

HHC PAARNG TRAINING CENTER
1 Garrison Road
Fort Indiantown Gap, Annville, PA 17003-5002

HHC PAARNG TRAINING CENTER SOP 25-83

30 August 2012

OUTDOOR DIGITAL SIGNAGE WITHIN FORT INDIANTOWN GAP

This SOP addresses procedures and guidance used to display information and graphic via outdoor digital signage on Fort Indiantown Gap (FTIG).

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1. **PURPOSE.** To define the process and procedures for requesting Digital Signage Displays and to establish Digital Signage as a method for information dissemination on FTIG.

2. **SCOPE:** This policy applies to all departments, offices, and activities requesting Outdoor Digital Signage Displays on FTIG.

3. **POLICY:**

a. Submit requests for digital signage to the Office of the Garrison Commander, using FTIG Form 25-83 for approval. Requests must be submitted at least 10 working days prior to the requested publication date

b. Outdoor digital signage content will not exceed 3-5 seconds in length and will consist of text and one graphic with no motion/animation. This is consistent with industry and driver safety best practices. Exception to these policies must be granted by the Deputy Garrison Commander.

c. HHC PAARNG Training Center will create the digital signage and route it through the requestor for approval before publication to the appropriate playlist.

(1) Approved event signage will be digitally displayed for no more than 2 weeks prior to the event and will be removed immediately following the event. Event/Programs that are trying to recruit volunteers or to raise funds may run longer than 2 weeks at the discretion of the Garrison Commander.

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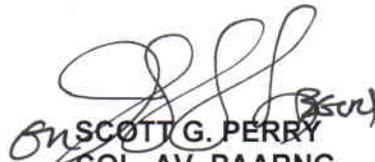
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(2) Approved published signage that is not tied to a specific date or program will not exceed 45 days on a playlist and will be published on a staggered schedule (Example: Signage will run Mon/Wed/Fri one week and Tues/Thurs/Sat the following week and so on).

d. Emergency signage requests by the TAG, JEOC, FTIG Police Department, FTIG Fire Department, etc. pre-empt all other signage requests or currently running playlists.

e. HHC PAARNG Training Center manages all digital signage playlists, scheduling, maintenance of the media being displayed, and removing media for events that have occurred or been cancelled. The playlist manager will determine the proper playlist to display the digital media, working with the customer to meet their needs, however, not all media is appropriate for all playlists, based on the locations of the displays. The Garrison Commander will make the final decision, if necessary.

The proponent agency of this Standard Operating Procedure is the HHC PAARNG Training Center. Users are invited to send comments and suggested improvements to the Readiness NCO, HHC PAARNG Training Center, 1 Garrison Road, Fort Indiantown Gap, Annville, PA 17003-5002.


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Garrison Commander