



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 11014.3

BI&E

28 AUG 2003

### BASE ORDER 11014.3

From: Commanding General

To: Distribution List

Subj: SIGN POLICY FOR MARINE CORPS BASE CAMP LEJEUNE

Ref: (a) BO P11014.1K

(b) BO P5560.2K

1. Purpose. To provide guidance for the erection of unit identification, regulatory, traffic control and directional signs aboard Marine Corps Base, Camp Lejeune.

2. Background. Signs aboard Marine Corps Base Camp Lejeune are the responsibility and property of the Commanding General, Marine Corp Base. Signs have proliferated over the years to the point of cluttering the roadways and providing no real or appreciable purpose. There is no longer any uniformity in dimensions or information. Many signs are outdated reflecting old higher headquarters that no longer exist. The Commanding General directed that AC/S, Installations & Environment (I&E) design new signs and provided commander's intent to accomplish three objectives: Provide authorized visitors and new personnel meaningful, easy to follow directions to areas and organizations aboard the base, reduce the amount of signs cluttering the roadways, and enhance the appearance of the base by installing professional looking, aesthetically pleasing signs of uniform standards. Signs are the property of MCB Camp Lejeune, and as such the responsibility of AC/S, I&E. Signs will not be moved or modified by anyone other than AC/S, I&E; except where stated otherwise in this order. Requests for signs and sign changes will be submitted via written work request to Public Works Maintenance Operations per reference (a).

### 3. Policy

a. Exterior. Signs will be informational in nature, uniform in size, and will not be modified by the organization under any circumstances. The posts that support signs will not be painted. Requests for signs, including the replacement of existing signs, will be submitted on a work request in accordance with

reference (a), and will include a complete description, location, justification and sketch. Requests will be submitted via the chain of command to the Public Works Division. When revisions to existing signs are being requested, the requester will bring the sign and the work request to Building 1005. Customers will be notified when signs are ready for pick-up. Requests for signs whose location affect traffic such as signs adjacent to roads, intersections, traffic flow, etc., will be routed through the AC/S, Installation Security and Safety (ISS) for comments/recommendations. Signs that do not comply with this order must be removed. If a unit/organization with a 6' X 6' mounted sign moves to a new facility, it shall submit a work request to Public Works Maintenance Operations Branch (PWMOB), Public Works Division (PWD) to have its sign relocated. If a unit deployment will result in moving out of a building the unit will take down its sign and store it with other unit remain behind equipment. Anyone requiring assistance moving a sign will submit a work request to PWMOB for approval.

(1) Organizational/Unit Identification Signs. All organizational/unit signs will be fabricated by Installations Services Division (ISD), AC/S I&E to ensure standardization. Signs should be requested in writing, with a work request attached, via the chain of command to Public Works Maintenance Operations. Hours of operation will not be included on signs manufactured by Public Works unless specifically approved by the AC/S, I&E. The style and type of sign that will be erected at the requested location is based on the guidance below:

(a) Contoured Signs. Intended for separate company (LtCol Commanding), battalion, and higher headquarters, or other units/organizations located on Holcomb or McHugh Blvd's due to the high visibility of these roads. Signs will be on 6" x 6" stained posts with pointed wood caps, and will face parallel to the roadway unless doing so will preclude visibility of the sign. In those instances, a double-sided 3' x 5' sign may be erected perpendicular to the road upon approval of AC/S I&E. (See Figure 1). An 11 inch color logo of the Organization, Major Command (MC) or Major Subordinate Command (MSC) to which the unit belongs will be centered in the curved top area of the sign. No logo below MSC is authorized on these signs. The authorized Organization/ MC/MSC logos are II MEF, 2d MARDIV, 2d FSSG, CLMCB, and NHCL. Where two units with different organizations/MC/MSC share same facility, the Marine Corps Seal will be the logo placed on that facility's sign.

Separate Company (LtCol Commanding), Battalion and higher units will have the Commanding Officer and SgtMaj's name on signs placed on a stained 2" x 4" located 3 inches below the unit sign. These signs will not be moved without approval of AC/S I&E. Signs will be color-coded as follows:

Operating Forces and MCB organizations: Red background, yellow lettering and yellow border stripe.

MCCS and other community services: Brown background, White lettering and white border stripe.

Navy (Not a MEF unit): Blue background, yellow lettering and yellow border stripe.

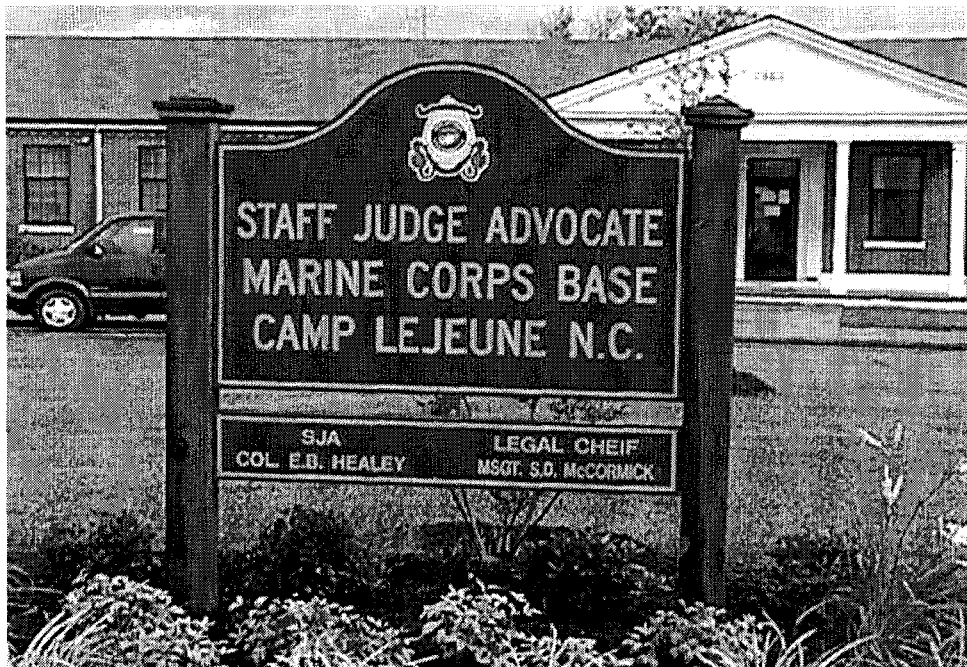


Figure 1 - Sample Contour Sign

(b) Rectangular Unit/Organization and Company Office Signs. All remaining unit/organization and company office (separate from Battalion Headquarters) signs will be 3' x 5' (See Figure 2). These signs will be fabricated by Installations Services Division (ISD), AC/S I&E. They will be placed on buildings or fences to the maximum extent possible, in order to reduce roadway sign clutter. If signs cannot be affixed to facility it will be hung on 6" x 6" stained posts with pointed wood caps, and will face parallel to the roadway unless doing so will preclude visibility of the sign. In those instances, a double-

sided 3' x 5' sign may be erected perpendicular to the road upon approval of AC/S I&E. Company Commander and 1stSgt names will not be included on company signs. Signs will indicate unit and senior command, i.e. "A Co 2d Bn 8th Marines." These signs will not be moved without approval of AC/S I&E. Companies whose headquarters are located within their battalion headquarters will not have company signs displayed on the exterior or grounds of the battalion headquarters building. Requests for such signs will be denied. Unit made company office signs are not authorized. Signs will be color-coded as follows:

Operating Forces and MCB organizations: Red background, yellow lettering and yellow border stripe.

MCCS and other community services: Brown background, White lettering and white border stripe.

Navy (Not a MEF unit): Blue background, yellow lettering and yellow border stripe.

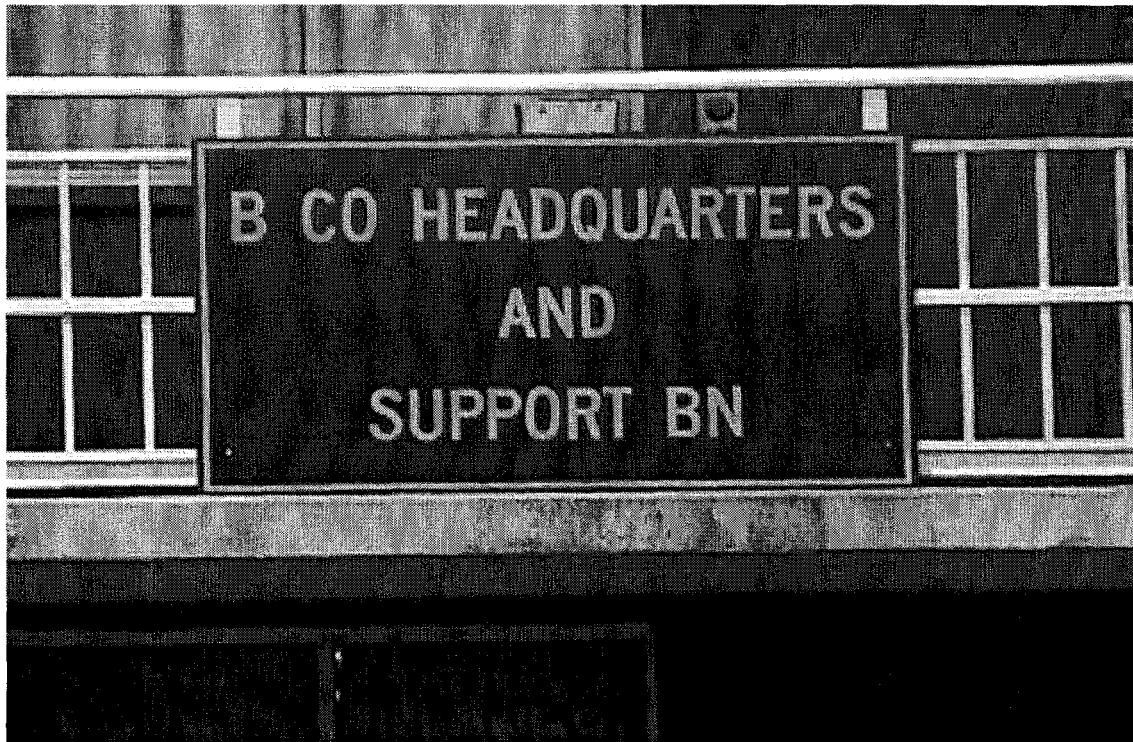


Figure 2 - Sample 3x5 Sign

(2) LZ/GP/Range Signs. Signs for all LZ/GP and Ranges (See Figure 3) are the responsibility of the AC/S, Training and Operations (T&O). All requests for signs for these training areas should be routed to the AC/S T&O attn: Range Maintenance.

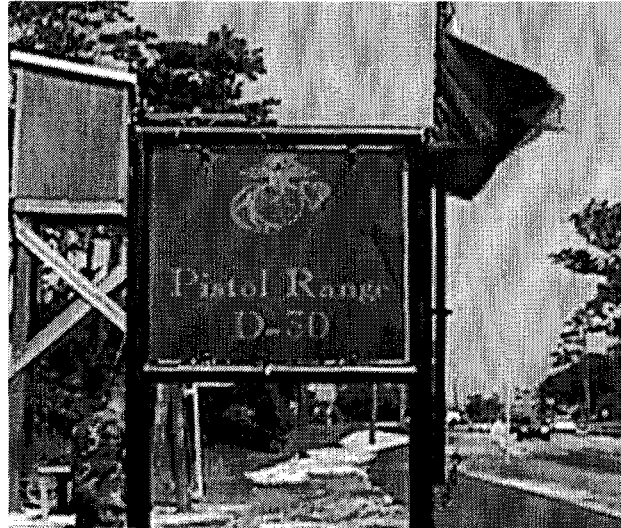


Figure 3 - Sample LZ/GP/Range Sign

(3) Directional Signs.

(a) Five-sided Green Directional Signs. There are several five-sided green directional signs that have been placed at key locations that provide visitors directions to various activities aboard Camp Lejeune (See Figure 4). These signs are commercially manufactured out of aluminum with 6" reflective block letters.

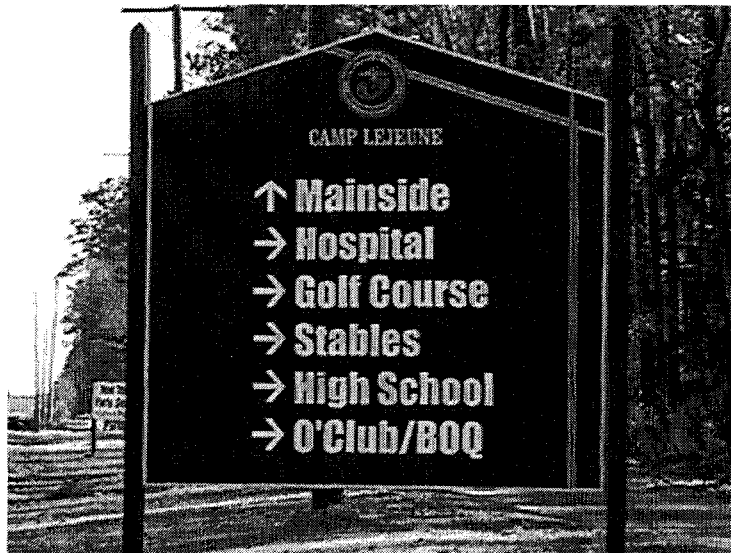


Figure 4 - Sample Five Sided Green Directional Sign

(b) Sub-Area Directional Signs (Ladder Signs). These signs are intended to provide more detailed directions to commonly visited facilities/organizations aboard the base. Signs are normally located at street intersections and entrances to facility parking lots. Signs are 6" x 48" with reflective forest green background and 4-inch white reflective block letters. Signs are placed on stained 4" x 4" x 8' posts (See Figure 5).



Figure 5 - Sample Ladder Sign

(4) Building identification numbers will be affixed to the building by Public Works personnel as required by plant account. They will be 8" x 20" with black lettering on a white background. Buildings without numbers should be reported to the PWD Work Reception Desk at 451-3001.

(5) Banner Signs. The CG, MCB has authorized MCCA to erect permanent banner stations at each gate and near the Commissary/Exchange complex. In addition, MCCA controls six temporary banner stations. The AC/S, MCCA has published an LOI concerning the use of banner stations. Any request for displaying temporary banners aboard MCB should be coordinated through MCCA Marketing at 451-5173.

(6) Regulatory/Informational Signs.

(a) Traffic and regulatory signs will only be erected with the approval of the AC/S, ISS and will be fabricated in accordance with standard Department of Transportation protocol. All requests for traffic control signs will be submitted to the Public Works Officer via the AC/S, ISS.

(b) Reserved Parking Markings and Parking Area Signs. Parking lots will be lined and numbered by Public Works subject to funding availability. Requests for specifically designated reserved parking spaces (i.e. Commanding Officer, S-4, etc.) will not be accomplished or funded by PWD with the exception of General Officer and MSC primary staff, visitor, and handicapped parking in accordance with paragraph 4000, of reference (b) (See figure 6). If units desire to designate parking it will be accomplished through the self-help program. The self-help program will provide stencils and ensure that the markings are done in 12" white block letters. All parking designations must be done in white paint, as other colors (red and yellow) designate fire lanes and safety markings. Requests for exceptions should be addressed to the AC/S, I&E. Signs to designate No Parking areas will be uniform in size and erected only by I&E personnel. Unit made "Reserved Parking" and "No Parking" signs of painted plywood or other material are not authorized.



Figure 6 - Reserved Parking


(c) Miscellaneous Informational Signs will be fabricated on white reflective background with black block letters sized for sign size and will be no larger than 3'x5'. Examples

include: For access contact #, Restricted Area, Hours of operation, etc. Signs that are required for the operation of a facility must be paid for by the requestor and will be fabricated by the AC/S, I&E based on available manpower.

b. Interior. Interior Signs will not be fabricated by Public Works except for those that identify heads or other public facilities. Building directory signs, identification signs on doors and in corridors will be purchased by the organization from commercial sources. Fire, exit, and safety signs will be approved by Public Works only when endorsed by Safety or Fire Protection personnel.

c. Vehicle identification signs. Organizations desiring vehicle identification plates may obtain these plates through commercial sources.

4. Concurrence. This order has been coordinated and concurred in by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, 2d Force Service Support Group, and the Commanding Officers, Naval Hospital, and Naval Dental Clinic and tenant Training/Education Commands.

  
D. M. MIZE

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