

## SPECIAL EVENTS

Personnel sponsoring special functions (birthday parties, retirement ceremonies, functions being held at FSS/MWR facilities, etc.) must follow specific procedures to gain access to the installation for their guests.

Sponsors can provide 10 typed copies of their list to the Visitor Center. The lists must be in alphabetical order by LAST name. The guests date of birth and a valid Driver's License/State ID with number and state are required. Lists must be submitted three days prior to the event for up to 50 guests, five days prior for more than 50 and up to 200 guests, and seven days prior for more than 200 guests. To submit a Function List, you must be an authorized DoD card holder. Upon receipt, the Visitor Center will provide a cover sheet that includes:

1. Date, time and location of the event
2. Sponsors duty & contact information
3. Alternate POC contact information

All guests age 18 years and older, must present a Driver's License/State ID or US passport at the gate upon entry. Anyone without the required identification will be denied entry.

In the event neither the sponsor nor alternate can be reached, the guest in question will be denied entry to the installation.

## HARDSHIP PASSES

Given to individuals for installation access to help military members with home school, child care, base residents' relatives on long term visits, etc.

Members submit hardship request letter to their First Sergeant/Unit Commander. If approved, bring the letter and the individual to be badged to the Visitor Center. Max duration is one year.

## DEVIATIONS TO POLICY

Deviations to installation access/sponsorship policy must be approved by the 11th Security Support Squadron Commander or higher.



### 11 SSPTS Visitor Control Center (VCC)

1832 Robert M. Bond Drive  
Joint Base Andrews, MD  
20762  
Phone (301) 981-0689  
Fax (301) 981-8292

### ORG BOX:

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visitor-center@mail.mil

## Information

# 11 SSPTS Visitor Control Center



### Joint Base Andrews, MD

**Monday - Friday 6 a.m. - 10 p.m.**  
**Saturday - Sunday 6 a.m. - 6 p.m.**



## General Visitors/Passes/Decals

DoD, retired, and dependent ID Card holders 18 years and older are authorized to sponsor/escort up to 10 individuals in the same vehicle on the installation.

For unescorted entry, sponsors can submit a request form 72 hours prior to guest arrival for proper vetting. Sponsors can submit requests in person at the Visitor Control Center. At a minimum, the guest's full name, date of birth, Driver's License/ID State and number is required for proper vetting. Sponsors may be asked for additional information for guests with common names.

Vehicle Decals are not required for entry to Joint Base Andrews. The Visitor Center does issue decals for those who frequently travel to other military installations within the NCR and to retirees who desire them.

## MEDICAL CENTER VISITORS

Individuals visiting patients at Malcolm Grow Medical Center will first get authorized by the Visitor Center. This is done by SFS personnel contacting the specific department of the medical center and performing a routine background check.

## LOST/FORGOTTEN ID CARDS

If an individual loses or misplaces their military ID card, the Visitor Center staff may use another form of photo ID to conduct a SFMIS



(Security Forces Management Information System)/DBIDS check. If the individual does not have another form of ID or the record cannot be found in SFMIS/DBIDS, the individual must be escorted by another ID card holder. *Restricted/Controlled Area Badges ARE NOT authorized as another form of photo ID.*

## TAXI/METRO ACCESS

Taxi companies are authorized on the installation through the Main Gate and Virginia Gate ONLY. Taxis will proceed to the gate and relinquish their Hack License to the guard and receive a vehicle search. Taxis have maximum of 30 minutes on the installation. Upon departure they can retrieve their license from the gate they entered.

Metro Access vehicles are authorized for pick up/drop off only. They will be verified by Visitor Center. NCIC checks will be conducted.

## HOME/PERSONAL DELIVERIES

Sponsors are no longer required to meet delivery vehicles at the Pearl Harbor Gate. In order to take advantage of this procedure, the sponsor must still submit a visit request form. Delivery and driver will be verified the day of entry; however, the sponsor must be reachable by Security Forces personnel to validate the service/delivery, otherwise your delivery will be denied access to JBA.



## GOLF COURSE ENTRY

Visitors going to the golf course must enter the installation via the VIRGINIA Gate. A valid Driver's License/ID is required for entry.

## DBIDS CONTRACTOR BADGE

DBIDS (Defense Biometric Identification System) Contractor badges are a form of local identification that gives a civilian unescorted entry to the installation for official business (i.e, long-term projects).

To receive a Contractor Badge, individuals must go through a base sponsor or trusted agent (DD FM 577 Holder).

A DD FM 577 holder can request unescorted access for individuals for official business only. This sponsor is authorized this ability by their unit commander for mission accomplishment.

The contractor/visitor will first meet face to face with the sponsor for long term badge request form and then hand carry the form to the Visitor Center for processing. The Visitor Center staff will conduct a background check and verify credentials prior to issuing the DBIDS badge.

Individuals receiving a badge are required to provide the following:

1. Valid State or Federally issued photo ID
  2. Valid Vehicle Registration (if driving)
  3. Proof of insurance w/exp date displayed
  4. Resident Alien Card (if Non-US citizen)
  5. Work Auth Card (if Non-US citizen)
  6. Social Security Card (if Non-US citizen)
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