

Directive

FGIS 5160.2

11/29/90

IDENTIFICATION SIGNS

- I. PURPOSE This Directive states the policy, standards, and guidelines for obtaining and posting identification signs and building directories within the Federal Grain Inspection Service (FGIS).
- II. AUTHORITY The authority for this Directive is contained in Departmental Regulation 5160-3, Identification Signs.
- III. POLICY It is FGIS policy to:
- A. Post signs at principal entrances of buildings, offices, and stations for the convenience of the public.
 - B. Ensure that all Agency signs and letterings are uniform and conform with the standard design given in Departmental Regulation 5160-3.
 - C. Inspect signs frequently and repair, repaint, or replace as needed.
- IV. EXTERIOR SIGNS
- A. Procurement. Identification signs should be obtained by field offices:
 - 1. With delegated procurement authority by submitting Form AD-838, Purchase Order, to UNICOR (Federal Prison Industries, Inc.) or other GSA sources of supply.
 - 2. Without delegated procurement authority by submitting Form AD-700, Procurement Request, to the Field Servicing Office (FSO).
 - B. Construction.
 - 1. Identification signs for Agency-leased space shall be constructed according to the architectural design set by the lessor.

2. Identification signs for buildings not included under exceptions set by the Department shall be designed using the following format:

a. At the left of the sign, there should be a vertical bar with the letters, USDA, arranged vertically. The letterings shall be in a print larger than any other lettering on the sign.

b. At the right of the sign, the Agency name and Department should be shown. The Program or Division name may be shown before or after the Agency name, depending on the emphasis desired.

3. Do not use abbreviations, except for "U.S." in the name of the Department.

4. The colors used for the signs shall be white letters on green background or green letters on white background.

5. Distance at which the sign will be read should be considered in determining the size of signs and letterings.

VI.
INTERIOR
SIGNS

A. GSA-owned or -leased Buildings. Contact the GSA Building Manager to obtain interior signs for offices in these buildings.

B. Agency-leased Space. Contact the lessor to obtain interior signs for leased buildings. Interior sign lettering shall comply with the decor of the building. Contact the Realty Section, FSO, prior to authorizing any interior signs if the lessor mentions any cost.

VII.
BUILDING
DIRECTORIES

The words "U.S. Department of Agriculture" will be shown before the Agency name and in letters of equal or larger size.

VIII.
INQUIRIES

Direct inquiries to the Procurement and Realty Services, FSO.

/s/ John Foltz
Administrator