

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING (AETC)**



**AETC INSTRUCTION 32-1001**

**KEESLER AIR FORCE BASE**

**Supplement 1**

**29 November 2001**

**Civil Engineering**

**BASE EXTERIOR SIGN PROGRAM AND BUILDING GRAPHICS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the Keesler AFB WWW site, Forms and Publications at: <https://wwwmil.keesler.af.mil/pubs/index.html>. If you lack access, contact the Base Publications Manager (81 CS/SCPI).

---

OPR: 81 CES/CEOE  
(SSgt Christopher E. Jimenez)  
Supersedes AETCI 32-1001/Keesler AFB Sup 1, 14 Jun 99.

Certified by: 81 CES/CC  
(Lt Col David Funk)  
Pages: 3/Distribution: F

---

★ **AETCI 32-1001, 17 Nov 99, is supplemented as follows.** This supplement establishes policy and procedures for planning a comprehensive exterior sign and building graphics program for Keesler AFB. It describes the material, construction, and design of each type of sign constructed and specifies standards for implementing the guidance in AFPAM 32-1097 and the AETC Guide to Installation Excellence. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4). This supplement applies to all base facilities.

**SUMMARY OF REVISIONS**

Updated to comply with new instruction and include files maintenance information. A ★ indicates changes from the last revision.

1.7. (Added) Establish uniformity in types of signs.

1.8. (Added) Reduce maintenance costs.

4. Free-standing signs for facilities are discouraged.

5. Facilities will have exterior identification by using either the major occupant in the facility, specific function, or by name of the facility (such as Hangar 3 for Building #4203, Magnolia Dining Hall, or Vosler Academic Development Center, as examples). Multiple occupants in a single facility are addressed by a marquee on the building interior. Base the location of the building sign on the architecture, size and style of the building and best visibility by users.

Exterior building signage will consist of individual letters mounted to the building. The letters will be plastic (Plexiglas) Helvetica brown in style. Normal size will be 12 inches, but may vary based on the actual size and scale of the building.

**6.** Display the name and grade of family housing sponsor in a proper location on front of the quarters.

7.4. (Added) Facilities will receive an appropriate building number, per the real property files. The signs shall be wall-mounted, fabricated in standard sheet metal stock, will have dimensions that are 8 inches in height and 16 inches wide and consist of brown metal, and placed on the right side of each facility. The numbers will be Helvetica medium, 4 inches in height and centered.

★ **8.** Shields are limited to Army, Navy and Marine dormitories, Numbered Air Force, Wing, and Group Headquarters only. Limit shields to one per building and mount it either above or to the side of the main entrance. The only exception to artwork is the Triangle Student Dormitory Area. Current murals are grandfathered and any single dormitory that houses multiple sister service personnel may have a shield for each sister service that is mounted at the designated main entrance for that sister service. Any additional replacement art in the Triangle must be approved by the Wing Commander and must be mounted on a shield in a manner approved by the Base Civil Engineer.

10.10. (Added) Mount street name signs above stop or yield signs, whenever possible. However, the street sign located immediately above the stop or yield sign will be situated perpendicular to the stop or yield sign. Mount the street name sign on top of the post parallel to the stop or yield sign.

★ **11.** Reserved parking signs should be strictly limited to commanders, first sergeants, government vehicles, handicap, customers, visitors, and others as specifically approved by the 81 TRW/CC. Group commanders may authorize additional reserved parking signs at their facilities as circumstances warrant. Reserved parking signs will be a brown metal frame 4 inches by 18 inches in size. Use white lettering, Helvetica medium style.

★ **11.1.** (Added) Temporary reserved parking signs are authorized. The signs will have a brown background, 18 inches wide by 16 inches high. Use white lettering 1.5 inches Helvetica medium style. The signs are to be temporary in nature and remain posted only until the requirement for the sign has been satisfied.

11.2. (Added) OPR for reserved parking signs is 81 CES/CC who serves as the clearinghouse for all requests. Users will submit requests for reserved parking signs on an AF Form 332. The request must be approved and signed by the appropriate Group Commander prior to forwarding to 81 CES/CEOE.

**12.** Besides pavement markings, handicap spaces will be marked by a 12 inches by 18 inches brown sign with a white handicap symbol with the wording "Reserved Parking" underneath the symbol. Sign height should be 5 or 7 feet to the bottom of the sign. Signs placed where

pedestrian traffic is likely or where it may be a sight obstruction to motorist must be 7 feet high. The taller signs should prevent injury to pedestrians. Mark handicap parking spaces that are “van-accessible” with an additional sign that reads “Van-Access.” These signs will be mounted directly below the handicap sign and will be 4 inches tall and 12 inches wide, brown sign with white lettering. Both signs will have a half inch white border.

**14.** Screen walls will read like the walls at Gate 3 when a gate is renovated or replaced. Current gate lettering is grandfathered.

**22. (Added) Responsibilities.**

22.1. (Added) The designated base official in charge of signs is 81 CES/CC.

★ 22.2. (Added) Users will submit an AF Form 332 to the Base Civil Engineer for approval of new signage or modification of existing signs. Requests for signage shall be approved by the appropriate squadron commander prior to submission to the appropriate group commander.

**23. (Added) Informational Signs.** Informational signs are located at monuments, static displays, and historical sites to explain the significance of the item of interest. Informational or monument signs are to be permanently mounted at the base or pedestal.

RAY T. GARZA, Colonel, USAF  
Vice Commander  
81st Training Wing