



**Civil Engineering**

**BASE EXTERIOR SIGN PROGRAM AND BUILDING GRAPHICS**

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**----- Compliance with this publication is mandatory -----**

This instruction implements AFPD 32-10, *Installations and Facilities*, and provides standards for signs used on Air Education and Training Command (AETC) bases. See Attachment 1 for glossary of references and supporting information. Attachment 2 to this instruction describes the material, construction, and design of each sign (building identification signs, directional signs, street signs, base entrance signs, base marquee signs, and pictographs). Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

Limits the use of wood for sign fabrication to construction or other temporary signage (paragraph 4.2). Adds the use of fluorescent yellow-green warning signs related to pedestrian bicycle and school applications. Install in conjunction with normal sign maintenance replacement program (paragraph 4.3). Adds signs and letters attached to buildings preferred over freestanding signs (paragraph 5). The requirement to remove building numbers from buildings with street addresses is rescinded. Building numbers will be displayed on all buildings (paragraph 7.3). Freestanding signage will be used for handicap parking (paragraph 12). Deletes commander's name from screen walls (paragraph 14). Use of electronic message boards will be limited for display at main base entrance and base operations runway entrance (paragraph 20). A construction sign will be displayed for MILCON projects (paragraph 21). Changes dimensions of sign face (Figure A2.1). A ★ indicates revision from the previous edition.

**1. Objective of the Program.** Establish standards for signs to:

- 1.1. Provide AETC bases with quality signs.
- 1.2. Reduce and consolidate the number of signs when possible.
- 1.3. Improve base appearance.
- 1.4. Make signs easier to read and understand.
- 1.5. Specify materials, construction, and methods to ensure signs look professional, are easy to maintain, and are easy to change.
- 1.6. Identify buildings and their functions.

**2. Waivers.** Send requests for waivers to this instruction to HQ AETC, Directorate of The Civil Engineer (HQ AETC/CE), for staffing. Requests must include color photographs showing size, design, estimated cost, and actual desired color of proposed signs.

**3. AETC Associate Units.** AETC units on a base of another command (associate units) are encouraged to follow host-base standards. If none exist, follow this instruction in the construction of exterior signs.

**4. Materials and Installation.** Materials and installation should conform to AFPAM 32-1097, *Sign Standards Pamphlet, Appendix A*, and this instruction. Select aluminum tubing for facility sign posts and ensure the selected material is used throughout the base and is architecturally consistent. Illuminate exterior signs only when reflective letters do not provide adequate facility identification during hours of darkness or when special emphasis is needed (such as at the main gate). Maintain architectural consistency throughout the base for signs constructed with permanent bases or pedestals. Signs other than those governed by the *Manual on Uniform Traffic Control Devices (MUTCD)*, warning signs, and morale signs with specific graphics will be reflective sheeting engineer grade brown with white letters. If sign has lettering on one side, only backside will be a solid color of engineer grade brown. Signposts in traffic areas should be installed with breakaway mounting. Post for traffic control signs should be nongalvanized metal (if they are to be painted) or place a vinyl sleeve over the post if galvanized metal or tubular aluminum is used.

4.1. **Hardware.** Use aluminum or galvanized steel for signs to reduce the possibility of rust.

★4.2. **Sign Stock.** Use aluminum. Aluminum stock will be 12 gauge (.0808 inches) or thicker.

★4.3. **Reflective Materials.** Reflectorized signs must conform to Federal Specification LS-300C and the MUTCD. The reflective sheet must be LS-300C, type 1, table III, reflectivity II (high intensity encapsulated lens) for building numbers; regulatory signs; warning, street name, and directional signs; and building address signs. LS-300C, type 1, table II, reflectivity I (engineering grade) may be used for less critical signs, such as parking signs. Letters and numbers for stand-alone signs will be Helvetica Medium upper and lower case as shown in Figure A2.1. For signs with only one line, use 5-inch upper case and 4-inch lower case letters and numbers. For signs with more than one line, use 4-inch upper case and 3-inch lower case letters and numbers. Reflective cutout letters and numbers must meet Federal Specification LS-300C, type 1, table III, reflectivity II. Address numbers and signs for historical buildings will be Clarendon Medium type-face as shown in Figure A2.2. Address numbers for buildings not identified as historical will use Helvetica type-face as shown in Figure A2.3. A recent amendment to MUTCD has authorized the optional use of fluorescent yellow-green traffic sign color for pedestrian crossings, bicycle paths, and school applications.

★5. **Building Identification Signs.** These signs identify essential functions such as command elements and functions frequently used by visitors and newly assigned personnel. Building identification signs are divided into two types: signs attached to the building and signs that stand alone (not attached to the building). A building will normally have only one type of sign. Letters attached to building are preferred over stand-alone signs. Using more than one sign may be necessary when there is more than one major activity, widely separated entrances, or units of different commands located in a single facility. Good judgment will dictate the actual number of signs for a facility with these conditions. In all cases, signs must be kept to a minimum.

5.1. **Signs Attached to Buildings.** These consist of signs painted on a building, letters and logos

attached to a building (Figures A2.4, A2.5, and A2.6), and signs engraved into the facade of a building. This type of sign must be given thorough deliberation to ensure architectural compatibility, including size, color, material, and design with the building to which it is attached. This instruction does not specify letter size, style, material, or color because the choice is too broad within the architectural compatibility range. Except for signs painted on a building, this type of sign is permanent because further detachment will deface the building.

**5.1.1. Letters and Logos Attached to Buildings.** This type of sign can be attached to all types of buildings. Special care must be taken in selecting the method and location of anchorage to minimize defacing the building if it becomes necessary to change the sign. The sign material (including attachment hardware) will be a nonferrous metal or plastic to prevent rust streaking. The finish selected for the sign must not fade or otherwise deteriorate.

**5.1.2. Signs Engraved into the Facade.** This type of sign is permanent, is usually adaptable only to masonry buildings, and is limited to buildings named as memorials to persons or places.

## **5.2. Signs on Historical Buildings:**

**5.2.1.** Historical buildings and buildings eligible for designation as historical buildings under AFPAM 32-1097 may have appropriate signs mounted on building exterior that are compatible with the buildings on base. Type-face for historic signage is Clarendon Medium.

**5.2.2.** Signs engraved in the masonry structure of historical buildings will not be removed.

## **5.3. Stand-Alone Signs:**

**5.3.1.** Signs should not be replaced unless normal sign maintenance is required (for example, damaged, faded, or obsolete).

**5.3.2.** Sign sizes must be as shown in Figure A2.1.

**5.3.3.** Letters must be as shown in Figure A2.1 and comply with paragraph 4.3. No building numbers will appear on signs. Type-face used will be Helvetica Medium.

**5.3.4.** Signs must have space for a unit emblem or other symbol. The following rules apply to the use of emblems and symbols:

**5.3.4.1.** Signs for AETC units squadron level and higher on AETC bases are authorized to display two emblems; place the higher level emblem on the left side and the other on the right. See Figure A2.1.

**5.3.4.2.** Place signs for units from other commands based on AETC bases like those for AETC units except the name of their major command and unit emblem will be used.

**5.3.4.3.** Signs for independent AETC units (not attached to wings) at squadron level or higher on AETC bases will display emblems authorized in their own chain of command as noted in paragraph 5.3.4.1.

**5.3.4.4.** Signs for units of functions below squadron level will have only a wing emblem.

5.3.4.5. No sign will have more than two emblems.

5.3.4.6. The base civil engineer orders AETC and wing emblem decals. Include the following paper specifications when ordering decals: white vinyl, 4 to 5 mils thick, permanent pressure sensitive adhesive, clear coat over ink, 3-year durability for outdoor use.

5.3.4.7. Unit emblems will not be replaced just to meet suggested dimensions. Replace emblems only when the organizational unit changes or when emblems are faded or deteriorated.

5.3.5. Posts and crossmembers may be painted to match the color of base building architecture. Reflective sheet color will be engineer-grade brown on sign face.

5.3.6. If used, names of individuals are limited to the wing commanders. Display the name, grade, and position of the individual on a slat below the main sign. Color will be the same as the main sign. See Figures A2.7 and A2.8 for details. Name plates of gate guards on duty may be displayed on gate house.

5.3.7. Unit awards authorized for display are the Presidential Unit Citation, the Air Force Outstanding Unit Award, and the Air Force Organizational Excellence Award. Awards will be 4 inches high and centered between the edges of the sign. Multiple awards will be equally spaced between the edges of the sign (Figure A2.7).

5.4. **Monument Sign.** Fabrication of building and community identification signs with permanent bases or pedestals made with concrete foundation and finished with concrete above grade or any other permanent material is not permitted (Figure A2.9). Only HQ AETC building 900, wing headquarters building, numbered air force headquarters building main entrances, and base marquee signs may use permanent bases or pedestals.

**6. Military Family Housing Signs.** Bases have the option to display the name and grade of the family housing occupant in a proper location on the front of the quarters. The style and location of signs on quarters must be uniform throughout the housing area. Bases may use a permanent sign or slip-in letter system. The sign background and letters will be compatible with the house color. House addresses will be permanently posted on the quarters or marked on the curb. The address will not be part of the name sign.

## 7. Building Addresses:

7.1. Painted signs should be fabricated on standard aluminum stock and attached to the building. Signs should have 4- to 6-inch letters that are the opposite color of the existing facility number signs. The color and design scheme should match either concept 1 historical building (Clarendon Medium type-face, Figure A2.2, for Randolph AFB) or concept 2 nonhistorical building (Helvetica Medium type-face, Figure A2.3, for all other AETC bases) and should match your base architectural scheme.

7.2. Signs at main entrances should be placed over the door or on the right side of the door at a height of 6 to 8 feet. Address signs can be attached to any wall or facade. **NOTE:** Address sign appearance must be different from the building number signs (Figure A2.10).

★7.3. The requirement to remove building numbers from buildings with street addresses is rescinded. Building numbers will be displayed on all buildings in addition to street addresses.

**8. Artwork.** Artwork in the form of murals, racing stripes, slogans, and crests on building exteriors is not permitted. Emblems are limited to Air Force headquarters organizations only. Emblems will be engraved in wood and limited to one emblem mounted either above or to either side of the main entrance to a building.

**9. Directional Signs.** Signs showing the way to activities, buildings, or locations on the base must be constructed of reflective materials according to paragraph 4.3 with white upper and lower case letters (Helvetica) and 1/2-inch white border on brown background. Normally, no more than four entries should be displayed on a sign. The following rules also apply:

9.1. Make directional signs only for places most likely to be used by visitors and newcomers to the base.

★9.2. Do not frame signs; mount them on 4-inch by 4-inch square tubular structural steel posts when required due to wind loads.

9.3. Directional signs will have a 1/2-inch wide white border.

9.4. Do not place directional signs near organizational or building identification signs unless absolutely necessary.

9.5. See Figures A2.11 and A2.12 for sign sizes.

**10. Street Name Signs:**

10.1. There will be one street name sign for each street at intersections. The location of these signs must be consistent throughout the base.

10.2. Signs will not be mounted more than 15 feet from the cross-street curb line.

10.3. Signs will be mounted with the bottom of the sign not less than 7 feet above the ground.

10.4. Signs will have a standard height of 6 inches. The length will be determined by the number of letters in the street name; however, signs will not be longer than 30 inches (Figure A2.13).

10.5. Colors will be white letters and white border on engineer-grade brown background with full color emblem. Refer to paragraph 5.3.4.7 for ordering emblem decals.

10.6. Reflective materials will be used according to paragraph 4.3. Street names may be applied by using die-cut letters or by the silk screen process provided the signs have the reflective qualities outlined in paragraph 4.3.

10.7. Street name letters and numbers will be 4-inch upper case. For long street names, use narrow stroke widths to stay within the required sign length.

10.8. Supplementary lettering to indicate abbreviation of a street may be in smaller lettering, at least 2 inches high. Conventional abbreviation of a street may be in smaller lettering, at least 2 inches high. Conventional abbreviations for street (ST), avenue (AVE) and boulevard (BLVD) are acceptable except

for the street name itself.

10.9. Street names must be centered vertically and horizontally between the emblem and the edge of the sign. Letter spacing will be the same as normal traffic sign's letter spacing.

**11. Parking Signs.** Strictly limit reserved parking signs. Use metal framed signs about 4 inches high and fasten mechanically to the vertical curb face. Design and color should match the installation-wide system.

**★12. Handicap Parking.** Although the Uniform Federal Accessibility Standards (UFAS) require freestanding signs (Figure A2.14), limit placement to minimize the number of signs installed. There is no requirement to mark each slot with a freestanding sign. Painting of pavements duplicative to signage is discouraged.

**13. Main Gate Base Entrance Signs.** For command uniformity, main gate base entrance signs (Figure A2.15) will have a background color of brown with beige lettering. Entrance signs will be replaced by attrition only and will not be changed if the physical condition of the existing sign is satisfactory.

**14. Main Gate Entry Screen Walls.** Keep signs to an absolute minimum. Use command, wing, or Air Force emblem only. Don't turn walls into billboards. (See Figure A2.16.)

**15. Traffic Control Signs.** Traffic control signs will be as specified in the MUTCD. Consolidate signs where practical, such as placing stop signs on the same posts as street name signs.

**16. Base Marquee Signs.** These signs should be located at primary base entrances and base operations or the principal arrival point on the airfield. They should have permanent bases or pedestals (Figure A2.17). At base entrances with divided streets, these signs can be located on islands between streets and can be two-sided to provide both arrival and departure information. Use one-sided message sign (Figure A2.17) on arriving and departing side where no island exists between entering and departing traffic. Use of relocatable, wheel-mounted message signs is not authorized.

**17. Pictographs.** If pictograph symbols are used on any sign or structure, use the AETC standard pictograph symbols as shown in AFPAM 32-1097.

**18. Water Towers and Petroleum, Oil and Lubricants (POL) Tanks.** Painting the AETC emblem and logo on water towers and POL tanks is permitted but each emblem or logo must be carefully and proportionately displayed to convey a positive first impression.

**19. Sortie Signs.** Use stand-alone signs as shown in Figure A2.1. Width may be expanded up to 6 feet maximum. Use metal sign panel covered with engineer-grade brown reflective background. For the message, use Helvetica Medium letters and numbers cut from vinyl reflective sheeting; changeable letter tiles with magnetic back may also be used. Letter color is white.

**★20. Electronic Message Board.** Use of electronic message boards is limited for display at main base entrance and base operations runway entrance. See paragraph 2 for procedures to request waivers to purchase electronic signs or lighted box signs for wall mounting or stand alone.

**★21. Construction Signs.** The standard size material requirements for construction signs will conform

to AFPAM 32-1097 and Engineering Technical Letter (ETL) 93-1, Construction Signs, dated 11 March 1993. (See Figure A2.18.)

**22. Other Signs.** Signs other than those specified in this instruction will be designed according to AFPAM 32-1097.

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***2 Attachments***

1. Glossary of References and Supporting Information
2. Illustrations of Base Signs

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

AFPD 32-10, *Installations and Facilities*  
AFPAM 32-1097, *Sign Standards Pamphlet*

*Manual on Uniform Traffic Control Devices (MUTCD)*

***Abbreviations and Acronyms***

**AVE**—Avenue  
**BLVD**—Boulevard  
**ETL**—Engineering Technical Letter  
**MUTCD**—Manual on Uniform Traffic Control Devices  
**POL**—Petroleum, oil, and lubricants  
**ST**—Street  
**UFAS**—Uniform Federal Accessibility Standards

ILLUSTRATIONS OF BASE SIGNS

Illustrations. The following figures illustrate base exterior signs with specifications.

★Figure A2.1. Reflectorized Signs.

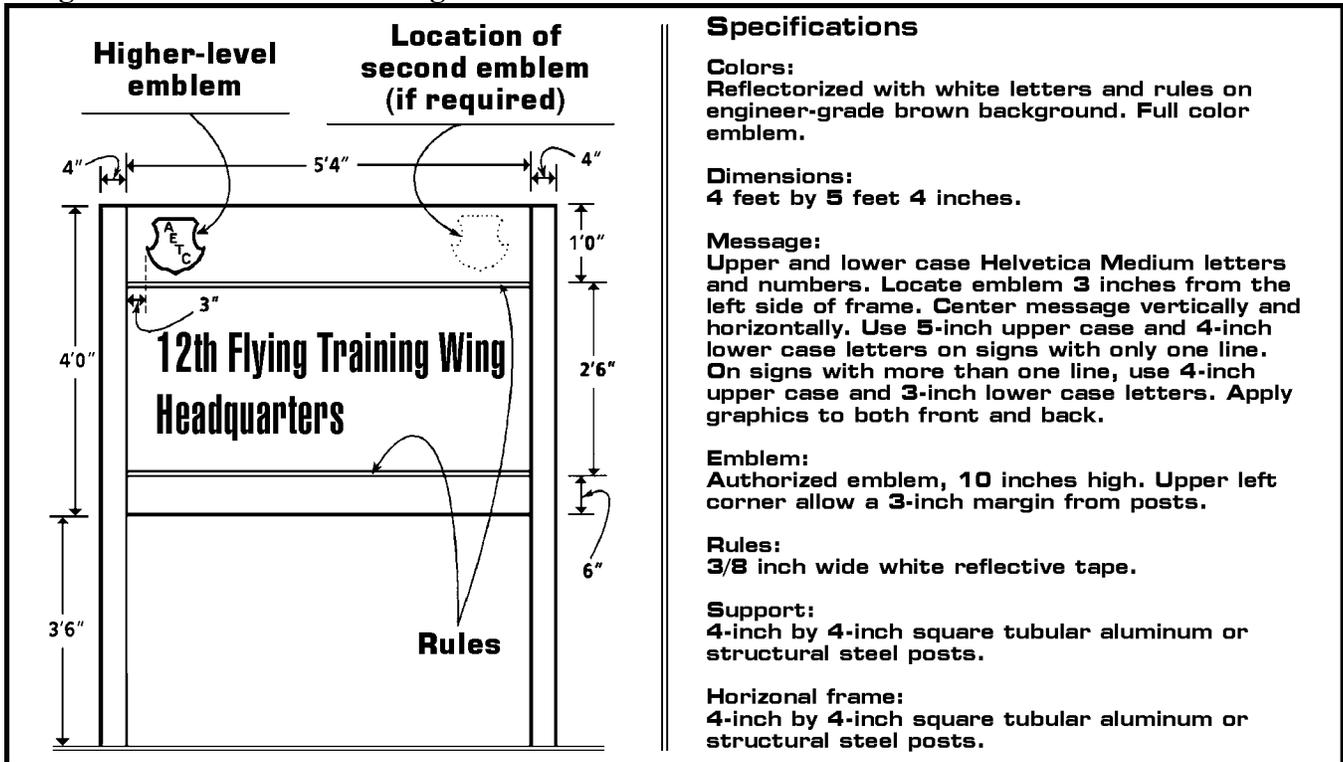


Figure A2.2. Historic Building Address Sign (Concept 1, Randolph AFB).



Figure A2.3. Nonhistoric Building Sign (Concept 2, AETC Bases Other Than Randolph AFB).



Figure A2.4. Signs Mounted on Buildings.



Figure A2.5. Signs Mounted on Buildings.

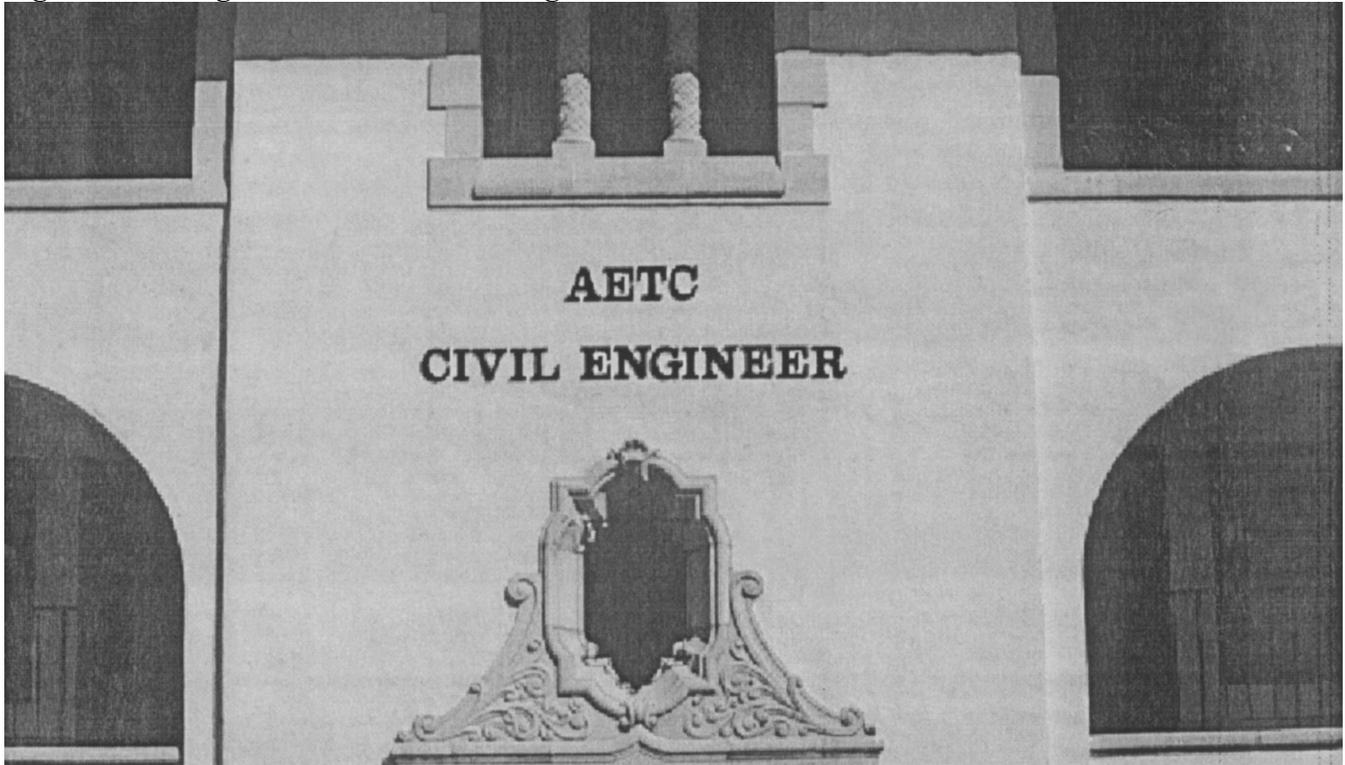


Figure A2.6. Signs Mounted on Buildings.

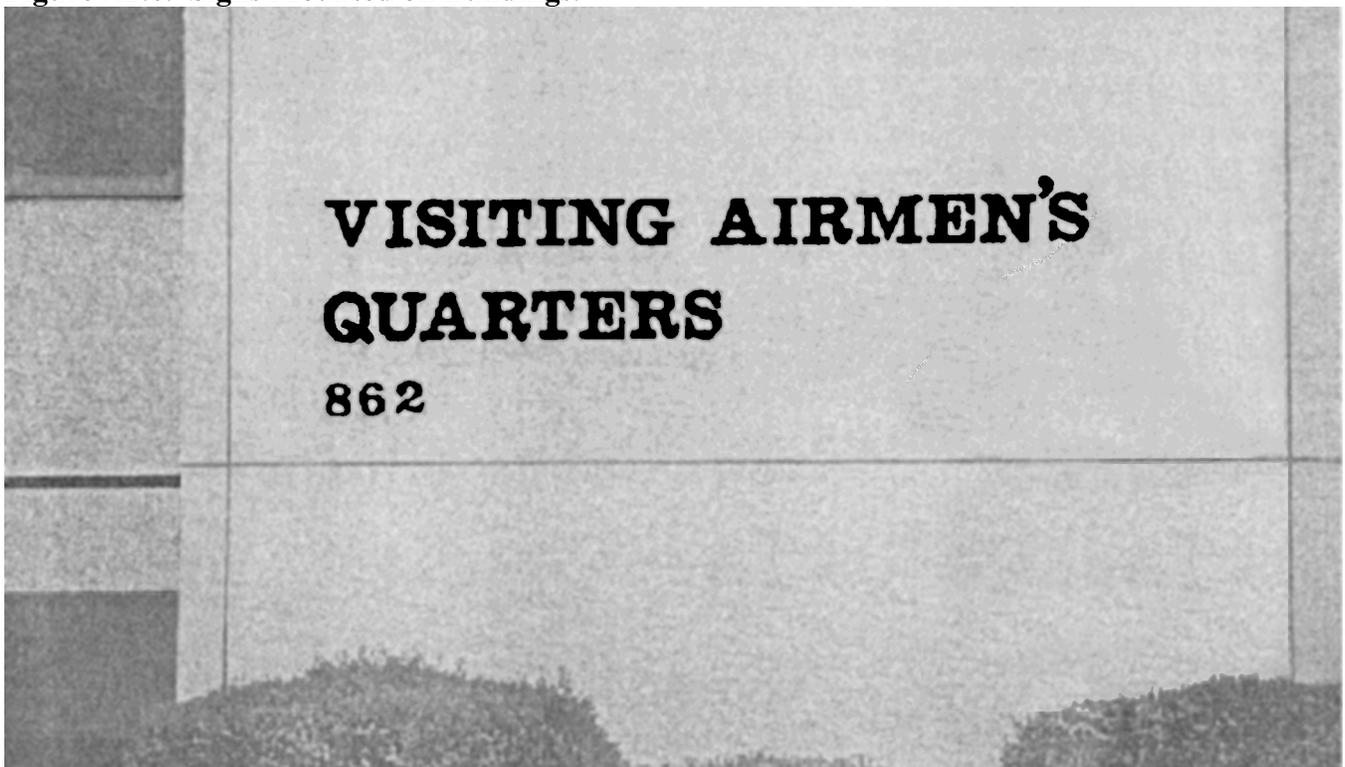


Figure A2.7. Display of Unit Award.

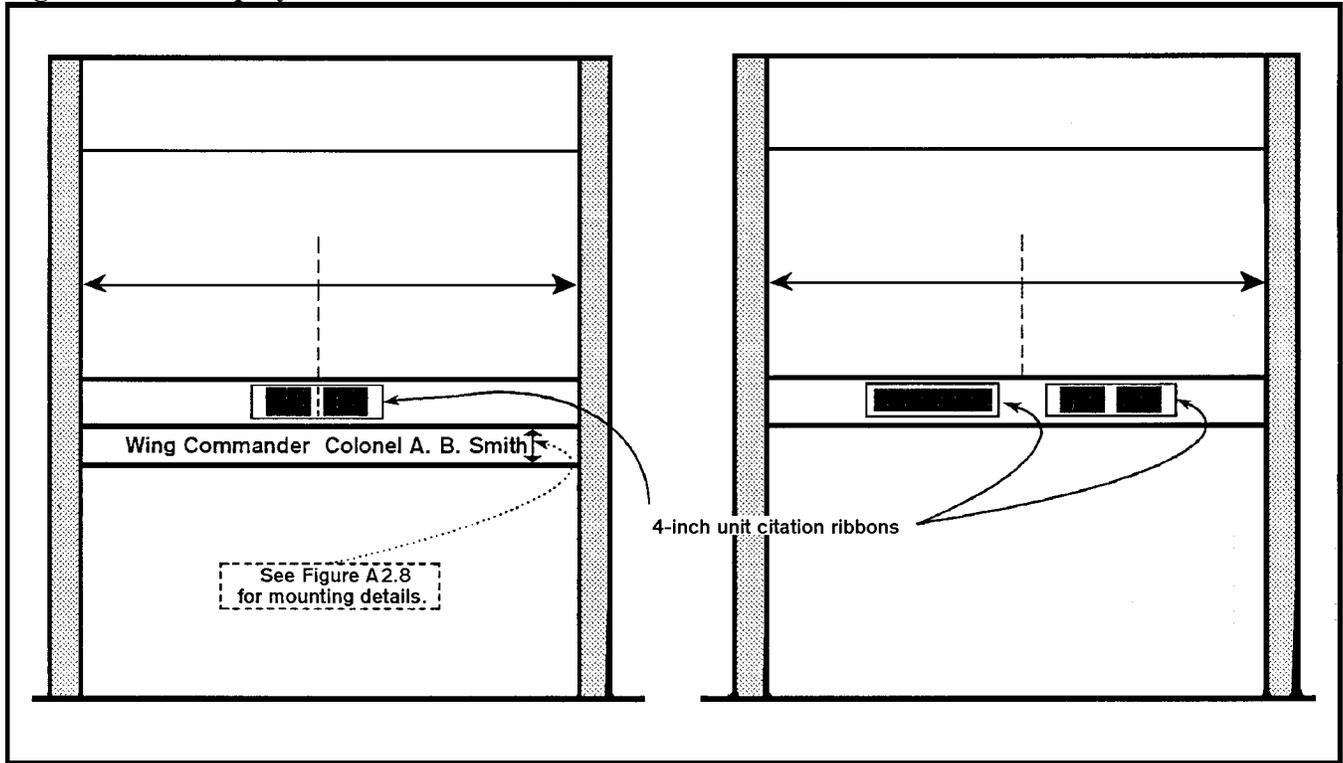


Figure A2.8. Nameplate Signage Mounting Details.

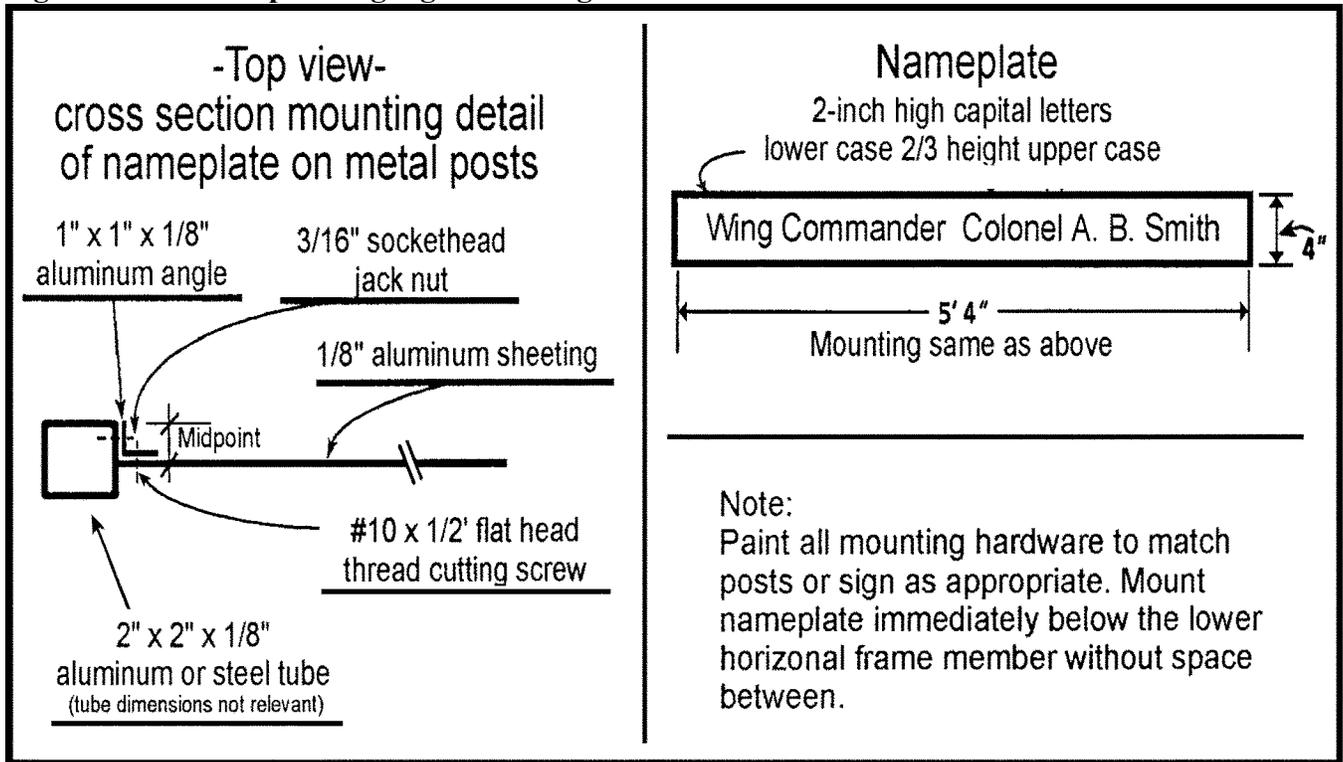


Figure A2.9. Monument Signs.

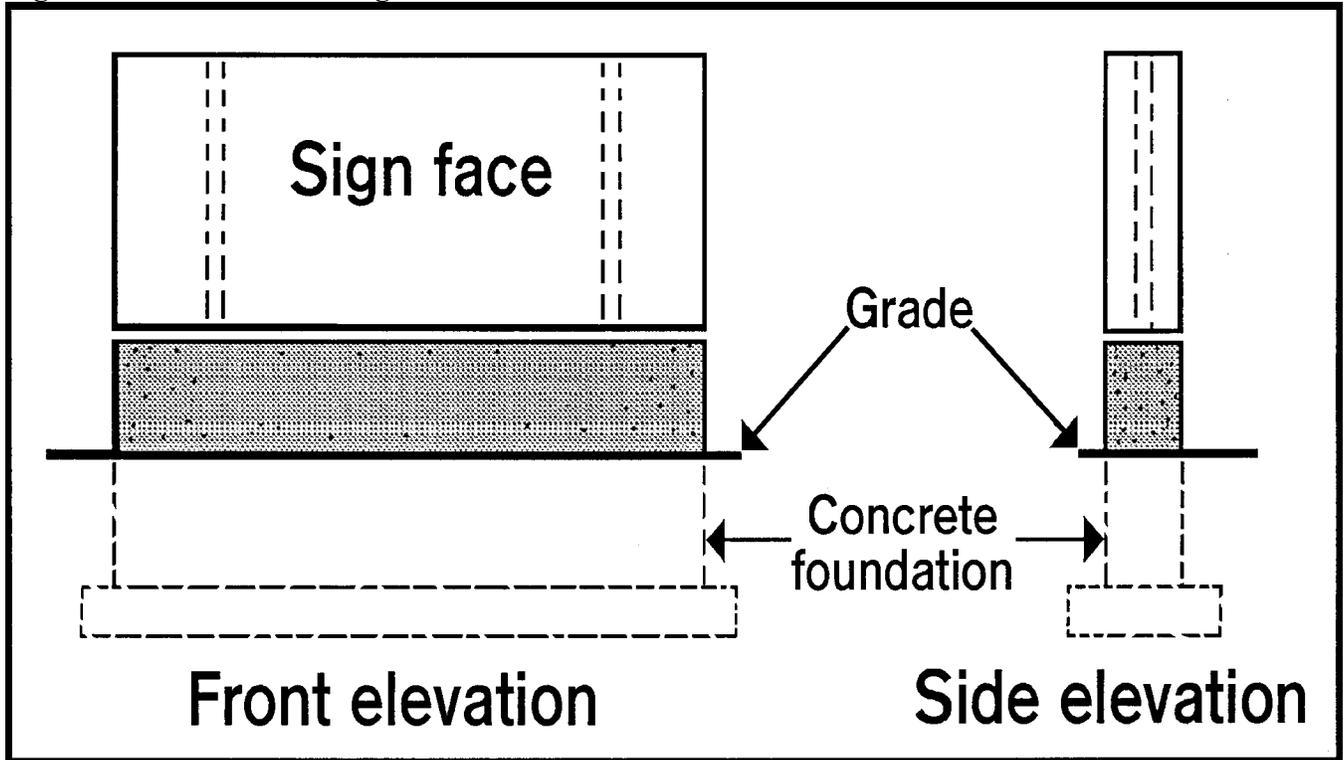


Figure A2.10. Building Number Sign.

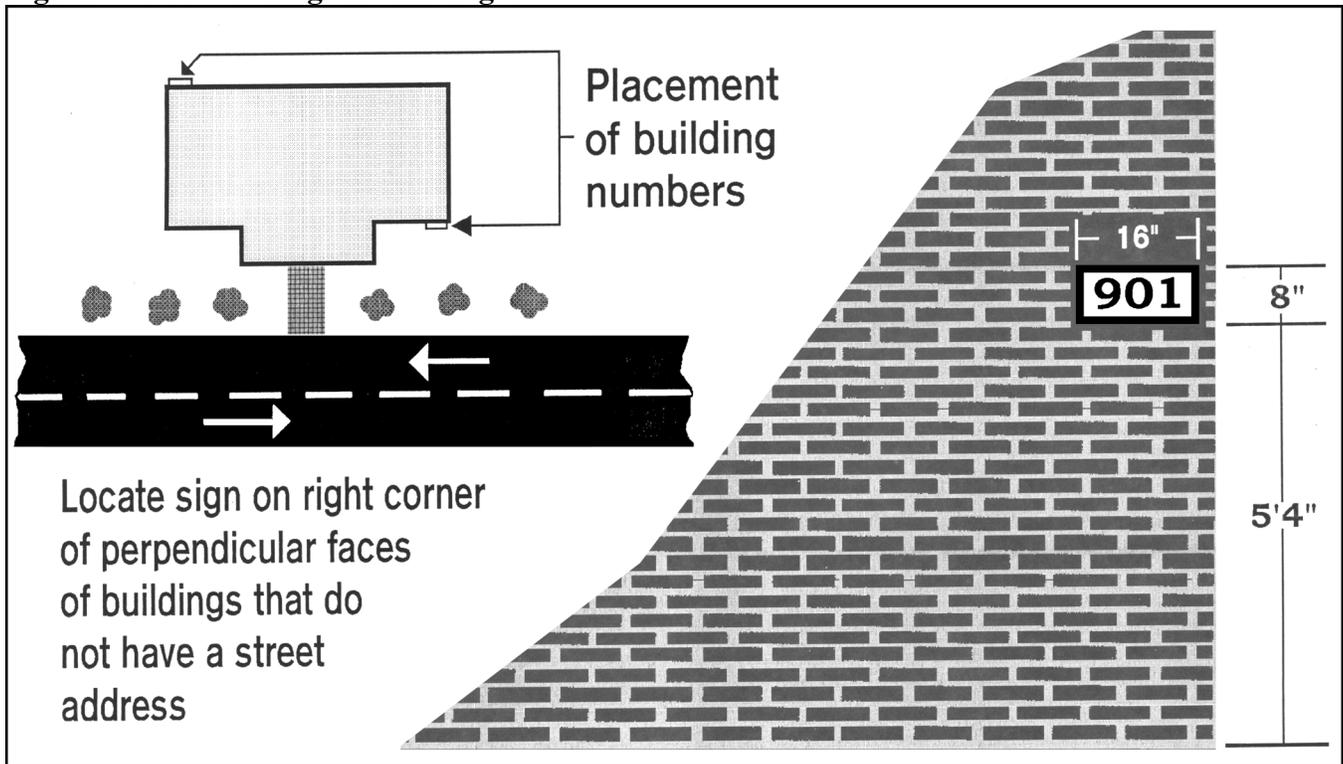


Figure A2.11. Directional Sign.

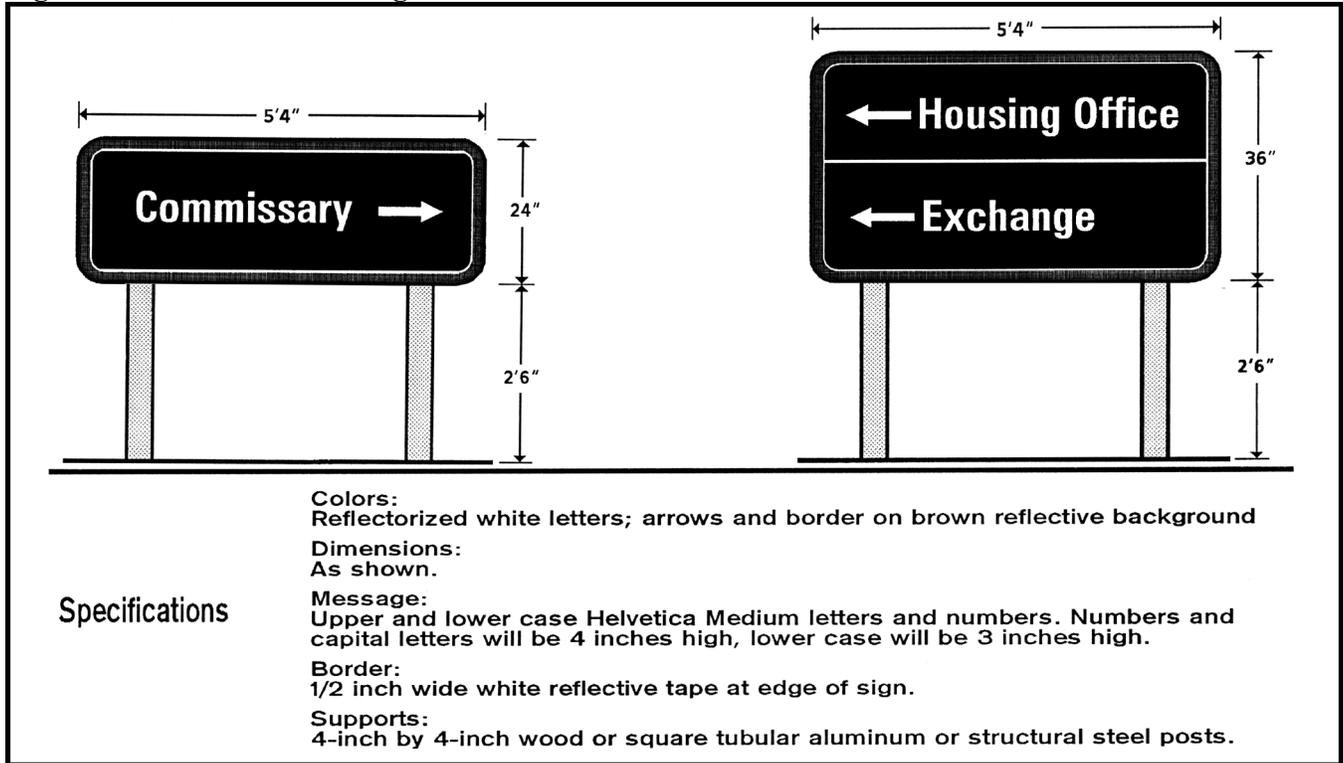


Figure A2.12. Direction Sign.

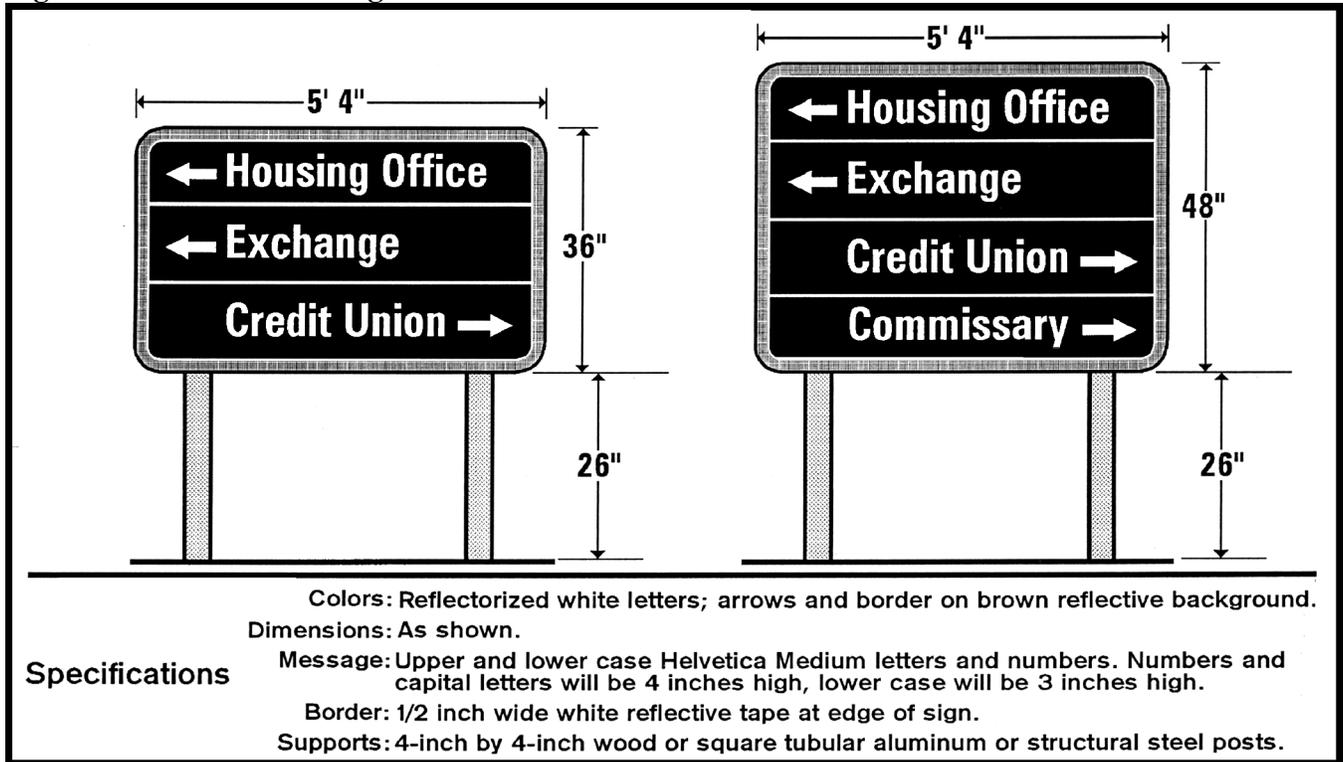


Figure A2.13. Street Name Sign.

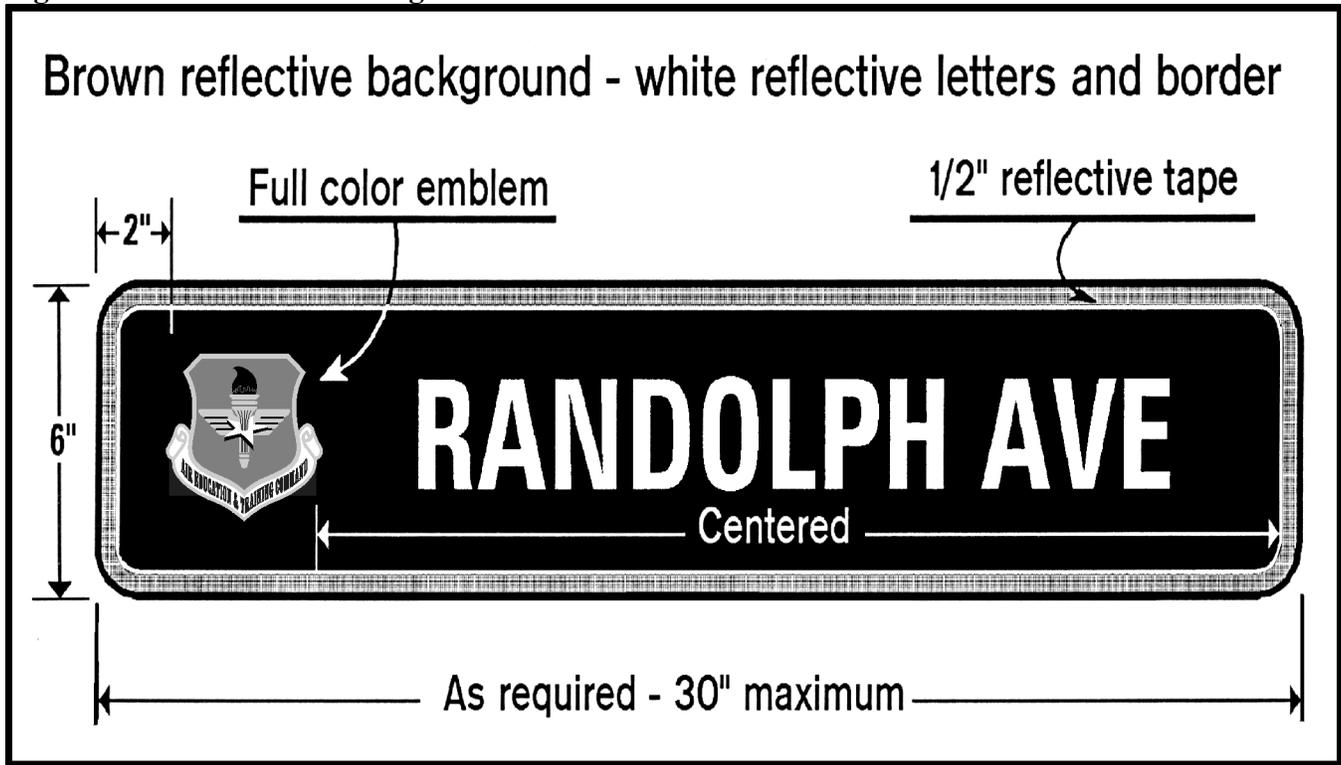


Figure A2.14. Handicapped Accessible Parking Sign.

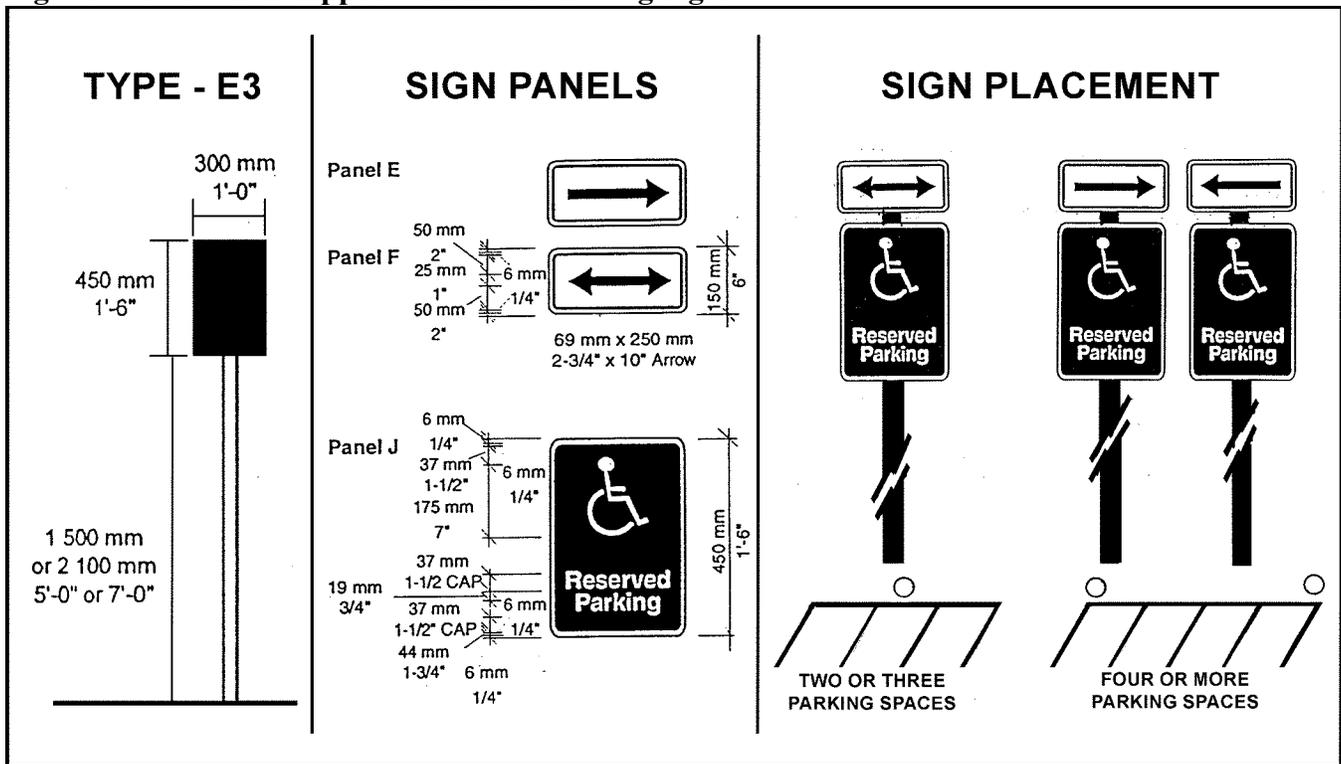


Figure A2.15. Main Gate Entrance Sign.

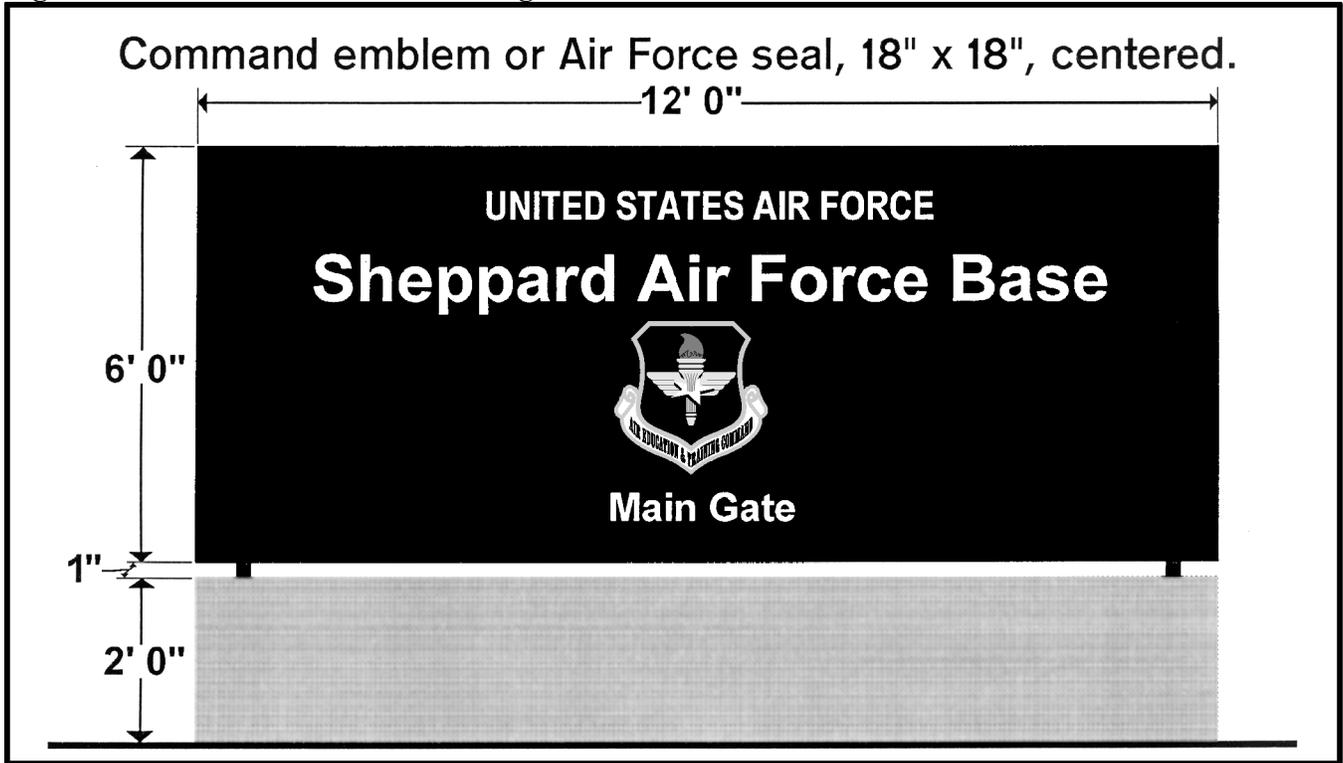


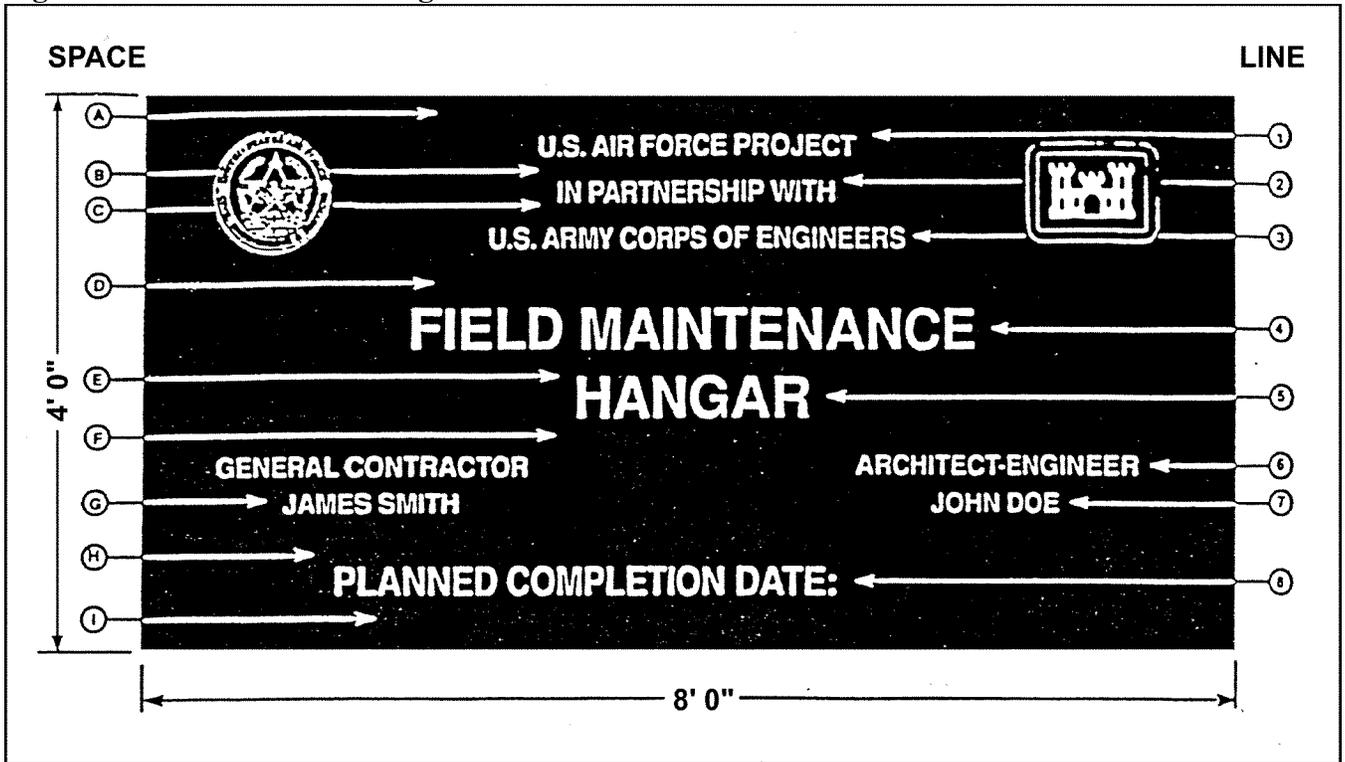
Figure A2.16. Main Gate Entry Screen Wall.



Figure A2.17. Base Marquee Sign.



Figure A2.18. Construction Sign.



## SAMPLE CONSTRUCTION SIGN FOR MILCON PROJECTS

## SCHEDULE

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SPACE	HEIGHT	LINE	DESCRIPTION	LETTER HEIGHT	STROKE
A	3"	1	U. S. AIR FORCE PROJECT	1.5"	3/16"
B	1"	2	IN PARTNERSHIP WITH	1.5"	3/16"
C	1"	3	U. S. ARMY CORPS OF ENGINEERS	1.5"	3/16"
D	5"	4	PROJECT NAME	4"	1/2"
E	3"	5	PROJECT NAME CONT'D (IF REQUIRED)	4"	1/2"
F	5"	6	GENERAL CONTRACTOR/A-E	1.5	3/16
G	1"	7	GENERAL CONTRACTOR/A-E	1.5	3/16
H	4"	8	PLANNED COMPLETION DATE	2.5	1/4

Federal Standard Color 595S Gloss Brown #10080 will be used for all exposed surfaces and post/use Gloss White #17875 for lettering. Lettering style will be Helvetica Medium.