenance cycles, when found damaged or faded, or when text changes are required.

1.4. All signs not conforming to this standard will be replaced by attrition. All unnecessary or unauthorized signs will be removed without notice.

2. Signage Requests and Approval.

2.1. All sign requests will be submitted on an AF Form 332, *Base Civil Engineer Work Request*, prescribed by AFI 32-1001, *Operations Management*, by the designated Facility Manager and processed through the 48th Civil Engineer Squadron (48 CES) Customer Service, located in Bldg 1155.

2.2. No signage will be fabricated and erected unless it is approved by the Base Civil Engineer or designated representative.

2.3. Exterior facility or general base signage not meeting the Base Sign Standards or not authorized by the Base Civil Engineer or designated representative will be removed without notice.

2.4. Requests for new facility signage must be submitted at least 60 days prior to requested installation date to allow for processing of the AF Form 103, *Base Civil Engineer Work Clearance Request* (otherwise referred to as a “Digging Permit”).

2.5. The Base Pavements Engineer or Airfield Management will submit requests for all airfield marking and signage.

2.6. All exterior signage will either be fabricated by the 48 CES Structures section or purchased from a local vendor by the 48 CES. This includes all new facilities. Some signage may require reimbursement from the requesting organization prior to manufacturing or purchase. **Exception:** Commercial Agencies (e.g. Banks, AAFES, DECA, etc.) may purchase, fabricate, and install exterior signage at their facilities, but only after they have obtained approval through the *Base Civil Engineer Work Request* (AF Form 332) process.

3. General Sign Specifications.

3.1. All signs must conform to the standards IAW UFC 3-120-01, *Air Force Sign Standard*. Hand painting is not permitted.

3.2. All exterior signage will consist of reflective white letters on a brown background, unless otherwise noted or guided by regulations.

3.3. All letters will be Helvetica medium upper and lower case unless otherwise noted or guided by regulations.

3.4. All sign backs and posts will be base standard brown.

4. Exterior Signage for Non-Command/Non-Community Facilities.

4.1. The Military Building Entry Sign, B-4 (Attachment 2 Figure A2.1.) is a wall mounted sign that measures 18 inches by 18 inches. The B-4 sign is the standard for all facilities on base unless the facility meets one of the criteria for a B-3 sign listed in paragraph 5.

4.2. Signs will be limited to 1 per facility for a facility that houses a single organization. For multi-use facilities, B-4 signs will be installed adjacent to the organization’s main entrance. The sign will not necessarily identify all functional areas inside the facility.

4.3. The B-4 sign will be installed at the main entrance to the facility. 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. Deviations to sign placement must be authorized by the Base Civil Engineer or designated representative.

4.4. B-4 signs will have the acronyms for the squadron only (e.g. 48 LRS) and the function that resides in the building (e.g. Vehicle Operations Flight). No office symbols will be listed.

5. Exterior Signage for Command and Community Facilities.

5.1. The Military Identification Sign, B-3 (Attachment 2 Figure A2.2.) is a free-standing sign that measures 42 inches wide by 30 inches high. This type of sign is authorized for the following types of facilities only:

5.1.1. Command Facility (houses the office of a squadron, group, or wing commander)

5.1.2. Community Facility, defined as servicing the entire base populace including families (i.e. Chapel, Fitness Center, Community Center, Hospital, Self-Help Center, etc.).

5.1.3. Facility that cannot be seen from the main road, at the discretion of the Base Civil Engineer or designated representative.

5.2. Signs will be limited to 1 per facility for a single occupant facility. For multi-use facilities, the B-3 sign will list the command organizations or community organizations within the facility. For other organizations within the facility, a B-4 sign may be installed adjacent to the organization’s main entrance, provided it is not on the same side of the building as the B-3 sign. The signs will not necessarily identify all functional areas inside the facility.

5.3. The B-3 sign will be installed along the road 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. Deviations to sign placement must be authorized by the Base Civil Engineer or designated representative.

5.4. B-3 signs will have words spelled out whenever possible and avoid acronyms and abbreviations. For example, use “48th Civil Engineer Squadron” instead of “48 CES”. B-3 signs may have up to 3 lines with 17 tiles per line.

5.5. Additive signs for the B-3 will be authorized for Commanders and First Sergeants and for USAFE level, Air Force level, and Department of Defense level awards the unit has won.

5.5.1. At the Wing Commander’s discretion, additive signs are also authorized for Honorary Commanders, title, abbreviated name and rank should be displayed as an additional sign plate at the foot of the Commander and First Sergeant Sign.

5.5.2. Commander and First Sergeant designations will be authorized for command facilities only. Commander and First Sergeant Names will be displayed on an additive sign beneath the B-3 sign in the following format. **Exception:** 492d, 493d, and 494th Fighter Squadrons and the 56th Rescue Squadron are authorized their Director of Operations designation under the Commander and above the First Sergeant.

Figure 1. Commander and First Sergeant Signs.

<p>COMMANDER Commander’s abbreviated rank and name</p>

<p>FIRST SERGEANT First Sergeant’s abbreviated rank and name</p>

5.5.2.1. Commanders and First Sergeants names will be formatted as requested, with either first name and middle initial, last name (i.e. Lt Col Jane P. Doe) or first name and last name (i.e. MSgt John Doe). Requests to change commander or first sergeant names must be submitted to 48 CES Customer Service at least 30 days prior to requested installation date and should include the date and time of the Change of Command ceremony, if applicable. Given fiscal realities during the ten year sequestration it should be noted that additive signs will be considered “enhancement work” and prioritized only to be completed after all mission related corrective maintenance is completed.

5.5.2.2. Commander and Chief Master Sergeant designations will be authorized for group command or higher facilities.

5.5.3. Awards may be displayed for facility, flight, or squadron awards won at the USAFE, Air Force, or Department of Defense levels. Awards will be displayed on an additive sign beneath the B-3 sign in the following format:

Figure 2. Award Signs.

Best in USAFE 2013

5.5.3.1. These additive signs may be displayed for up to 3 previous fiscal years (FY). For example, if an award was won in FY10, the sign would remain until on or about 1 Oct 13. Requests for award signs must be submitted to 48 CES Customer Service at least 30 days prior to requested installation date and must be accompanied by official documentation of the award.

5.6. Raised letters in place of the B-3 sign will only be used on newly constructed facilities that have 3 or more floors. When used, raised letters must meet base architectural compatibility standards. Existing facilities with raised letters that don't meet this criterion will keep the letters until such time as the letters are in need of replacement at which time they will be replaced with a B-3 sign.

6. Facility Number Signage.

6.1. Although the building shape and other irregularities occasionally require variations, facility number signs (Attachment 2 Figure A2.5.) will be placed approximately 6 feet above the ground, on the right corner of each elevation that is visible to pedestrians and drivers.

6.2. There will be no more than 2 facility number signs located on any one side of a building.

6.3. Deviations to this standard must be authorized by the Base Civil Engineer or designated representative.

7. Other Facility Signage.

7.1. Organizational emblems, insignia, and other devices are not authorized on facilities. **Exception:** 492d, 493d, and 494th Fighter Squadrons and the 56th Rescue Squadron will be the only units allowed to display organizational emblems on the exterior of their facilities.

7.2. Hours of operation signs are authorized for community facilities only. Signs will be manufactured by 48 CES or purchased from a local vendor by 48 CES and will be reimbursed by the requesting unit. To request hours of operation signs, the facility manager must follow the procedures outlined in paragraph 2. Temporary changes to hours of operation due to holidays will be disapproved. Hours of operation signs will be B-4 signs (18 inches by 18 inches) and in the format in Attachment 2 Figure A2.6.

8. Roadway Signage.

8.1. Traffic control signage (vehicular and pedestrian) will be commercially available standard industrial signs unless a regulation or directive specifies otherwise. If no industrial standard exists, roadway signs will be fabricated to comply with British Traffic Code (Attachment 2 Figure A2.7.) and must be approved by the Traffic Safety Working Group.

8.2. To ensure sign quality and standardization, all permanently installed roadway signage will be made with reflective sealed materials.

8.3. Directional, warning, and information signs will conform to UFC 3-120-01, *Air Force Sign Standard*.

8.4. Directional signage will use the G-3 (Attachment 2 Figure A2.8.) sign. These signs provide directions to highly frequented or specific interest facilities on base, specifically for visitors and new base personnel.

8.4.1. Directional signs will be authorized but limited to the following: Hospital, Lodging Check-In, Base Exchange, Commissary, Chapel, AAFES Service Station, and Post Office.

8.4.2. The signs will be placed at main traffic intersections leading from the main gates with additional signs as needed to provide adequate direction. Not all destinations will be included on each sign (dependent on location).

8.5. Street name signs (Attachment 2 Figure A2.9.) will have brown background with white letters and will display the USAFE shield to the left of the street name.

9. Reserved Parking Signage.

9.1. Permanent approved reserved parking signs will be 36 inches wide by 3 inches high curb mounted (Attachment 2 Figure A2.10.). The total number of reserved parking spaces will not exceed 10 per cent of parking spaces in any given car park. The following are the only authorized parking spaces for RAF Lakenheath and RAF Feltwell. Any deviations of the following reserved parking spaces authorization must be submitted with written approval from the Wing Commander:

Table 1. Parking Space Authorization. (Also reference Attachment 3 Table A3.1. APPROVED RESERVED PARKING SIGNS)

Position/Rank	Wing HQ	Group HQ	Strike Eagle Complex	BX	Commissary	AAFES Service Station/Shopette	Hospital	Clubs	Golf Course	Fitness Center	Office Location	Chapel
Wing Commander	X		X	X	X		X	X	X	X		
Vice Wing Commander	X							X				
RAF Commander	X							X				
Wing Command Chief	X							X				
Group and Deputy Commander	X	X	OG / MXG					X				
Squadron Commanders			X								X	
Chief Master Sergeants serving as group or squadron CEM											X	
First Sergeants											X	
Chaplain												X
General/Colonel			X	X	X	X	X	X	X	X		
Chief Master Sergeants				X	X	X	X	X	X	X		
Honor Guard				X								

9.2. Disabled (Handicapped) parking spaces will be reserved IAW Americans with Disabilities Act Accessibility Guidelines (ADAAG) for buildings and facilities and the Uniform Federal Accessibility Standards (UFAS), Section 4.1.1:

Table 2. Authorized Disabled Parking.

# Total Spaces	Disabled
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9

9.2.1. The number and type of reserved parking spaces is to be determined by specific facility function and usage. For example, service providers (Military Personnel Flight, Base Supply, Housing Office, etc.) would require more customer reserved parking spaces than a specific work center or shop.

9.3. Post mounted reserved parking signs will be used only where the curb or tire stop reserved parking sign is not effective due to poor visibility.

9.4. Parking for inspections and special events must be free-standing temporary “Reserved” parking signs (Attachment 2 Figure A2.11.) signed out from the Self-Help Center on a first come, first serve basis (1 week maximum). All requests for specialized reserved parking

signs (i.e. NATO Evaluator, ECAMP Team, Base Appearance Team, or UCI Inspection Team) will be disapproved.

9.5. Permanent Distinguished Visitor (DV) or Very Important Person (VIP) reserved parking are not authorized anywhere on base. A limited number of free-standing temporary DV signs for O-6 (or equivalent) and above (Attachment 2 Figure A2.12.) will be available at Wing Protocol for check out.

9.6. Reserved parking is not authorized as a means of reward for motivational or award programs (i.e. Quarterly/Annual Awards, etc.)

9.7. All requests for permanent reserved parking designations must be submitted on an AF Form 332 by the designated facility manager following the process stated in paragraph 2 and include the following information:

9.7.1. 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 reserved parking spaces already existing (if any).

9.7.2. The request will be disapproved unless all of the above information is provided.

9.8. Any improperly installed or unauthorized signs will be removed without notice.

10. Exterior Illuminated Signage.

10.1. Electronic message signs will be minimized to maintain effectiveness and road safety. The only currently approved locations are:

10.1.1. In the vicinity of the main entrance to the base.

10.1.2. At the DV entry point at Transient Alert.

10.1.3. At the hospital Emergency Room entrance.

10.1.4. The base Chapel.

10.1.5. Adjacent to the A&FRC.

10.2. Additional exterior electronic signs may only be authorized by the Installation Commander.

11. Interior Facility Signage.

11.1. Specifications for interior signage are outlined in UFC 3-120-01, the USAFE Commander's Guide to Installation Excellence, and the RAF Lakenheath and RAF Feltwell Architectural Compatibility Guide, chapter 3.5.

11.2. Interior signs (Attachment 2 Figure A2.13.) will be ordered by Facility Managers from a commercial manufacturer or supplier. These signs will not be fabricated by the 48 CES.

11.3. Although there are size and color restrictions, interior signs should compliment the interior decor.

11.4. All signs should be of high quality material and construction, and designed in order to be maintained at the lowest possible level.

11.5. Use symbols (international) instead of words, whenever possible.

12. Temporary Signage.

12.1. Examples of approved uses for temporary signs are special base-wide events (e.g. Bazaar), yard sales, and authorized fund raising events (car washes).

12.1.1. Temporary signs (Attachment 2 Figure A2.14.) must be purchased by the using unit funds and prior approval must be obtained via an AF Form 332 to CE Customer Service no later than 15 working days prior to proposed first display date.

12.1.2. They can be displayed for no more than 7 days prior to the event and must be removed within 24 hours after the event.

12.1.3. All materials must be in good taste and language and may not be offensive to any person, group or organization.

12.1.4. Any temporary signs not meeting these standards, not granted prior approval, or exceeding their allocated time limits will be removed without notice.

12.2. Temporary free-standing yard sale signs are available for check-out at the Self-Help Center on a first-come, first serve basis. Due to a limited number of signs, only one (1) sign per family may be checked out at a time. Signs checked out must be returned within 5 calendar days.

12.3. Flyers

12.3.1. Flyers and posters must be posted on bulletin boards and may not be taped or stapled to walls, doors, or fences. Personnel must make the appropriate arrangements with the bulletin board owner prior to posting flyers.

12.3.2. Flyers may not be distributed door-to-door in housing areas, dormitories or placed on car windscreens.

12.4. Banners:

12.4.1. Banners (Attachment 2 Figure A2.15.) must adhere to the same standards as temporary signs.

12.4.2. Banners are only authorized at the AAFES Exchange, the Commissary, and the banner stand along Richmond Road in between the Logistics Readiness Squadron, B-1035 and the Commissary parking lot. The respective store managers will be responsible for managing their banner program.

12.4.3. The 48th Mission Support Group will be responsible for managing the banner stand along Richmond Road. To make an appointment to use this stand, the requesting organization must contact the 48th Mission Support Group.

13. Defacing Government Property. Anyone who willfully or negligently destroys, defaces, damages, or removes any government signs may be required to reimburse the government for damages.

ROBERT G. NOVOTNY, Colonel, USAF
Commander, 48th Fighter Wing

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

AFPD 32-10 *Installation and Facilities*, 4 March 2010
UFC 3-120-01, *Air Force Sign Standard*, 06 February 03
AFI 32-1001, *Operations Management*, 16 October 2014
AFI 31-204 *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000
AFMAN 33-363, *Management of Records*, 01 March 08
USAFE Commander's Guide to Installation Excellence
RAF Lakenheath and RAF Feltwell Architectural Compatibility Guide, 2000
AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008
Americans with Disabilities Act Accessibility Guidelines (ADAAG)
Uniform Federal Accessibility Standards (UFAS)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 103, *Base Civil Engineer Work Clearance Request*
AF Form 332, *Base Civil Engineer Work request*

Abbreviations and Acronyms

AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
CES—Civil Engineer Squadron
FW—Fighter Wing
IAW—In accordance with
MSG—Mission Support Group
USAF—United States Air Force
USAFE—United States Air Forces in Europe
UFC—Unified Facilities Criteria
RAF—Royal Air Force
OPR—Office of Primary Responsibility
AAFES—Army Air Force Exchange Service
DeCA—Defense Commissary Agency

Attachment 2

SIGN STYLES AND EXAMPLES

Figure A2.1. Military Building Entry Sign, B-4.



Figure A2.2. Military Identification Sign, B-3 – Command Facility with and without Additive Sign.



Figure A2.3. Military Identification Sign, B-3 – Command Facility with and without Additive Sign – Wall-mounted.



Figure A2.4. Military Identification Sign, B-3 – Community Facility with Additive Sign.



Figure A2.5. Facility Number Sign.



Figure A2.6. Hours of Operation Sign, B-4.



Figure A2.7. Roadway Signage (not all examples shown).



Figure A2.8. Directional Sign, G-3.



Figure A2.9. Street Sign.



Figure A2.10. Reserved Parking Sign.



Figure A2.11. Temporary Reserved Parking Sign.

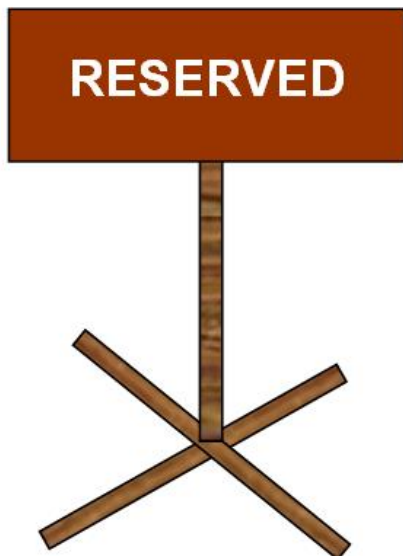


Figure A2.12. Temporary DV Reserved Parking Sign.

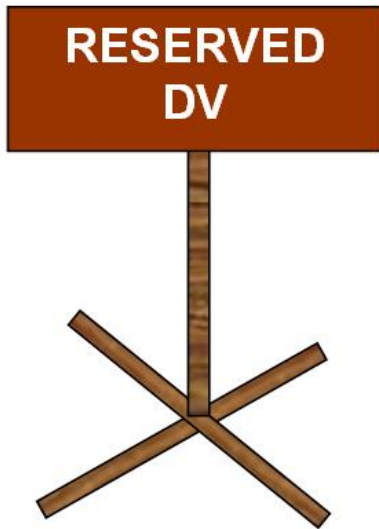


Figure A2.13. Interior Sign (not all examples shown).



Figure A2.14. Temporary Yard Sale Sign.



Figure A2.15. Temporary Banner.



Attachment 3

APPROVED RESERVED PARKING SIGNS

Table A3.1. Approved Reserved Parking Signs.

<u>Position</u>	<u>Parking Sign</u>
Wing Commander	48 FW/CC
Vice Wing Commander	48 FW/CV
RAF Commander	RAF/CC
Wing Command Chief Master Sergeant	48 FW/CCC
Group Commander	48 XXX/CC
Group Deputy Commander	48 XXX/CD
Squadron Commander	48 XXX/CC
Chief Master Sergeant serving as CEM	48 XXX/CEM
First Sergeant	48 XXX/CCF
Chaplain	CHAPLAIN
General Officer or Colonel	GEN/COL
Chief Master Sergeant	CMSGT
Government Vehicle	GOV
Customer Parking	CUSTOMER
Emergency Vehicle	EMERGENCY VEHICLE
Disabled / Handicapped	DISABLED
No Parking	NO PARKING
OB Clinic	OB PERMIT HOLDER
Deployed Spouses	DS PERMIT HOLDER
<u>Temporary</u>	
Inspection Team / Visitors	RESERVED
DV	RESERVED DV