



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ITALY  
UNIT 31401, BOX 15  
APO AE 09630

AMIM-ITP-B

13 November 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Italy, Exterior Signs Policy

1. Reference: United Facilities Criteria (UFC) 3-120-01 (Design: Sign Standards).
2. Purpose: To establish policies and procedures to standardize the display of exterior signs, unit insignia, and motivational signs or banners (signage) on Real Property assigned facilities.
3. Applicability: This policy applies to all units, organizations and supported units with assigned Real Property Facilities within the USAG Italy Military Community.
4. Policy:
  - a. USAG Italy units, organization and supported units with assigned Real Property Facilities within USAG Italy must have approval prior to the installation of any permanent exterior signage.
  - b. Installation site approval and/or approval to construct must be granted by USAG Italy prior to any signage projects being executed.
  - c. Unit signage may show organizational emblems, mottos, and other elements related to unit morale. The design parameters of these signs may vary. The dimensions should not exceed 3 feet x 3 feet (914 mm x 914 mm). Exceptions will be considered on a case-by-case basis.
  - d. Unit signage location placement should not conflict with the facility number location placement.
  - e. This policy does not apply to Building Identification Signs described in Para. 3-3 of the above reference UFC 3-120-01, the brown building identification signs procured by and installed by the Directorate of Public Works (DPW). For Building Identification Signs, the procedure is to submit a maintenance request to DPW at [Armymaintenance.com](http://Armymaintenance.com) (ArMA).
5. Procedure to request approval for Exterior Signage on Real Property assigned facilities:

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a. Submit all requests for unit exterior signage on DA Form 4283 to the DPW Work Order Desk ([usarmy.usag-italy.id-europe.list.dpw-work-order@army.mil](mailto:usarmy.usag-italy.id-europe.list.dpw-work-order@army.mil)). The DPW accepts DA4283s from the Unit Facility Work Coordinator. If you do not know who your Facility Work Coordinator is, contact the Work Order Desk at the above email address. The DA4283 Form should be completed correctly and include the following:

(1) A picture or drawing of the signage to be mounted on the exterior of the building, to include the dimensions of the signage.

(2) Desired proposed mounting location of the signage to include a proposed layout of how the signage appears in the proposed location.

b. The DPW Business Operations and Integration Division (BOID) will review the request for completeness. If all required information is included, BOID will develop a cost estimate to mount the signage on the building exterior. The completed package will be reviewed and routed through the appropriate channels to the Garrison Commander (GC) or their designated representative for approval or disapproval. Once the response from the GC or designated representative is received, DPW BOID will notify the customer.

c. If the exterior signage is approved, the customer will procure the signage with unit funds. USAG Italy is not responsible for procuring unit signage.

d. Once the unit signage has been procured and the unit has possession of the signage, the unit should contact BOID to provide funding to mount the signage as mounting of unit signage is accomplished on a reimbursable basis. After the funding to mount the sign has been provided, the DPW will coordinate the work with the unit to mount the signage.

6. Installed unit signage not approved shall be removed, and units will be billed for DPW removal of unauthorized unit signage, and any building repair work associated with the removal.

7. The point of contact for this memorandum is Steven M. Jaeger, BOID Chief, DSN 646-2716, [steven.m.jaeger.civ@army.mil](mailto:steven.m.jaeger.civ@army.mil).

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DISTRIBUTION:

All USAG Italy Staff Offices  
All Supported Units