



UNITED STATES MARINE CORPS
CAMPS FOSTER & LESTER
MARINE CORPS BASE
CAMP SMEDLEY D. BUTLER
UNIT 35002
FPO AP 96373-5002

10110

CAMP

JUN 05 2013

CAMP COMMANDER POLICY LETTER 2-13

From: Camp Commander, Camps Foster and Lester, Marine Corps
Base, Camp Smedley D. Butler

To: Distribution List

Subj: CONTROL OF BANNER AND SIGN DISPLAYS ON CAMP FOSTER/LESTER

Ref: (a) DoD Directive 5500.07-R

Encl: (1) Approved Banner Locations
(2) Request to Hang Banner Form

1. Purpose. To establish policy for the display of banners and signs aboard Camps Foster and Lester. This policy also establishes approved locations for routine display of banners and signs.

2. Background. In accordance with reference (a), paragraphs 3-211a/b, non-Federal entities (NFE) may request permission to hang banners and signs in designated locations on Camps Foster and Lester. If the NFE resides on a Marine Corps Installations Pacific facility or area, there will be a presumption that the criteria of JER 3-211a/b are met, subject to the restrictions enumerated below.

3. Discussion. The use of banners is effective as a supplemental means of advertising events and programs which improve the quality of life for the Marines, Sailors, and families living and working aboard the camp. Banners improperly displayed on fences may detract from the camp's appearance. Improperly displayed banners can also become a safety or security concern by distracting and hindering the view of personnel passing by in high traffic areas or by blocking the view of camp security personnel. Signs mounted on trailers are also regulated by this policy.

4. Policy. The display of banners and signs is authorized only in approved locations. Perimeter fences and immediate vicinity

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of any gate will not be approved. Base safety is authorized an exception upon approval and may post safety banners in a safe manner close to gates so that departing traffic can view the safety message.

a. Enclosure (1) provides a list of approved banner locations.

b. Enclosure (2) is the request used for the display of banners and signs. Sign location approval is done on case by case basis.

c. The following guidelines are provided to ensure the display of banners aboard the camp is fare and consistent with this policy:

(1) Only one event advertised at a time for a maximum of 30 days.

(2) All banners must be removed by owners within 8 hours of announcement of TCCOR-3. Any banner not removed will be taken down by camp staff. Failure to remove banners in designated time period will result in suspension of banner privileges.

(3) Requests to display banners on MCCS sports field fences require an approved endorsement from MCCS before submission to the camp for approval.

(4) Banners advertising approved fundraisers may be displayed but shall not advertise for, make referrals to, or encourage the use of any commercial business.

(5) Banners that are freehand spray-painted will not be authorized.

d. The camp services office will identify violations of this policy and take appropriate actions to have unauthorized banners and signs removed. The camp will also notify tenants when banners or signs require repairs and adjustments to ensure a neat appearance is maintained.

e. Requestors are required to employ media other than banners and signs as their primary means of advertisements.

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f. All requests should be submitted to camp services 14 days prior to requested display date. Enclosure (2) is also posted on the Camp's web page at <https://ww1.mcbbutler.usmc.mil/> under the services link. It is recommended that requestors get approval of wording for their advertisements prior to purchasing banners.

5. This policy letter is effective immediately when signed.



K. J. ESTES

DISTRIBUTION:
INTANET

Approved Banner Location #1

(CLR-3 Motor-T Maintenance FOS-5655 Fence Line)

On Stillwell Drive, Across From Brock Street



Approved Banner Location #2

(CLR-3 Motor Pool FOS-5665 Fence Line)

On Stillwell Drive & 6th Marine Division Road



Approved Banner Location #3

(G-6 Electronic Communication FOS-5668 Fence Line)

On Stillwell Drive Across From Godfrey Hall FOS-5713



Approved Banner Location #4

On Guadalcanal Road

Inner Fence line Across From FOS-464, 24 Hour Shoppette Exit Nearest to Montana Street.



Approved Banner Location # 5

Beside FOS-459, Saipan Road, Near Gate 3



Approved Banner Location # 6

On Camp Lester, Near Gate 1, At Intersection of Chicaco and Houston Street

(Mounted Properly on Interior Fence Line)



Date: _____

REQUEST TO DISPLAY BANNERS AND SIGNS ON CAMP FOSTER/LESTER

From: (Sponsor/Requestor's Rank/Name/Organization)

To: Camp Commander, Camps Foster and Lester

Subj: (Request to display Banner/Sign)

Encl: (Provide photo or drawing of banner/sign wording)

1. Dates: Start/Stop
2. Narrative of event purpose:
3. Location requested: Must be one of the approved banner locations. For signs (A-Frame type only), state preferred location close to event.
4. POC: Name and phone number of person responsible to maintaining and removing banner/sign.

ENCLOSURE (2)

LIST OF APPROVED LOCATIONS TO HANG BANNERS ON
CAMPS FOSTER/LESTER
W/SAMPLE SIGNS AND POORLY DESIGNED OR HUNG BANNERS

- LOCATION:
- #1 STILWELL, NEAR VEHICLE REGISTRATION, ON CLR-3 MOTOR-T MAINTENANCE FENCE
- #2 STILWELL & 6th MARINE DIVISION ROAD, ON CLR-3 MOTOR POOL FENCE
- #3 STILWELL, G-6 ELECTRONIC COMMUNICATIONS, ACROSS FROM GODFREY HALL
- #4 GUADALCANAL ROAD, ACROSS FROM SHOPPETTE EXIT NEAR MONTANA STREET
- #5 SAIPAN ROAD, NEAR GATE 3, BESIDE BEQ 459
- #6 CAMP LESTER, NEAR GATE 1, AT CHICAGO AND HOUSTON STREET INTERSECTION