

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AIR BASE (USAFE)**

**SPANGDAHLEM AIR BASE
INSTRUCTION 32-1001**



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Civil Engineering

SPANGDAHLEM AIR BASE SIGN PLAN

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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). This instruction sets the policies in accordance with Unified Facilities Criteria (UFC) 3-120-01, *Design: Sign Standards* and the Manual on Uniform Traffic Control Devices (MUTCD). 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, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm><https://www.my.af.mil/gcss-af61a/afrims/afrims/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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

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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. UFC 3-120-01 will serve as the default sign guideline for signs not covered within this document.
- 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 to operating aircraft. Airfield specific signs must comply with the requirements of UFC 3-535-01, *Visual Air Navigation Facilities*.
- 1.5. All unauthorized signs will be removed without notice.
- 1.6. No signage will be fabricated and or erected unless approved. In accordance with AFI 32-1001, failure to comply will result in the responsible Unit being charged for sign removal and any repairs made to damages occurred to the facility.
- 1.7. All names will be spelled out in full whenever possible. If abbreviations are required, they must conform to Air Force Doctrine Document, *Air Force Glossary*, and/or DoD Doctrine, *DoD Dictionary*.
- 1.8. Signs will be kept to a minimum to enhance base appearance and minimize maintenance costs IAW AFD 32-10, *Installations and Facilities*. Signs will be replaced during normal maintenance cycles, when found damaged, faded, or when text or symbol changes are required. All signs not meeting the criteria outlined within UFC 3-120-01 will be updated at the end of the sign's life cycle unless otherwise directed.
- 1.9. Stenciled, spray-painted or hand-lettered signs are prohibited. Low profile signs will be used wherever possible, to minimize impact upon the facade.
- 1.10. Some signage may require reimbursement from the requesting organization prior to manufacturing or purchase.
- 1.11. All signage will be in English and/or German.
- 1.12. To reduce maintenance costs, signs will not be placed on buildings except when absolutely necessary.

2. Roles and Responsibilities

- 2.1. Facility Managers: All base interior/exterior signage and sticker/label requests must be submitted through NEXGEN IT (TRIRIGA), by the designated Facility Manager.
 - 2.1.1. Requests for new facility signage must be submitted at least 90 days prior to estimated installation date to allow time for approval/disapproval of the work request through all appropriate working groups.
 - 2.1.2. Base Pavement Engineers or Airfield Management are the only authorized requestors to submit work requests for all airfield markings and signage.

2.2. 52 CES/CEO or designated representative, is the approval authority for work requests presented to the WRRB. Prioritization of sign requests and approval is conducted in accordance with AFI 32-1001. Some sign requests will require additional coordination from elements such as the Traffic Safety Coordination Group, CES Real Property, or higher headquarters. Additionally, 52 CES/CEO will take into account recurring maintenance costs of approved signs even if the initial signage is funded by the customer.

2.3. 52 CES/CEOER: The Optimization Planning section will present customer's requests for approval/disapproval to the Work Request Working Group (WRWG) and Work Request Review Board (WRRB). Customers are invited and encouraged to attend these meetings to provide justification and speak on behalf of their request.

2.4. Traffic Safety Coordination Group (TSCG): TSCG coordination is required for work tasks related for all traffic signage and changes not covered by standard instructions or the UFC. While 52 CES/CEO is the initial approval/disapproval authority for all non-standard signage, at the request of 52 CES, non-standard reserved parking requests can be channeled to the TSCG for final approval/disapproval. The TSCG will take into account recurring maintenance costs when approving signs. All approved sign requests will be added to [Attachment 2](#) of this document when this document is updated.

2.5. 52d Security Forces Squadron (52 SFS): All electronic speed monitoring signs are equipment items and the responsibility of 52 SFS for maintenance, repair, and general upkeep.

3. Exterior Signage

3.1. General considerations

3.1.1. IAW UFC 3-120-01, other than facility numbers, direct-painted applications are not authorized 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 obtaining approval through the WRRB. 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. Commercial agencies may be required to fund companion construction work to install customized signage.

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 Neue font with 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 (MUTCD). Traffic control signs following the German traffic regulation standards will also adopt the related font and font size.

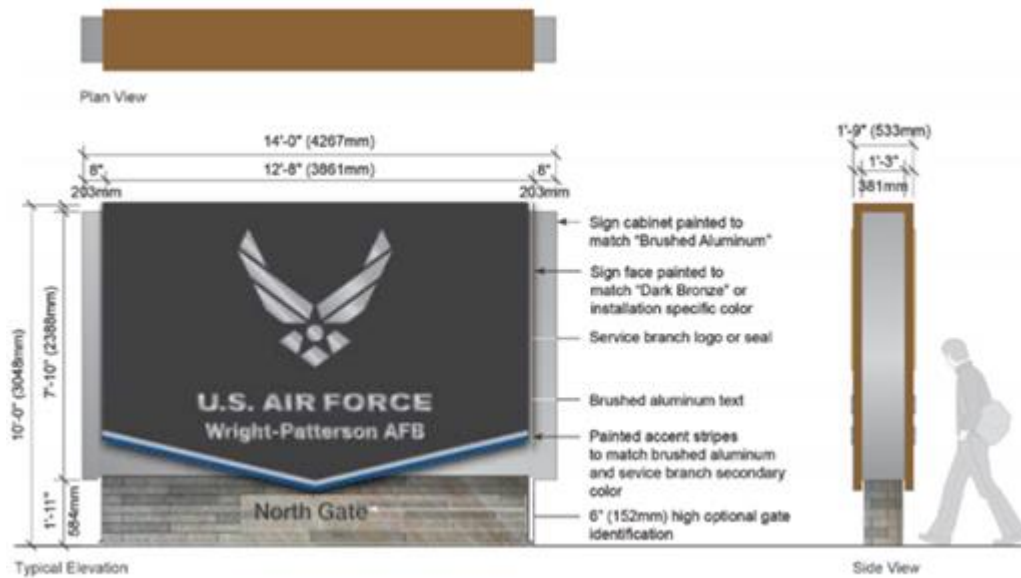
3.1.4. Sign posts will be 60mm (2 1/2") in diameter, sleeved in the ground with concrete, and be park service brown, stainless steel, or aluminum in color.

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 an overall first impression of the base. Reference UFC 3-120-01, section 3-2, Installation and Gate Identification Signs for sign placement, materials, and colors used (Figure. 1).

Figure 1. Installation Entry Sign Layout with Dimensions.



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. The standard brown background with white reflective lettering 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 (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 case (for the beginning letter of words) and lower case (for all remaining letters) Helvetica Neue, 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 mounted on a pole, the street sign will be the topmost sign.

3.4. Directional signs.

3.4.1. All directional signs will form a logical system that directs visitors and new base personnel from the base entry points to a final destination. Reference the MUTCD and UFC 3-120-01 paragraph 3-4 for directional and wayfinding signs both pedestrian and vehicular.

3.5. Facility Identification.

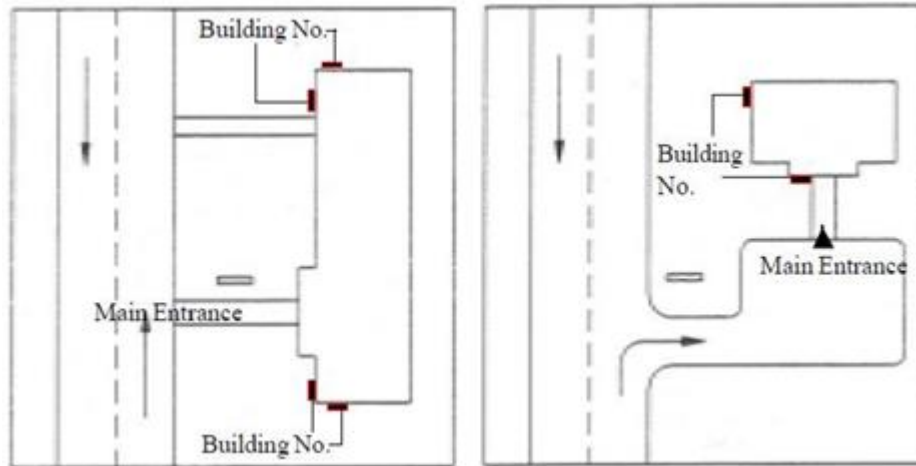
3.5.1. Facilities will be identified by one building number, one Facility Identification Sign, and optionally one or several Facility Entrance Signs.

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 (**Figure 3**).

Figure 3. 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 (Figure. 4).

Figure 4. 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 Neue, 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 a metal background panel may be used for buildings that do not have flat surfaces (e.g. corrugated metal wall structures, masonry facades...) and do not allow direct painted application.

3.5.2.8.2. Reduced font size may be implemented if available wall space is limited. Decrease font size by half the size described in [paragraph 3.5.2.7](#).

3.5.2.8.3. Military Family Housing (MFH) building numbers may be implemented to follow specific layouts to maintain the architectural style chosen for a given housing area.

3.5.3. Military Facility Identification Sign.

3.5.3.1. General description. Military Facility Identification signs will be utilized as a freestanding sign on all occupied military facilities and may be used for community/nonmilitary facilities. Signs will be limited to one per facility.

3.5.3.2. Placement. Facility id signs 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 by the viewer. Check sight lines before signs are erected to ensure that traffic control devices, roadway entrances, and exits are not obstructed.

3.5.3.3. Material. The Military Facility Identification sign is completely enclosed in an aluminum frame (Figure. 5).

Figure 5. Military Facility Identification Signage Identification Sign.



3.5.3.4. Information. These signs will contain one unit name and any secondary information required to identify the unit component. No unit mottos, names nor titles of individuals are permitted, unless specifically named by SAB and validated by the base historian (e.g. Eifel Powerhaus fitness center). Identification of key personnel (e.g. Commanders, Chiefs, and First Sergeants) is not permitted. 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. 6) 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 6. 52 FW Shield Emblem.



3.5.3.7. Dimensions. 1050 mm x 750 mm (42” x 30”), (Figure. 7).

Figure 7. 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 Neue, flush left, 75 mm (3") capital height

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

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

3.5.3.8.5. 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., (Figure. 8). These signs will conform to the military facility sign standard, but with no facility identification number.

Figure 8. 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 registered trademark logos. 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 by the viewer. 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 52 CES/CEO, and the 52 FW Commander.

3.5.4.4. Signs should be backlit by exception only. Each backlit sign (Figure. 9) must be individually approved by the 52 CES/CEO or designated representative. Currently only the Service Credit Union, Community Bank, non-appropriated fund organizations, and AAFES facilities are authorized to utilize backlit signs. The use of neon signs is prohibited.

Figure 9. 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. These organizations are usually squadron level units, squadron components, or their equivalents.

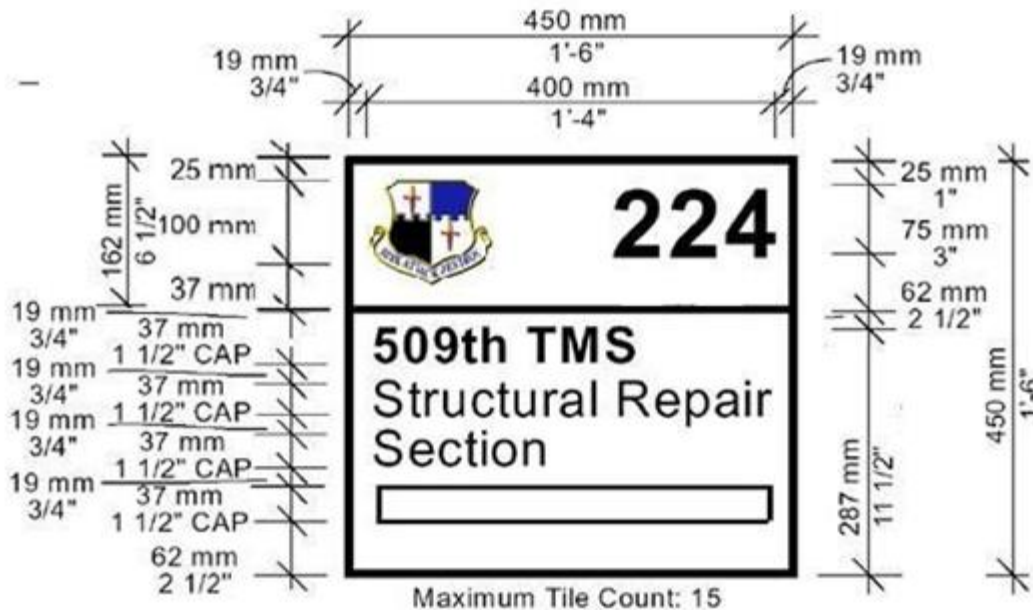
3.5.5.2. Placement. Use the Facility Entrance Sign only where strictly necessary. Sign will be wall-mounted next to the main entryway to a facility (**Figure 14**). Only one sign is permitted at each building entrance. Reference UFC 3-120-1 for placement and dimensions.

3.5.5.3. Information. Sign will display the 52 FW Shield Emblem, the building number, the unit name and the function that resides in the building. Only acronyms for the unit (e.g. 52 CES) will be used, 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. The 52 FW Shield Emblem will appear in the upper left corner and the building number will appear in the upper right corner (**Figure 10**).

Figure 10. Facility Entrance 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 Neue, 75 mm (3") numbers, flush left.

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

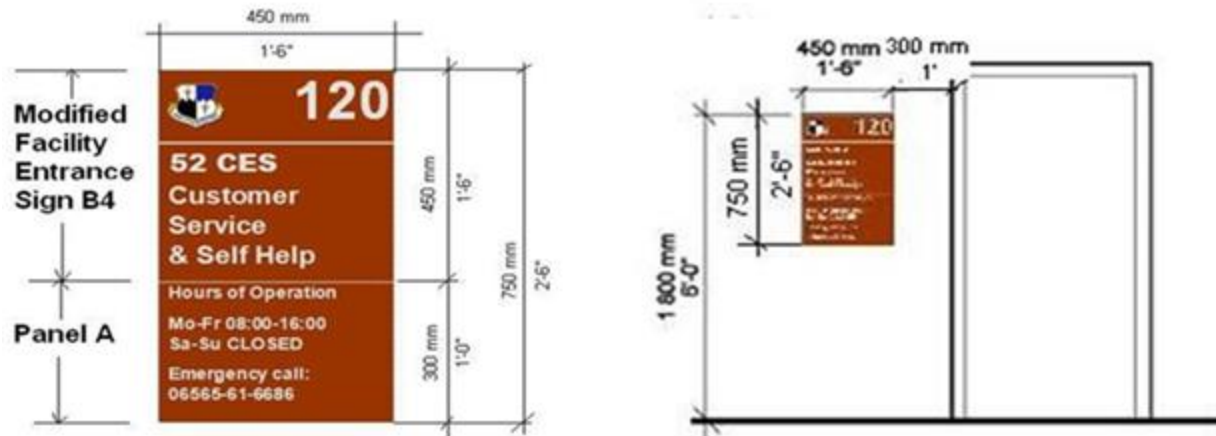
3.5.5.7.3. Secondary Information: upper and lower case Helvetica Neue, 37 mm (1 1/2") capital letter height, flush left.

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 only authorized for Community and Military facilities providing customer service or community support services.

3.5.6.2. Placement. Hours of Operation signs will be wall-mounted next to the Customer Service main entryways, (Figure. 11).

Figure 11. Facility Entrance Hours of Operation Sign Layout and 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. 11) 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.

3.5.6.6. Dimensions. 750 mm x 450 mm (2'6" x 1'6") or slightly modified to fit wall of facility.

3.5.6.7. Typography.

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

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

3.5.6.7.3. Secondary Information: upper and lower case Helvetica Neue, 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 Neue, 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, (Figure. 12).

Figure 12. 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 Neue, 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 DAFMAN 91-203, Air Force Occupational Safety, Fire, and Health Standards.

3.7.2. Parking Regulation Signs.

3.7.2.1. Reserved Parking: See [Attachment 2](#) for a list of all approved Reserved Parking Spaces.

3.7.2.1.1. General description. All work requests submitted requesting additional or modification of reserved parking signs must be coordinated through both the TSCG and CEOER. Customers can submit a service request in NEXGEN IT (TRIRIGA). Customers can then initiate the TSCG process themselves by sending a detailed email of their request to <mailto:52FW.SEG@us.af.mil> and including the service request or work task number. If safety is not directly contacted, CEOER will contact them during coordination prior to work task execution. Lastly, the Customer or designated representative must speak on behalf of the request during the monthly WRRB and, as required, at the TSCG. Requests will only be approved on a case by case basis.

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. 13).

Figure 13. 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. 15).

3.7.2.1.2.3. If curb, bumper block and building mounting are not possible, post mounted signs 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 (Figure. 14).

Figure 14. 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).

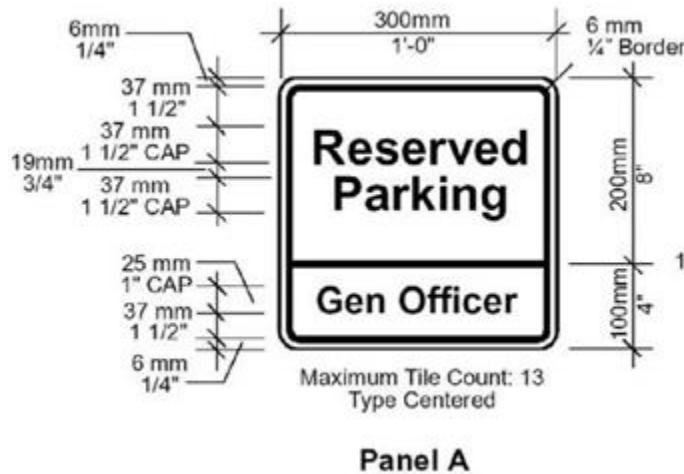
3.7.2.1.4. Information. Reserved parking signs with unit indicators will only use the numerical text, such as “52 LRS/SEL”. Timed Parking Signs will also indicate the allowed time by multiple of 15’ (e.g. 30 min), by multiple of 1 hour (e.g. 2 hours) or by multiple of 1 day (e.g. 30 days).

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 (Figure. 15) 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 15. 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 Neue, 50 mm (2") capital letter height, centered.

3.7.2.1.8.2. Wall/ Post mounted Reserved Parking Signs. Upper and lower case Helvetica Neue, 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.

3.7.2.2.2.2. 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 Symbol will be shown on the left followed by the wording "Reserved" (Figure 16).

Figure 16. Curb Mounted Disabled Reserved Parking Sign.



3.7.2.2.4.2. Ground marking. Disabled reserved parking will be indicated with a white painted wheel chair image on a solid surface IAW Americans with Disabilities Act Accessibility Guideline (Figure 17).

Figure 17. 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 Neue, 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. Solid surface parking areas will be identified on the ground by a continuous white line marking identifying the boundaries of the parking space. Parking areas consisting of paving stones will be identified on the ground by paving stones of a different color 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. (Figure. 18)

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 beginning, middle, and at the end of the No Parking area, with a Panel E, F, G or H type sign. (Figure. 19).

3.7.2.4.3. Fire Lanes. Fire Lanes may contain additional signage denoting a no parking area as a fire lane and forbidding stopping and standing. The area may be marked with signage as shown in **Figure 18** Further text signs denoting fire lanes are authorized but not mandatory.

Figure 18. German Traffic Regulation “No Parking” & “No Parking, No Stopping” Signs.

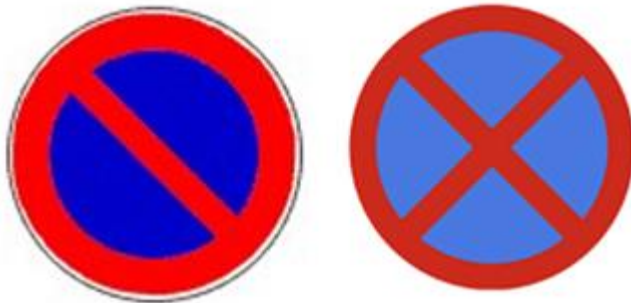
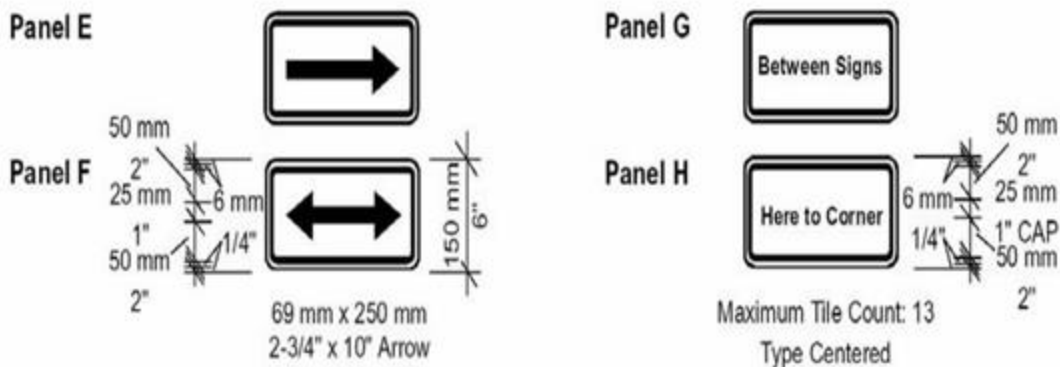


Figure 19. Traffic Signs Additional Panels E, F, G, H.



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. 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.

3.7.3.2. 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, ([Figure 20](#)).

Figure 20. Base Warning Restricted Area Sign.



3.7.4. Traffic Control Signs and Markings.

3.7.4.1. General description. Traffic control signs and markings regulate vehicular traffic on base. SAB will adhere to German Traffic Control regulations in order to familiarize the US personnel for off-base HN traffic control signs. 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.

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/CEO 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 52 CES/CEO on a case-by-case basis or the 52 FW/CC if necessary.
- 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 signage requests will be submitted by Facility Managers using their preloaded U-Fix-It Work Task (WT) Number assigned to their facility. Temporary signs will be on a case by case basis and U-Fix-It supplies are limited. If additional signs/supplies are required, the Requesting Unit will be responsible for all costs incurred from producing/ purchasing materials.
 - 3.9.3. A limited amount of Temporary Reserved Parking signs are also available at the 52 CES U-Fix-It 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 demand exceeds supply, the cost for producing the signs will be the responsibility of the Requesting Unit. Temporary Reserved Parking signs will be emplaced by the requesting unit no earlier than 18 hours prior to the need and removed within 24 hours after the need.
 - 3.9.4. Temporary signs can be displayed for no more than 7 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. Sign colors will match and/or compliment the interior color scheme of the building.

LESLIE F. HAUCK III, Colonel, USAF
Commander

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

ACG2000, SAB Architectural Compatibility Guide, 1 Nov 2000
AFDP, Air Force Doctrine Document, *Air Force Glossary*, 1 Mar 2021
AFI 31-101_USAFESUP, *Integrated Defense*, 4 Nov 2010
AFPD 32-10, *Installations and Facilities*, 4 Mar 2010
DAFI 33-360, *Publications and Forms Management*, 7 Aug 2020
MUTCD 2009 Edition with Revision 1 and 2, *for Streets and Highways*, May 2012
UFC 3-120-01, *Design: Sign Standards*, 12 Dec 2017
UFC 3-535-01, *Visual Air Navigation Facilities*, 11 Apr 2017
Verwaltungsvorschrift zur Straßenverkehrsordnung (German Traffic Control Regulation), 22 May 2017

Adopted Forms

AF 847, *Recommendation for Change of Publication*

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
TSCG—Traffic Safety Working Group
UFC—Unified Facilities Criteria

USAFE—United States Air Forces in Europe

WRWG—Work Request Working Group

WRRB—Work Request Review Board

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 TSCG. Signage approved by the TSCG shall be added to this SABI during updates to provide a consolidated list. After publishing of this SABI any updates not integrated are no longer valid.

A2.2. Base Fitness Center: Expectant Mother.

A2.3. Commissaries/Base Exchange. any Colonel, one space; any Chief Master Sergeant, one space; one space; DECA Manager, one space; Expectant Mother, one space; Pickup Spot, two spaces (non-CE funded).

A2.4. Club Eifel.

- A2.4.1. 52d Fighter Wing Commander (52 FW/CC)
- A2.4.2. 52d Fighter Wing Vice Commander (52 FW/CV)
- A2.4.3. 52d Operations Group Commander (52 OG/CC)
- A2.4.4. 52d Mission Support Group Commander (52 MSG/CC)
- A2.4.5. 52d Maintenance Group Commander (52 MXG/CC)
- A2.4.6. 52d Medical Group Commander (52 MDG/CC)
- A2.4.7. 52d Munitions Maintenance Group Commander (52 MMG/CC)
- A2.4.8. 52d Fighter Wing Command Chief (52 FW/CCC)
- A2.4.9. Any Chief Master Sergeant, three spaces
- A2.4.10. Any First Sergeant, two spaces
- A2.4.11. Handicap, four spaces

A2.5. 52FW Headquarters.

- A2.5.1. 52 FW/CC GOV
- A2.5.2. 52 FW/CC POV
- A2.5.3. 52 FW/CV GOV
- A2.5.4. 52 FW/CV POV
- A2.5.5. 52 MXG/CC
- A2.5.6. 52 MSG/CC
- A2.5.7. 52 MMG/CC
- A2.5.8. 52 MDG/CC
- A2.5.9. 52 FW/CCC
- A2.5.10. 52d Fighter Wing Director of Staff (52 FW/DS)
- A2.5.11. 52 FW/CCE, two spaces

A2.5.12. 52 FW/CCS

A2.6. 52 MSG Headquarters (Northeast side of Bldg 151).

A2.6.1. 52 MSG/CC

A2.6.2. 52 MSG/CC GOV

A2.6.3. 52 MSG/CD, two spaces

A2.6.4. 52 MSG/SEL

A2.7. 52 OG Headquarters (Bldg 33).

A2.7.1. 52 OG/CC

A2.7.2. 52 OG/CC GOV

A2.7.3. 52 OG/CD

A2.7.4. 52 OG/CD GOV

A2.7.5. 52 OG/SEL

A2.8. 52 MXG Headquarters (Bldg 22).

A2.8.1. 52 MXG/CC

A2.8.2. 52 MXG/CC GOV

A2.8.3. 52 MXG/CD

A2.8.4. 52 MXG/SEL

A2.9. 52 MDG Headquarters.

A2.9.1. 52 MDG/CC

A2.9.2. 52 MDG/CC GOV

A2.9.3. 52 MDG/SEL

A2.9.4. 52 MDG/CCF

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

A2.10.1. 52 MMG/CC

A2.10.2. 52 MMG/CC GOV

A2.10.3. 52 MMG/CD

A2.10.4. 52 MMG/SEL

A2.11. 52 FW/Squadrons.

A2.11.1. Squadron Commander

A2.11.2. Squadron Commander GOV (if applicable)

A2.11.3. Squadron Deputies

A2.11.4. Squadron Chief Master Sergeants (Senior Enlisted Leader)

A2.11.5. Squadron First Sergeant

A2.12. Chapel (ivo bldg. 135).

A2.12.1. Wing Chaplain (one space)

A2.12.2. Chapel Visitors (two spaces, two-hour limit)

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, one space per emergency response GOV)

A2.15. Other signs as approved by the TSCG.

A2.15.1. SFS/S3 (ivo bldg. 127)

A2.15.2. LRS/DO (ivo bldg. 103)

A2.15.3. Customs Agent, one space (ivo bldg. 139)

A2.15.4. No POV areas including but not limited to: CES bldg. 120; LRS bldgs. 110, 107, and 219; all flight line areas; and areas where all vehicles are GOVs

A2.15.5. SJA, one space (ivo bldg. 125)

A2.15.6. Air Crew Only parking (ivo bldg. 216/217)

A2.15.7. Works Council President, one space (ivo bldg. 139)