



## Welcome to the Keesler Air Force Base Family Campground

Office Hours: Monday-Saturday: 9AM-4PM, Sundays: CLOSED • Check-Out: 12 PM -Late Fee \$5/day after Due Date

Phone: (228) 377-9050 Email: fam1campkess@gmail.com

Mailing Address: Keesler FamCamp, Site#, 200 Annex Road, Biloxi, MS 39531

GPS Address: Keesler FamCamp, 2003 Atkinson Road, Biloxi, MS 39531

1. 52 sites are available for reservation; as well as on a "First Come - First Served" basis for drive-ins. Rates/fees are subject to change. Current rates are available at Outdoor Recreation or The FamCamp at (228) 377-9050.
2. Your registration card/ paid receipt must be visible from the road.
3. One camper (RV) per campsite. Please do not park vehicles on empty sites.
4. A fee (\$12.00) will be assessed if parking in an empty site.
5. Restrooms are kept locked. Please ask the front office for the code when you check in.
6. Please place tow bars/dollies stored on your site under your unit if possible. Large haulers, boats, trailers, and non-essential vehicles may be placed in our storage (space permitting) for a nominal fee.
7. Proper sewage connections must be used to prevent spillage, use of donut required.
8. Open campfires are prohibited; however, barbecue grills may be used. Do not dump hot coals in trash receptacles or on the ground.
9. Please keep your FamCamp site clean. Prior to departure, it is your responsibility to police your area and deposit all trash in the proper receptacle.
10. Do not put loose trash out overnight.
11. No generators and noisy equipment permitted from 10:00 PM to 8:00 AM.
12. Stereo, TV, etc. volume is to be kept low enough not to disturb your neighbor.
13. Speed limit is 5 Mph within the campground and 15 Mph in other areas.
14. Children under 10 must be accompanied by an adult of sponsor at all times, including inside bath houses and all campsites.
15. MS law prohibits the consumption of alcoholic beverages by individuals under 21 years of age.
16. Maintenance of vehicles is limited to basics (changing tires, washing, etc.). Our Automotive Skills Development Center is available for more complex repairs.
17. PETS: Maximum two per site. Pets are to be kept on maximum 6 ft. leash and may not be left outside unit. Pet walk area is provided, pick up and bag all droppings immediately (dispose of in trash can/ dumpster). Pets are not permitted in any of the buildings. Failure to comply with guidelines will result in immediate removal of pet from the family camp.
18. Avoid all contact with unfamiliar animals. Wild animals and cats are prevalent in the area and any animal can carry rabies.
19. No smoking in any buildings.
20. Comfort stations will not be used for kitchen services or laundry facilities.
21. No tent camping.
22. Laundry room is open 24 hours. Please clean filters and equipments. Coin changer is inside of the office.
23. Please do not walk through other guests' sites.
24. Please advise the office if you must leave early or late.
25. Please check the mail and/or messages in your site's folder in the office daily.
26. FamCamp reserves the right to remove any guests that cause disturbances to other guests or to the FamCamp operations. (According to SOI 34-28 4.18)

**We hope you enjoy your stay with us. If we may be of assistance, please let us know.**

**SERVICES**

**PROCEDURES AND CONTROLS FOR  
KEESLER FAMCAMP**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** This publication is available electronically in the 81 FSS/FSR □ Squadron Operating Instructions folder on the 81 FSS □ R□ drive.

**RELEASIBILITY:** There are no releasibility restrictions on this publication.

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OPR: 81 FSS/FSWO                      Certified by: 81 FSS/CC (Maj Anthony W. Perez) Pages: 10

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This Squadron Operating Instruction (SOI) established policy and procedures and guidance related to the use of the FamCamp in the Force Support Squadron (FSS) Outdoor Recreation activity, and implements AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*. This SOI applies to the Keesler FamCamp operation and its □ employees, and it is their responsibility to be knowledgeable of the instruction herein, operation, and are subject to established disciplines surrounding funds control and property accountability. Provisions outlined in AFI 34-101 are supplemented by this SOI. Deviations from these procedures are only authorized with the express consent from the Commander/Deputy Director of the 81st Force Support Squadron with concurrence of the Community Services Flight Chief (FSW).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Guidance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional □ s chain of command. Attachment 1 is a glossary of references and supporting information.

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## **Chapter 1**

### **DUTIES**

**1.1. Outdoor Recreation Director.** The Director is ultimately responsible for the overall management and operation of FamCamp. A Recreation Specialist/Assistant will represent the Director in his/her absence on all matters and manages various operations and programs as assigned.

**1.2. FamCamp Host.** Hosts are directly responsible for the grounds of FamCamp. Duties include:

- 1.2.1. Overseeing and ensuring site cleanliness is maintained.
- 1.2.2. Reporting all work orders/work requests and other site requirements.
- 1.2.3. Cleaning bathhouses including sweeping/mopping floors daily.
- 1.2.4. Sanitizing all toilets, shower stalls and sinks daily.
- 1.2.5. Wiping down washers and dryers and cleaning them as needed.
- 1.2.6. Sweeping and mopping laundry room as needed.
- 1.2.7. Monitoring activities of guests and reminding them of camping guidelines as needed.
- 1.2.8. Notifying the Director of any challenges or difficulties with guests.

## Chapter 2

### CHANGE FUND CONTROLS

**2.1. Receipts.** Receipts will be verified by the Operations Assistant the following business day.

**2.2. AF Forms 1878.** An AF Form 1878, *NAF Central Cashier Deposit Receipt*, is to be filled out daily by the FamCamp Recreation Aid. Both the white and yellow copies are to be given to the Operations Assistant. The Recreation Aid is to keep the pink copy.

**2.3. Individual Cashier's Report.** An individual cashier's report will be filled out daily on both the front and back of the form. This form will be given to the Operations Assistant.

## Chapter 3

### ELIGIBILITY

**3.1. Eligibility.** Active Duty, retired military, dependents, reservists, DoD Civilians, Veterans (100% DAVPRM), and Veterans with service-connected disabilities, Purple Heart recipients, former prisoners of war, and designated primary family caregivers of eligible Veterans under the Department of Veterans Affairs caregiver program are authorized guests at FamCamp.

**3.2. Sponsors.** Eligible guests can sponsor family members or friends as long as spaces are available. They must take full responsibility for the actions of the people they sponsor. Sponsor (eligible member) must remain on-site for the entire duration of the guests' stay (this includes overnight).

**3.3. Peak Time Stays.** During peak times when FamCamp is full, sponsored guests must vacate the premises should priority guests want to come into the park and no space is available. Upon notice, the sponsored guest will have 72 hours to vacate the park. Priority guests include active duty, retired military, dependents, reservists, and DoD Civilians.

## Chapter 4

### RESERVATIONS/CAMPING GUIDELINES

**4.1. Site Priority and Reservations.** 52 sites are offered on a first-come basis and must be vacated after a MAXIMUM STAY of 180 days per calendar year. At that time, guests must remove their recreational vehicle from the property for minimum of 30 days and can return as spaces become available if they have not met the maximum calendar year length of stay.

4.1.1. Guest may request a site, but the site cannot be guaranteed.

4.1.2. Departing guests must wait 14 days before new reservations can be made.

4.1.3. Staff can create reservations with a start date of up to, but not to exceed 180 days in the future.

4.1.4. Sites #20 □21 are designated for guests staying three nights or less. When long term spaces are not available, these spaces can be used by guests staying more than three nights. However, as long term spaces are made available, guests will be asked to move.

4.1.5. Customers are requested to advise the FamCamp office if they will be leaving earlier than expected, or if they are going to be out of the camp for longer than 72 hours.

4.1.6. The Outdoor Recreation Director and/or the Community Services

Flight Chief maintains the responsibility of approving/disapproving extension requests on a case-by-case basis.

**4.2. Rates.** Rates and fees are subject to change. Current rates are available at Keesler Outdoor Recreation or the FamCamp office. Current daily rates must be paid in advance and may change without notice.

**4.3. Rent.** Rent is due on the first day of each month OR one calendar month after the check-in payment, and each subsequent month on that date (i.e. customer arrives on the 13th, monthly fee is due no later than the 13th of the following month). After the 5th of each month, a \$5 per day late fee will be charged.

**4.4. Site Appearance.** All sites must be kept clean and have a neat appearance. Guests are responsible for the cleanliness and appearance of their site (this includes the cleanup of leaves as needed). Lawn chairs, potted plants, and grills are acceptable; however, other miscellaneous items must be stored out of site. Some items not allowed outside campers, in or around FamCamp are freezers, refrigerators, sheds of any kind small or large, and storage tubs stacked outside. Guests can consult with FamCamp employees for acceptable storage. All items must be removed by the customer when they vacate the camp.

**4.5. Deposits.** A first nights deposit is due at time of booking, this deposit is nonrefundable if cancelled two weeks prior to reservation. A cleaning deposit may be required (at the discretion of the FamCamp employee or Host) of guests staying more than two weeks. This deposit is refundable when the site is vacated and left clean and ready for the next guests. The deposit rate is available from the FamCamp office and is subject to change.

**4.6. Registration Cards.** Each guest's registration card and receipt must be displayed and visible from the road.

**4.7. Registration Forms.** A complete registration form is needed for each patron. Registration information must include accurate phone number(s), emergency contact name and phone number, and the number of the people in the party.

**4.8. Common Areas.** Restrooms and laundry room are to be kept locked at all times. Customers are to be given a code at check-in. Comfort stations are not to be used for kitchen services or laundry facilities.

**4.9. Campsite Restrictions.** Customers are required to abide by FamCamp policy to keep their sites appearance acceptable.

4.9.1. When possible, customers are required to store tow bars and dollies under their RV.

Large haulers, boats, and trailers, as well as, non-essential vehicles can be stored in our dry storage lot for a nominal storage fee. Utility, bike, and boat trailers may not be connected or disconnected and stored on site, unless preparing for departure.

4.9.2. Proper sewage connections must be used to prevent spillage. The use of a donut is required.

4.9.3. Open campfires are prohibited, however, barbecue grills may be used. Hot coals are not to be dumped into trash receptacles or on the ground.

4.9.4. One RV per campsite, multifamily living is prohibited. Maximum of two additional POV's per campsite. Vehicles are not to be parked on empty sites.

4.9.5. No generators or loud noises of any kind permitted from 2200 to 0800. Holiday lights are to be turned off from 2200 to dawn.

4.9.6. TVs, radios, CD players etc. volumes are to be kept low enough to not disturb others.

4.9.7. Smoking is prohibited in the FamCamp welcome center office at all times.

4.9.8. No tent camping permitted.

4.9.9. Customers may not use Air Force campgrounds as a place of business.

4.9.10. Customers are not to walk through other guests' sites.

**4.10. Firearms.** All firearms must be registered with Keesler Security Forces, prior to the guest's arrival at Keesler FamCamp. Non-compliance will result in legal ramifications and removal of guests from FamCamp. All weapons registrations forms must be signed by the armorer. Questions regarding this policy can be directed to Security Forces at 228-377-3040.

**4.11. Speed Limit.** The speed limit for the campground is not to exceed 5 MPH.



**4.12. Children.** Children less than 10 years of age must be accompanied by an adult or sponsor at all times. This includes inside the bathhouses as well.

**4.13. Alcohol.** Although alcohol consumption is allowed on the premises of FamCamp, Mississippi law prohibits the consumption of alcoholic beverages by individuals under the age of 21.

**4.14. Vehicle Maintenance.** Vehicle maintenance is limited to the basics (changing tires, washing, etc.). Our Automotive Skills Shop is available for more complex repairs. All tires/wheels must remain on the RVs □ temporary removal for repair is acceptable. All RVs must be roadworthy and carry current registration, insurance, license tags and/or stickers. RVs may not be skirted, although tire covers are permissible.

**4.15. Pets.** Pets are limited to a maximum of two animals per site. All pets are to be kept on a maximum six foot leash and are not to be left outside unattended or off leash. Pet walk areas are provided. Customers must pick up and bag all pet droppings immediately and dispose of in the dumpster or pet waste stations. Pets are not permitted on other guests' sites, in the bathhouse, or in any other building. Failure to comply with these guidelines will result in the removal of the guest/pet from FamCamp. Guests may not board exotic animals such as, but not limited to: reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal.

**4.16. Wildlife.** Customers are to avoid all contact with unfamiliar animals and are not to feed them. Wild animals can carry rabies.

**4.17. Operating Instructions.** Operating instructions apply to all FamCamp guests. The Outdoor Recreation Director can waive operating instructions as needed in emergencies or hard-ship cases. Proper or necessary documentation must be submitted.

**4.18. Removal.** Guests tampering with government property will be removed and/or held financially responsible for any damage. Outdoor Recreation reserves the right to remove any guests that cause disturbances to other guests or to the Outdoor Recreation operations.

**4.19. Evacuation.** In the event of an evacuation order, guests must comply by removing all of their belongings in the specified time-frame. If guests do not comply they will forfeit future privileges to use FamCamp and their vehicles/RV will be towed at their expense.

4.19.1. Guests will be refunded any unused nights that were paid for at Keesler FamCamp. Upon request, in lieu of a refund guest may extend their reservation for the amount of days they were required to evacuate as long as there is no conflicting preexisting reservations.

4.19.2. During the evacuation, guests will have the option to store their RV in an unassigned RV storage spot at one of Keesler ODRs RV storage lots. Once the evacuation order has been lifted, guests will have 24 hours to remove their RV from RV storage or will be charged for fees for dry storage.

4.19.3. Guests have 72 hours to return to Keesler FamCamp site after the evacuation order has been lifted. In the event the guest cannot return but wishes to keep reservation, they will be required to pay for the site to keep their existing reservation.

ANTHONY W. PEREZ, Major, USAF  
Commander, 81st Force Support Squadron

**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References**

*Air Force, Records Disposition Schedule (RDS)*

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility* 16 April 2019

AFI 33-322, *Records Management and Information Guidance Program*, 22 March 20

***Prescribed Forms***

None

***Adopted Forms***

AF 847, *Recommendation for Change of Publication*

AF 1878, *NAF Central Cashier Deposit Receipt*

***Abbreviations and Acronyms***

***RV-*** *Recreational Vehicle*

***OPR -*** *Office of Primary Responsibility*

***RDS -*** *Records Disposition Schedule*

***SOI*** ☐ *Squadron Operating Instruction*

***ODR-*** *Outdoor Recreation*