



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRION, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801

REPLY TO  
ATTENTION OF

IMLE-ZA

FORT LEE POLICY NO. 13-03

APR 11 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sign Management Policy and Services

1. **Purpose.** The purpose of this policy is to institutionalize adequate procedures for the procurement and quality assurance control of post wide signs.

2. **References.**

a. Manual on Uniform Traffic Control Devices for Streets and Highways as approved by the American National Standards Institute (ANSI) D6.1-1978.

b. The Fort Lee Installation Design Guide, Section 11 Site Elements Design Standards (contact Directorate Public Works (DPW) Master Planning)

c. Fort Lee Environmental Special Conditions  
([http://www.lee.army.mil/dpw/emd/documents/Environmental\\_Special\\_Conditions.pdf](http://www.lee.army.mil/dpw/emd/documents/Environmental_Special_Conditions.pdf))

d. Fort Lee Policy 12-03 Fort Lee Approval to Accomplish Work on Installation Facilities Policy, 30 December 2013.

3. **Background.** The fabrication and installation of signs has traditionally been a Directorate of Public Works (DPW) service. Budget and work force reductions have necessitated a corresponding reduction of DPW Sign Shop capabilities. Simply stated, off-post contractors at unit/activity cost can be used to fabricate signs affiliated with that unit or activity, while common area signs will remain a DPW responsibility. In both cases, post sign procedures must be followed for quality assurance and adherence to the Fort Lee Installation Design Guide.

4. **Responsibilities.**

a. **Requester/Purchaser.** The requester/purchaser is responsible for providing the DPW with a DA Form 4283 (Facilities Engineering Work Request) describing the sign. The work order must include the exact location of the proposed sign. If the signage is to be self-funded, a "permission only" DA Form 4283 is required to be submitted. Upon approval of the DA Form 4283 by DPW, the requester/purchaser will contact one of the approved vendors to obtain a cost proposal for the sign (contact DPW Operations and

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Maintenance Division for a list of approved vendors and approximate prices). If the contractor's cost proposal is acceptable and under \$2,500.00, the IMPAC purchase card may be used to procure the sign. If the cost proposal is over \$2,500.00, the customer must create a Purchase Request (PR) in GFEBS, send the PR to their Resource Management (RM) for funding, then send the PR to Fort Lee Mission Installation Contracting Command (MICC) to be awarded. Miss Utility "Before You Dig Laws" must be followed on all sign installations where ground disturbance is required. Miss Utility can be contacted by dialing 811 or on the internet at <http://va811.com>. After the DA Form 4283 is approved by DPW but before installation, a proof of the sign(s) to be installed must be submitted to DPW Master Planning for approval.

b. **DPW.** The DPW is responsible for guidance and enforcement of sign standards as described in design reference paragraph 2b above. The DPW will require the removal of signs that have not received prior approval via DA Form 4283. Responsible unit/activities will bear the burden of cost for corrective actions.

5. **Liability.** This policy applies to all organizations and tenant activities at Fort Lee, Virginia. Failure to adhere to the requirements of this policy and the Fort Lee Installation Design Guide will subject violators of the policy to the removal of any inappropriate signs. Unapproved signage will be corrected or removed at the unit's or activity's expense.

6. **Supersession:** This policy supersedes Fort Lee Policy 13-03, 20 January 2009.

7. Proponent for this policy is the DPW Master Planning Division, 734-5039.



PAUL K. BROOKS  
COL, LG  
Commanding

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