



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11010.13B
N412

AUG 1 1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11010.13B

Subj: RESPONSIBILITY FOR AND STANDARDIZATION OF SIGNS AND
PAVEMENT MARKINGS

Ref: (a) Manual on Uniform Traffic Control Devices for Streets
and Highways by Federal Highway Administration, U.S.
Department of Transportation, 1988 Edition (NOTAL)
(b) Naval Training Center, Great Lakes Base Exterior
Architecture Plan (BEAP) (Approved: 10 July 1985)
(NOTAL)

1. Purpose. This instruction regulates the type, size, and
placement of all signs and pavement markings on the Naval
Training Center (NTC), Great Lakes Complex.

2. Cancellation. NTCGLAKESINST 11010.13A. This is a complete
revision and should be read in its entirety.

3. Background. A variety and excessive number of signs and
markings have been erected, affixed, or painted on the grounds,
streets, curbs, and buildings on the Great Lakes Complex. This
not only dilutes the effectiveness of the intended purpose of the
signs and markings, but also contributes to the "cluttered"
appearance of NTC. Economically, the funding required for the
installation and maintenance of signs and markings is very
limited.

4. Discussion

a. Criterion for Signs and Markings. The principle
criterion for placement of signs or markings is essentiality. A
sign or marking is essential if it is required to exercise a
regulation, warning, control, or guidance that cannot be
exercised in any other manner.

b. Types and Placement of Signs and Markings. Standard
signs and markings will be used throughout the complex as
established by reference (a), except where more distinctive and
aesthetic displays are appropriate, such as entrance gates and
special points of interest. These special informational signs
NTCGLAKESINST 11010.13B are governed by reference (b). Signs
will not be painted on the exterior surfaces of buildings or

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walls. Signs are to be of an appropriate material that can be removed, if future changes dictate, without defacing the building.

(1) Road and Street Signs and Markings. All regulatory warning and guide signs and markings will be constructed and installed per reference (a). The only exception to this rule is the street signs and posts located in the Great Lakes Historic District.

(2) Building Number, Address, and Organizational Signs. Unless otherwise specified and authorized by Commander, NTC, Great Lakes, all building number, address, and organizational signs will have white letters and numbers on a brown background. The sign will be building mounted, where possible, in an appropriate method. A command or activity logo or symbol is permitted when incorporated within the white and brown standard signage.

(3) Special Purpose Signs. Signs of a special purpose, such as NTC Morale, Welfare and Recreation (MWR) activities, will be free standing and positioned away from buildings. These signs will be constructed of durable wood materials; i.e., redwood, pressure-treated, with appropriate colored lettering (light color is preferred). The sign should blend in with the general architecture and aesthetics of the area where located.

c. Referenced Material Sources. Reference (a) can be ordered from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. Reference (b) can be obtained from the NTC Planning and Programming Office (N41). Both references (a) and (b) are available for review in the N41 office in Building 1A.

5. Responsibility

a. Traffic Control Signs. The NTC Planning and Programming Officer is designated as the officer responsible for the approval of all signs and markings pertaining to traffic control on board the complex. This responsibility will be carried out with the coordination and cooperation of the NTC Great Lakes Security Officer. The erection and maintenance of traffic signs and markings on NTC (Simplex), Navy Public Works Center (PWC), and

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Naval Hospital (NAVHOSP) and Family Housing areas managed properties are their respective responsibility. Reference (a) shall be used to evaluate the signage requirement.

b. All Other Signs and Markings. NTC Assistant Chief of Staff for Base Operations, Commanders, Commanding Officers, and Officers in Charge of component commands and tenant activities are designated as the officers responsible for the approval, erection, and maintenance of all exterior and interior signs and markings in areas under their cognizance. Reference (b) shall be used to evaluate the signage requirement.

6. Action

a. All requests for sign installations and pavement markings will be submitted to the appropriate Command's Assistant Public Works Officer for approval and authorization. Per references (a) and (b) and normal construction practices, the erection and maintenance of signs and markings will be accomplished by PWC Great Lakes' shop personnel and/or qualified command personnel. Utility clearances and building checks will be accomplished prior to commencement of work. Proper installation procedures will be followed to ensure a safe workspace.

b. Every effort shall be made to keep requests for external signs and markings to a minimum.



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