

**Redstone Arsenal  
Policy 420-3**

**Directorate of Public Works**

# **Redstone Arsenal Standardization of Signs**

**Headquarters  
US Army Garrison- Redstone  
Redstone Arsenal, AL 35898-5000**

**Date: 14 NOV 2018**

**UNCLASSIFIED**

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US Army Garrison (USAG)-REDSTONE  
Redstone Arsenal, Alabama 35898-5000

Redstone Arsenal Policy 420-3

Directorate of Public Works  
STANDARDIZATION OF SIGNS AND MARKINGS

OFFICIAL:



KELSEY A. SMITH  
Garrison Commander

**HISTORY.** This policy supersedes Redstone Arsenal Regulation 420-3 dated 16 May 2011.

**SUMMARY.** This policy provides guidance regarding standards and procedures for requesting and installing signs to tenants and organizational elements on Redstone Arsenal (RSA).

**APPLICABILITY.** This policy is applicable to all tenants and organizational elements that are located on RSA.

**PROPONENT AND EXCEPTION AUTHORITY.** The proponent of this regulation is the Directorate Public Works (DPW), US Army Garrison-Redstone (USAG-Redstone). Exceptions to this policy will be routed through the DPW to the Garrison Commander for approval.

**MANAGEMENT CONTROL PROCESS.** This policy does not contain internal control provisions as outlined in the Management Control Evaluation Process.

**SUPPLEMENTATION.** Further supplementation is prohibited without prior approval of the Garrison Commander.

**SUGGESTED IMPROVEMENTS.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to USAG-Redstone, Directorate of Public Works, Redstone Arsenal, AL 35898-5000.

**DISTRIBUTION.** This publication is approved for public release, distribution unlimited.

**SUPERSESSION.** This policy supersedes Redstone Arsenal Regulation 420-3 dated 16 May 2011.

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**1. PURPOSE.** To provide guidance for tenant organizations and organizational elements with respect to design, placement, operation, and maintenance, of signs and pavement markings on RSA.

**2. REFERENCES.**

a. Unified Facilities Criteria (UFC) – Design: Sign Standards, 8 May 2014.

b. Manual on Uniform Traffic Control Devices for Street and Highways (MUTCD published by FHWA), 2009 Edition, rev. May 2012

c. Army Regulation 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

d. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.

**3. EXPLANATION OF TERMS.**

a. **TRAFFIC CONTROL DEVICES (TCD)** – used to direct and control traffic, includes but not limited to regulatory signs and pavement markings.

b. **BUILDING IDENTIFICATION SIGNS** – Signs that display the name of the tenant, facility number, and address when applicable. These signs are typically placed in front of the main entrance to a building or facility.

c. **BUILDING NUMBER SIGNS** – Signs that indicate the unique facility number assigned to the facility for real property accounting and emergency response purposes.

d. **DIRECTIONAL SIGNS** – Signs placed along roadways and guide travelers to specific facilities.

e. **MANDATORY/PROHIBITORY SIGNS** – Signs that restrict, warn, and advise. These types of signs include but are not limited to No Parking signs.

f. **CURB MARKINGS** – Painted markings that designate reserved parking and/or areas in which parking is restricted or prohibited. These markings include curbs and bumper blocks in parking lots and driveways.

g. **SPECIAL EVENT SIGNS** – Signs that are typically used to inform and/or guide the public of specific events. Special Event Signs are not product advertisements. These signs are limited to banners and small foam board and wire signs. Special event signs are posted prior to and removed after the event.

#### 4. POLICIES

##### 4.1. Standard Signs

a. The USAG-Redstone will provide and maintain all required TCDs. The requirement for a TCD will be determined by the Garrison's Installation Traffic Engineer and shall comply with the MUTCD. Tenants shall not install a TCD, including pavement markings, painted curbs of any type or color, or traffic calming devices, without prior review and approval from the Garrison's Installation Traffic Engineer. Any TCD installed by a tenant organization without USAG-Redstone approval will not be maintained by the Garrison and is subject to removal without notice.

b. The USAG-Redstone will install all exterior real property signs including building identification signs, building number signs, and directional signs. All exterior signs provided by the USAG-Redstone associated with real property will comply with Chapter 3 of UFC 3-120-01.

c. The USAG-Redstone provides specific reserved parking signs. These signs are limited to:

- Handicapped Parking
- Official Government Vehicle
- Organizational Command Staff:
  - Commander
  - Deputy Commander
  - Chief of Staff
  - Command Sargent Major
- Management Official
- Visitor

d. Reserved parking signs will not have specific names or rank posted. All organizational command staff and civilians not specifically listed above which are authorized reserved parking will use a Management Official Parking sign.

e. Reserved parking spaces may be designated by installing signs on posts or by painting of curbs or bumper blocks. Where curbs or bumper blocks have been previously painted, re-painting is recommended. Sign posts will not be installed in sidewalk locations.

f. USAG-Redstone provided signs as listed above may be requested only by authorized facility managers. All requests should be made through the Installation Minor Service Order (MSO) Desk at (256) 876-2801.

#### 4.2. Nonstandard Signs

a. Signs related to and/or concerning the mission and activities specific to a tenant organization or organizational element will be funded, provided, and maintained, by the respective organization.

b. All interior signs shall be provided by the building tenant.

c. Unit logos may be displayed on USAG-Redstone provided building identification signs if the building tenant provides the adhesive vinyl graphic decal. Installation of unit logos should be coordinated with the base maintenance sign technician for size and placement on building identification signs after the service order for the sign has been accepted and the sign is being fabricated. Logos will be maintained by the tenant, and are subject to removal if not adequately maintained.

d. Banners announcing special events will be installed, maintained, and removed by the event coordinator and:

(1) Not exceed 36" by 72" inches in size

(2) Be installed only on existing structures in the median of Rideout Road north of Gate 9 or along roadways at Gates 1, 3, 7, 8, 9, and 10 beyond 300 feet from the gate

(3) Shall not be located within 12 feet of the vehicular travel lane, and shall not be located such as to obstruct the view of traffic near intersections

(4) Remain at each location for a period of time not to exceed 14 days and shall be removed the following workday after the advertised event

(5) Shall not be attached to TCD signs and/or posts, or utility poles

(6) Only be one such sign at any one gate at a time.

e. Foam and wire signs used to guide attendees to an event will be installed, maintained, and removed by the event coordinator and:

(1) Not exceed 18" by 24" in size

(2) Be installed no earlier than the workday before the event and removed no later than the workday after the event

(3) Shall not be located such as to obstruct the view of traffic near intersections

(4) Shall not be attached to TCD signs and/or posts, or utility poles

f. Portable signs, including portable electronic signs, are prohibited unless used by RSA Law Enforcement to advise drivers of unusual conditions or control traffic

g. Permanent signs/structures not classified as a standard sign described in section 4.1 are prohibited unless reviewed and approved by the USAG-Redstone, Directorate of Public Works (DPW) Master Planning Division. These types of signs include but are not limited to Billboards, Electronic Message Signs, Electronic Billboards, specialized Building Identification Signs, and Campus Signs.

#### 4.3. General Policy Information

a. Installing, erecting, altering, removing, and/or painting signs, posts, curbs, horizontal pavements, fire hydrants, manhole covers, handrails, or fronts of buildings without approval of DPW Master Planning is prohibited.

b. Commercial Advertising on Redstone Arsenal will be conducted in accordance with AR 215-1 Chapter 11. The USAG-Redstone, Morale, Welfare, and Recreation, Marketing Department will manage the commercial advertising program to ensure strict compliance with AR 215-1.

c. Roadside advertisements for commercial or political enterprises with temporary signs, including foam and wire signs, are prohibited IAW AR 215-1 Chapter 11.

## 5. RESPONSIBILITIES.

- a. USAG-Redstone DPW Master Planning will review, staff for concurrence, and approve/disapprove requests for nonstandard signs.
- b. Tenant Organization's Facility Manager will consolidate and vet their organization's requests for signage to ensure adherence with the RSA sign policy.
- c. USAG-Redstone Installation Traffic Engineer will evaluate and approve or disapprove requests for TCDs.
- d. USAG-Redstone MWR Marketing Director will manage installation wide advertising and commercial sponsorship program in accordance with AR 215-1.

**STAFF ACTION PROCESSING FORM**  
**CLASSIFICATION - UNCLASSIFIED**

<b>External Suspense:</b>	<b>Internal Suspense:</b>	
TO COL Kelsey Smith	THRU DGC Myers	THRU CSM Counts
THRU Laura Howell	THRU Joe Davis	THRU Paula Garrett Justice

**SUBJECT:** RSA Policy 420-3 Standardization of Signs

**EXECUTIVE SUMMARY:**

- 1. Purpose:** To distribute this document for review/concurrence.
- 2. Discussion/Key Points:** This is a new RSA sign policy providing guidance to tenant organizations.
- 3. Recommendation:** GC sign this policy.

*see corrections at bottom*

DPW 2019/03/14-003

**ACTION OFFICER:** name/ofc symbol/phone #  
 Brendan Bennick/IMRE-PW-O/(256) 842-3289

Date Prepared  
 6 March 2019

**INTERNAL COORDINATION TRACKING**

CONC	NON-CONC	OFFICE SYMBOL	SIGNATURE	DATE	COMMENTS
✓	↻	DPW Master Planning	<i>[Signature]</i>	3/20/19	
✓	↻	IMRE-PW Joey Skinner	<i>[Signature]</i>	3/20/19	
		IMRE-MWR Derrick Gould	<i>[Signature]</i>	3/20/19	