



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11014.4  
G-F/PWD

NOV 14 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 11014.4

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE (MCB CAMLEJ) SIGN POLICY

Ref: (a) BO 11014.1K  
(b) SECNAVINST 11011.47C

1. Situation. Promulgate the requirements in standards for the appearance, style and placement of signs aboard MCB CAMLEJ and to identify the procedure to request signage. Signs are the responsibility and property of the Commanding General (CG).

2. Cancellation. BO 11014.3.

3. Mission.

a. To provide guidance for the erection of unit identification, regulatory, traffic control, and directional signs aboard MCB CAMLEJ.

b. Summary of Revision. This Order has been updated from a Base Order to Marine Corps Installations East (MCIEAST)-MCB CAMLEJ Order which has been revised in its entirety and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG has 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. Road and building signs are part of the real property of the Base and as such are the responsibility of the Assistant Chief of Staff (AC/S), G-F Department. Signs will not be moved or modified by anyone except at the direction of the AC/S, G-F or as stated otherwise in this Order.

(2) Concept of Operations. Upon identification of the need for signage; the G-4/S-4 or Command representative will submit 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 (PWD). Requests for signs affecting traffic, such as signs adjacent to roads, intersections, traffic flow, etc., should be routed through the Director (Dir), Safety Department, for comments/recommendations prior to submission as a work request to the PWD. In accordance with reference (b), the Department of the Navy, will not as a general rule, authorize construction or display of commercial signage promoting private commercial interests. Requests for signage above and

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beyond what this order approves, must be submitted to AC/S G-F, PWD (Attn: Dir, Operations). Signs which do not comply must be removed.

b. Tasks. Applicable to all Subordinate and Tenant Commands.

5. Administration and Logistics

a. Organizational/Unit Signs. All organizational/unit signs will be fabricated by PWD to ensure standardization. Signs should be requested in writing, with a work request attached, via the chain-of-command to PWD Operations Branch. If a unit/organization with a 6' X 6' mounted sign moves to a new facility, it shall submit a work request to PWD Operations Branch 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 Public Works for approval. Hours of operation will not be included on signs manufactured by PWD unless specifically approved by the AC/S, G-F. The style and type of sign that will be erected at the requested location is based on the guidance below:

(1) 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 the AC/S, G-F (see figure 1).

a. The logo of the Major Command (MC) or Major Subordinate Command (MSC) to which a unit belongs will be centered in the curved top area of the sign. Where two units with different organizations/MC/MSC share same facility, the Marine Corps Seal will be the logo placed on the facility's sign. Separate battalion and higher units will have the Commanding Officer and Sergeant Major'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 the AC/S, G-F. Signs will be color-coded as follows:

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

c. Marine Corps Community Services (MCCS) and other community services: Brown background, white lettering, and white border stripe.

d. Navy (Not a Marine Expeditionary Force unit): Blue background, yellow lettering, and yellow border stripe.

(2) 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 PWD and 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'

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sign may be erected perpendicular to the road upon approval of AC/S, G-F. Company Commander and First Sergeant 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 the A/C S, G-F. 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.

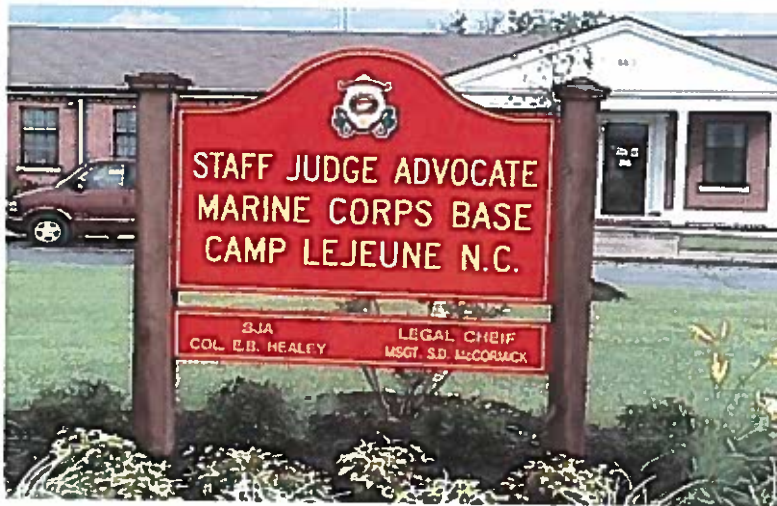


Figure 1 - Sample Contour Sign



Figure 2 - Sample 3x5 Sign

(3) Landing Zone (LZ)/Gun Position (GP)/Range Signs. Signs for all LZ/GP and Ranges (See Figure 3) are the responsibility of the AC/S, G-3/5. All requests for signs for these training areas should be routed to the AC/S, G-3/5 (Attn: Range Maintenance).

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Figure 3 - Sample LZ/G3 and Ranges

(4) 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 4).



Figure 4 - Sample Ladder Sign

(5) Building Identification Numbers. Will be affixed to the building by PWD 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 (910) 451-3001.

(6) Banner Signs. Any request for displaying temporary banners aboard MCB CAMLEJ should be submitted to Public Works Maintenance Operations via written work request by the requesting unit or organization's facilities

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office (i.e., G-4, S-4, etc.). Banner signs will not be permanently mounted to any facility aboard the installation.

(7) Traffic and Regulatory Signs. Will only be erected with the approval of the Dir, MCIEAST-MCB CAMLEJ Safety Department, 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 Dir, Safety Department.

(8) Regulatory/Informational Signs. Parking lots will be lined and numbered by Public Works subject to funding availability. Requests for specifically designated reserved parking spaces (i.e. CG, S-4, etc.) will not be accomplished or funded by Public Works with the exception of General Officer and MSC primary staff, visitor, and handicapped parking in accordance with reference (a) (See figure 5). If units desire to designate parking it will be accomplished through the Self-Help program.



Figure 5 - Reserved Parking

The Self-Help program will provide stencils and ensure 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, G-F. Signs to designate "No Parking" areas will be uniform in size and erected only by PWD personnel. Unit made "Reserved Parking" and "No Parking" signs of painted plywood or other material are not authorized.

(9) Miscellaneous Informational. Signs will be fabricated on white reflective background with black block letters sized complimentary to the sign and will be no larger than 3'x5'. Examples include: "For access contact #," "Restricted Area," "Hours of Operation," etc. Signs which are required for the operation of a facility must be paid for by the requestor and can be purchased via commercial sources.

(10) Interior Signs. Will not be fabricated by Public Works except for those which identify heads, fire equipment, exits and safety features. Building directory signs and identification signs on doors and in corridors

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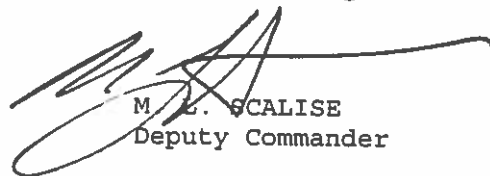
will be purchased by the tenant organization from commercial sources. Fire, exit, and safety signs will be approved by Public Works only when endorsed by Safety or Fire Protection personnel.

(11) Vehicle Identification Signs. Organizations desiring vehicle identification plates may obtain these plates through commercial sources.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ departments and all subordinate and tenant commands aboard MCB CAMLEJ.

b. Signal. This Order is effective the date signed.



M. L. SCALISE  
Deputy Commander

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