



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5560.1A
B 041
29 Apr 97

MARINE CORPS BASE ORDER 5560.1A

From: Commanding General
To: Distribution List

Subj: OUTDOOR SIGNS

Ref: (a) NAVFAC P309 (NOTAL)
(b) MCBO P11000.1A

Encl: (1) Standard Sign Data
(2) Graphic Illustration of Standard Signs

1. Purpose. To establish the Base policy for the standardization of exterior signs and marking of facilities located on MCB, Quantico.

2. Cancellation. MCBO 5560.1.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Background. Signs are intended to convey simple, useful information concerning the identity and location of places, organizations, or activities, and to post traffic and safety regulations. They should be of uniform appearance, properly located, and maintained in good condition.

5. Policy

a. Standardized signs will be provided by the Facilities Maintenance Branch, Facilities Division.

(1) Traffic Control Signs. The manual on Uniform Traffic Control Devices for streets and highways published by the Federal Highway Administration is the key guidance document with regard to design. Only signs specified in that manual will be installed. Requests for traffic control signs will be submitted via the Commanding Officer, Security Battalion.

(2) Major Command Headquarters. The standard sign will have yellow lettering on a red background to include the Marine Corps emblem and the name of the CG and the Sergeant Major. These signs will be mounted on an unpainted wood-framed support. (See enclosure (1))

(3) Organizational Headquarters. The standard signs for battalion/squadron headquarters will have yellow lettering on a red background for USMC and blue background for USN organizations. The Marine Corps emblem or appropriate Navy logo will be centered and the sign will include the name of the commanding officer and the sergeant major. These signs will be mounted on an unpainted wood-framed support.

(4) Unit Headquarters/Subordinate Activities. The standard exterior sign for company and section offices will have yellow lettering on a red background for USMC or blue background for USN activities. These signs will be mounted either directly on the building or in a conspicuous location on an unpainted wood-framed support. Names of unit/activity heads, logos and emblems will not be included.

(5) Support Activities. Signs will have yellow lettering on a red background. The sign for the headquarters of the support activity will include the Marine Corps emblem. Subordinate branches, sections, etc., will include lettering only. The signs will be mounted either directly on the building or in a conspicuous location on an unpainted wood-framed support. Established hours of operation may be included. Examples of support activities include Support Branch, Defense Printing Service Detachment, Direct Support Stock Control, etc.

(6) Community Support Activities. Signs will have white letters on a green background. Community support activities include banks, bowling alleys, exchanges, theaters, hobby shops, commissary, thrift shops, child care centers, swimming pools, etc. These signs will be mounted either directly on the building or on an unpainted wood-framed support. Established hours of operation may be included.

(7) Informational Signs. Exterior information/directional signs will have white letters on a green background. Use of directional signs will be kept to a minimum by relying on street signs, building numbers, and activity listings within the entrance/interior of the building. Base maps will be available at gates.

(8) Security/Warning Signs. Security/warning signs, excluding safety signs, will have black (or red) letters on a white background. These signs will be generally for perimeter fence lines, entrance gates, armories, and transformer houses. These signs will be mounted either directly on the structure or in a conspicuous location on an unpainted wood-framed support.

(9) Identification of Buildings. Building numbers will have black 5 inch lettering on a white reflective background.

(10) Standard Sign Data and Graphic Illustrations. Refer to the enclosures for the standard sizes and graphic illustrations of signs. The Marine Corps Emblem and Navy logo will be the only

authorized insignia. Personal identification of unit commander/OIC/SNCOIC, etc., is not authorized except as noted in 5(a)(2) and 5(a)(3) above.

b. Nonstandardized signs are not provided by the Facilities Maintenance Branch.

(1) Nonstandardized signs include training aid signs, operational signs, tactical signs for field use, interior signs, and special event signs.

(2) Nonstandardized signs are the responsibility of each organization or activity commander, and are to be procured through normal supply channels.

(3) Operational/Field Signs. Miscellaneous individual unit peculiar operational, instructional, or field exercise signs are the individual organization's/unit's responsibility to fabricate or procure and install and are not provided by Facilities Maintenance Branch. Signs will be made of wood with white letters on a green background.

(4) Safety Markings. Organic safety signs and marking of equipment is the responsibility of the organizational activity. Hazardous condition markings will be color coded and completed per chapter 5 of reference (a), The Department of the Navy Manual, Color for Naval Shore Facilities. Specific requirements may be obtained from the Director, Safety Division.

(5) Posts have been planted for the display of special event identification and direction signs. Collapsible sawhorses may also be used for this purpose.

c. Housing Signs. Name signs for housing residents will be provided for the rank of colonel/captain (USN) and sergeants major/master gunnery sergeants/master chief petty officers. The standard sign will have yellow letters on a red (USMC) or blue (USN) background. Requests for these signs will be submitted to the Head, Family Housing Branch, Facilities Division. The use of names for personnel other than those cited above is prohibited.

d. Reserved Parking. White letters/numbers on a black background will be painted directly on asphalt or concrete pavement. Requests to paint reserved parking by self-help, or to have Maintenance Branch personnel paint the signs, will be submitted to the Head, Maintenance Branch, Facilities Division. Designation within joint (or shared) parking lots will be referred to the Area Commander.

e. Plans to install standard and nonstandard signs of a permanent or temporary nature must be approved by the Director,

Facilities Division prior to installation. The method of installation and location must be approved by the Head, Maintenance Branch, Facilities Division. Forward all such requests to the Director, Facilities Division.

f. Placement of Signs on Primary Streets. Types and placement of permanent signs along Barnett Avenue, Fuller, and Russell Roads, will be approved by the Chief of Staff, MCB. Building mounted signs except for building numbers are not authorized along Barnett Avenue.

g. Prohibited Marking/Signs. The painting of signs, logos, murals, or other graphic illustrations on either the interior or exterior wall surfaces of facilities is strictly prohibited without prior written approval of the Head, Maintenance Branch, Facilities Division. No painting of signs/curbs will be done to satisfy an inspection party, however these areas will be continuously maintained in a presentable condition especially in high volume traffic areas.

6. Request for Signs

a. Requests for new signs will be submitted to the Head, Maintenance Branch, Facilities Division, on Work Request Form, NAVFAC 9-11014, per reference (b).

b. For reasons of economy, serviceable signs will not be repainted or replaced solely to effect compliance with the design and color criteria contained in this Order, but will be changed when normal repair, repainting, or replacement is required.

7. Removal of Signs

a. Requests for removal of signs will be submitted to Head, Maintenance Branch on Work Request Form, NAVFAC 9-11014, per reference (b).

b. Signs will be removed when no longer needed, e.g., when units or organizations are moved or abolished.

c. Coordination with Head, Maintenance Branch, Facilities Division is required before any sign is removed.

8. Action

a. Area coordinators, organization and activity commanders will ensure signs under their cognizance are in compliance with this Order.

b. Organization and activity commanders will ensure unnecessary signs are removed, e.g., when a unit no longer occupies the spaces marked by the sign.

c. Commanding Officer, Security Battalion will ensure all necessary traffic control and safety/warning signs are in place.

d. Director, Safety Division will ensure all necessary safety/warning signs are in place.

e. Head, Family Housing Branch, Facilities Division will identify missing, worn or damaged quarters numbers and street signs in housing areas and report them to Head, Maintenance Branch, Facilities Division.

G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

STANDARD SIGN DATA

IDENTIFICATION	MOUNTING	SIZE	MATERIAL	COLOR	REMARKS
Major Command Headquarters	Unpainted wood-framed support	Width-72" Height-48"	Metal	Yellow on Red	Includes Command Insignia and Identification of the CG and Sergeant Major
Organization Headquarters	Unpainted Wood-framed support	Width-48" Weight-48"	Metal	Yellow on Red (USMC) Blue (USN)	Includes Marine Corps Emblem or Navy Logo and the Identification of the Commanding Officer and Command Sergeant Major.
Unit Headquarters/ Activities	Exterior Wall or unpainted-wood-framed support	Width-24" Height-24"	Metal	Yellow on Red (USMC) Blue (USN)	Lettering Only. No Emblems/Insignias/Logos and No Personal Identification of Unit Commander/OIC/NCOIC, etc.
Support Activities of Operation.	Exterior Wall or unpainted wood-framed support	Width-48" Height-72"	Metal	Yellow on Red	Headquarters Sign includes Marine Corps Emblem. Subordinate Units--No Emblem. May include Hours
Community Support Activities	Exterior Wall or unpainted wood-framed support	Width-24" Height-24"	Metal	White on Green	May include Hours of Operation. No Emblem or Logos.

STANDARD SIGN DATA

IDENTIFICATION	MOUNTING	SIZE	MATERIAL	COLOR	REMARKS
Informational/ Directional Signs	Exterior Wall or unpainted	As required to include	Metal	White on Green	White directional arrows as required
Security/Warning Signs	Exterior wall or unpainted wood-framed support	Width-24" Height-30"	Metal	Black and/ or Red on White unless specified by regulations	NONE
Operational/Field	Exterior surface or unpainted wood-framed support	As required	Wood	White on green back- ground	Unit responsibility
Street Signs	Metal Post	Width-36" Height-9" Lettering-5"	Metal	White on green reflective background	NONE
Building Numbers	Building mounted	Width-20" Height-8" Lettering-5"	Metal	Black on White reflective background	NONE
Housing Signs quarters on door	Main entrance Height-4" Red	Width-18" letters on (USMC) or	Wood Master	Yellow (USN) Sergeants Major/ Chief Petty Blue (USN) background	Colonels/Captains screen Officers

STANDARD SIGN DATA

IDENTIFICATION	MOUNTING	SIZE	MATERIAL	COLOR	REMARKS
Reserved Parking Asphalted or Concrete Surfaces	Directly on lettering N/A	6 inch letters/ numbers on asphalt		White senior occupant surface; numbers on concrete	Responsibility of
Black letters/					

GRAPHIC ILLUSTRATION OF STANDARD SIGNS

