



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMWB-ZB

03 June 2020

MEMORANDUM FOR All Members of the United States Army Garrison Wiesbaden Community

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #45,  
Banner Display

1. References:

- a. Army Regulation (AR) 190-16, Physical Security, 31 May 1991.
- b. Army Techniques Publication (ATP) 3-39.32, Physical Security, 30 September 2014.
- c. Department of Defense Unified Facilities Criteria (UFC) 4-022-03, Security Fences and Gates, 1 October 2013.

2. Purpose: Establish regulating procedures for the display of banners for communicating items of community interest within the USAG Wiesbaden area of responsibility.

3. Applicability: This policy applies to all Soldiers, Civilians, Family members, contractors, and tenant units/agencies within the USAG Wiesbaden community.

4. Policy:

a. Situation: Internal surveys have shown that banners are a highly effective and popular method of disseminating information to the community. However, display of banners can impede safety and force protection and in addition can result in a negative community aesthetic. This policy designates approved banner locations and implements measures to provide for their effective and correct use.

b. Responsibilities:

- (1) The Commander USAG Wiesbaden is the approving authority for banner locations.
- (2) The Public Affairs Office will disseminate information on approved locations and their designated Points of Contact (POC).
- (3) POCs for banner locations will receive display requests from authorized banner display entities, approve timing and duration of banner displays, and ensure banners on display are securely hung and properly maintained.
- (4) Authorized banner agencies will ensure banners do not contain offensive material, with final determination at the discretion of banner POCs. Authorized banner display entities will

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ensure banners are properly disposed of when no longer on display. Banners will be acquired/purchased at authorized banner display entity's expense.

c. Authorized banner agencies include: USAG Wiesbaden garrison directorates, tenant units, U.S. government agencies, Family Readiness Groups, and private organizations registered with USAG Wiesbaden DFMWR. Off-post private and commercial activities are not authorized to display banners on the installation, with the exception of MWR paid advertisers on NAF property. At MWR facilities, MWR and paid advertising banners shall take precedence.

d. Approved Banner Locations and POCs.

(1) Hainerberg Exchange. POC is AAFES, (0611) 7238-6242.

(2) Hainerberg Commissary. POC is DECA, (0611) 143-548-5185.

(3) Washington Strasse, Hainerberg. POC is DFMWR Marketing, (0611) 143-548-9124.

(4) Clay Fitness Center. POC is DFMWR Marketing, (0611) 143-548-9124.

(5) Clay Post Office. POC is DHR Post Office, (0611) 143-548-1502.

(6) Clay Main Parking Garage. POC is USAG S3/5/7, (0611) 143-548-3003.

e. Banners may also be displayed immediately outside tenant unit and activity front doors in coordination with those units and activities. Decisions on placement and duration of banners in tenant unit/activity front doors reside with the owning unit, unless otherwise stated in this policy.

f. Banner displays not in accordance with this policy will be removed by either the Directorate of Emergency Services or the appropriate POC for the location, without coordination with the owner of the banner.

5. Point of contact for this memo is the Deputy to the Garrison Commander, DSN: 548-0002 or CIV 0611-143-548-0002.



NOAH C. CLOUD  
COL, FI  
Commanding