

New Golfing Procedures - Frequently Asked Questions

Q: I do not have identification to get on the Joint Base Andrews can I still come on to golf?

A: Yes, only if you have a base affiliated DoD ID card holder as a sponsor. They must complete the Unofficial Visitor request form and submit it via encrypted (.mil) email to the VCC org box 72 hours prior to your scheduled tee time. Any request sent from other than a .mil email account will not be honored due to privacy concerns. Only encrypted emails should be sent to the following email: usaf.jbanafw.afdw-staff.mbx.11-ssptf-visitor-center@mail.mil

Q: Who can sponsor/escort guests on the installation?

A: DoD affiliated ID card holder (Common Access Cards, Retiree ID/Dependent ID card). If you have any questions whether you have sponsorship privileges contact the VCC during duty hours at 301-981-0689.

Q: What if I have access to the golf course; do I have to go through the VCC for friends or families that are riding in the same car as me?

A: If you have access to the golf course with a membership card or with a Federal ID (Non DoD ID) you are not authorized to escort or sponsor guests to golf at this time. IAW AFMAN 31-113, only DoD ID card holders can sponsor/escort guests on to the installation.

Q: What if I do not have access to an encrypted (.mil) email account?

A: The request form must be hand carried to the VCC by the sponsor 72 hours prior.

Q: Can I submit a request for the same day?

A: Yes, but both you and your guest(s) must be present, and you have to wait for the next available clerk to assist you. The VCC works on a first come first served basis. Background checks are time consuming. It is understood you have a tee time that you may be late for, so please plan ahead

Q: What if due to weather, base closure or other unforeseen circumstances cause my tee time to be cancelled?

A: If your tee time is cancelled (whatever the reason) for the date(s) that your sponsor requested, another request will need to be accomplished with the VCC. It is the sponsor's responsibility to resubmit requests due to cancelation.

Q: If I submit an Unofficial Visitor request form do my guests have access to the entire base?

A: Yes.

Q: Where can I find the unofficial visitor request form?

A: The form can be downloaded from the Joint Base Andrews website; Visitor Control Center link; the form will have a direct link for your electronic editing.

Q: When does this new process start?

A: Starting Jan. 1, 2016 all non-base affiliated golfers will have to submit to the vetting process to determine fitness for entry onto JB Andrews in accordance with AFMAN 31-113, Installation Perimeter Access Control.