



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 11000.5

NO17/

FEB 18 2014

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 11000.5

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: STANDARDS FOR POSTING OUTDOOR SIGNS ON JOINT BASE PEARL
HARBOR-HICKAM

Encl: (1) Joint Base Pearl Harbor-Hickam Request Form

1. Purpose. This instruction establishes guidelines and procedures for displaying signs on property under the jurisdiction of Commander, Joint Base Pearl Harbor-Hickam (JBPHH).
2. Cancellation. NAVSTAPEARLINST 11000.5.
3. Policy. It is Department of the Navy policy to ensure that naval personnel and their families are provided with information and programs that enhance their morale and well-being. Displaying signs is one way to disseminate relevant information to the military community in a controlled manner. Signs may be approved for posting when they support the military mission, including enhancement of quality of life and work aboard JBPHH, so long as they conform to reasonable standards of good taste and appropriateness.
4. Applicability. This instruction applies to all persons seeking to post signs on property under the jurisdiction of Commander, JBPHH. Specifically, all military units and related organizations, the Navy Exchange, Morale, Welfare, and Recreation (MWR) Programs, private organizations, officer or enlisted organizations, and all other special interest groups will follow these procedures.
5. Procedure.
 - a. All requests to post signs under this instruction, except as noted in paragraph 5d below, must be submitted in writing to Commander, JBPHH, via the Staff Judge Advocate (SJA), a minimum of fourteen (14) days prior to the date of the requested sign posting. Enclosure (1) is the sign request form; requests for signs fall under the "Other" category. Request forms should be delivered to the JBPHH SJA's Office, Ms. Debora

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Manoi, Building 1746, Second Floor, Room 200, 808-473-4058, or to deboramanoi@navy.mil.

b. Requests must include the following information:

- (1) Purpose of the proposed sign;
- (2) Proposed location;
- (3) Proposed dates the sign will be posted;
- (4) Proposed content of the sign, including a depiction or photograph of the sign;
- (5) Point of contact, including name and phone number.

c. All signs must be professional, in good taste, and well secured so they do not reflect negatively on the installation and do not present a hazard to traffic or pedestrians.

d. Commander, JBPHH, hereby delegates the regulation of signs displayed by the Navy Exchange and MWR Programs to the director of each respective program. However, no more than three (3) signs may be displayed by the Navy Exchange or MWR at any location at any given time.

6. Limits.

a. Requests to post signs will be honored on a first come, first serve basis.

b. Approved signs may be posted for no more than one (1) week at a time.

c. A limit of two (2) signs per requestor may be displayed on JBPHH at any time, and no more than five (5) signs may be posted at one time at the same location.

7. Types of Signs.

a. Information Signs. Information signs are those displayed by military units and related organizations, the Navy Exchange, MWR Programs, private organizations, officer or enlisted organizations, or other special interest groups.

(1) All approved signs shall be constructed of durable material and neatly fabricated.

