

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 5160-003
SUBJECT: Identification Signs	DATE: November 25, 2002	
	OPI: Office Procurement and Property Management, Property Management Division	

1 PURPOSE

The purpose of this regulation is to prescribe the policy and guidelines for the posting of identification signs.

2 SPECIAL INSTRUCTIONS/CANCELLATION

- a This regulation supersedes Departmental Regulation 5160-3, Identification Signs, dated August 25, 1992.
- b This regulation is being revised to include the use of the Official Symbol of the Department of Agriculture (USDA) on signage.

3 POSTING AND EXCEPTIONS

For the convenience of the public, the buildings, offices and stations of USDA will be marked by signs or lettering on the buildings and doors. Signs will be erected at the principal entrances of buildings, stations, etc. Principal buildings of such stations will also be identified.

- a Uniformity. Department signs will be uniform and conform to the standard design as shown in Appendix A. Existing signs need not be changed to conform to the standard design until it is necessary to replace them. When such replacements are made, they will be in accordance with the standard design.
- b USDA Signature. The Official Symbol will be used as the Department's signature. It will be designated for display on signage as deemed appropriate. The USDA Seal has been withdrawn from use as the designated Departmental Identifier. The Seal will maintain a role within the Department's information system. It will be relegated for use on legal documents, in the Office of the Secretary, and for other protocol functions as originally mandated by Congress.

- c Associated Regulations. These regulations compliment existing directives such as Departmental Regulation (DR) 5160-1, Official Symbol and Seal of the Department and DR 1470-1, Graphic and Exhibit Design.
- d Exceptions. The following exceptions to the standard sign are permitted:
- (1) When local environment dictates a more appropriate type of sign, such as rustic signs in about national forests, raised bronze or carved stone letters on buildings, etc. On such signs, however, if the name of an agency of the Department is used, the following words "of the U. S. Department of Agriculture" must also appear.
 - (2) Special purpose signs such as those intended to control, warn or direct, or those which identify physical features, etc., when the name of a department or agency is not involved.
 - (3) For activities carried on cooperatively with another agency outside of the Department. However, on such signs where the name of the Department agency appears, the following words "of the U.S. Department of Agriculture" must also appear.
 - (4) Individual buildings, where the principal entrance to a station of The Department is properly identified. Such buildings may carry only the name of the activity involved.
 - (5) Federal buildings occupied with other Government agencies or leased buildings where the Department is not the sole tenant. While exterior signs need not be displayed, appropriate office identification will be presented by door lettering and signs as follows:
 - (a) The words "U.S. Department of Agriculture" will come first in letters not smaller or less conspicuous than those used elsewhere in the lettering, except in buildings devoted exclusively to activities of the Department and except where, for public convenience, the name of the office or station should stand out.
 - (b) If the name of the agency comes first, it must be followed by the words "U.S. Department of Agriculture," in letters the same size or smaller than those used in the name of the office or station.
 - (c) The display of decals or signs conforming to the standard identification sign specified in Appendix A will meet the

requirements of this regulation.

- (6) When clearly justified by special circumstance, the Director, Design Center, Office of Communication, may waive the requirements of this regulation in writing upon request by the Agency Head through the Director, Office of Procurement and Property Management. A copy of the proposed sign should be submitted with the requesting memorandum from the Agency Head or designee.
- e Building Directories. The words "U.S. Department of Agriculture" will precede agency listing in letters not smaller or less conspicuous than used in agency listing.

-END-



XYZ
National Agency Center
 Agency Name
 U.S. Department of Agriculture

Site signs, freestanding



Farm Service Agency
 U.S. Department of Agriculture

7500



Farm Service Agency
 U.S. Department of Agriculture

Site address sign, building mounted

Directional, freestanding or wall-mounted



Farm Service Agency
 U.S. Department of Agriculture



Office identification, wall-mounted (USDA Facility)

103



Farm Service Agency
 U.S. Department of Agriculture

Building directory, wall-mounted (USDA Facility)



Farm Service Agency
 U.S. Department of Agriculture

Administration	103
Publications	105
Conference Room	108
Snack Bar	112

Office identification, wall-mounted (Non-USDA Facility)

103



U.S. Department of Agriculture
Farm Service Agency

Building directory, wall-mounted (Non-USDA Facility)

XYZ Office Building

Tenant A	101
Tenant B	104
U.S. Department of Agriculture Farm Service Agency	112
Tenant C	115