

**JB Andrews/Civil Air Patrol
BASE ACCESS REQUEST PROCEDURE**

Parents - If you would like to join your child/cadet in the base, please carefully read and accomplish the following:

- 1) If visitors have a DoD ID Card (CAC/Dependent ID) or a U.S. Government Executive Branch Department or Agency ID utilizing PIV (DHS, State, FBI, etc.), they do NOT have to request access. They can enter the base with those credentials.
- 2) Send the required information to the Andrews Composite Squadron Commander, Lt Col Carlos Wilkinson, ONLY (DO NOT cc anyone else).
- 3) The requested information needs to be sent every week you want to attend. Previous weeks do not carry the following week.
- 4) This information is required for anyone 18 years of age or older.
- 5) To attend Thursday Night meetings, send the information before the deadline of **1800 hours (6:00 PM) Sunday Night**. (For Wednesday Honor Guard Practices, the deadline is **2100 hours (9:00 PM) Thursday Night** the previous week.)
- 6) Copy and paste the text below in an email and provide the requested information. DO NOT send photos of your driver's license and license plate.

- **First Name:**
- **Last Name:**
- **Middle Initial:**
- **Date of Birth:**
- **Full Social Security Number:**
- **Driver's License Number and State of Issue (must be Real ID compliant):**
- **Vehicle License Plate Number and State of Issue:**

- 7) Provide information via email or phone call:
wilkinson.c@natcapwg.cap.gov
202-945-1474 (Mobile) or 703-254-2671 (Office)
--Not always available to answer calls, please schedule calls if possible
- 8) If you are NOT a U.S. Citizen, OR you are using a non-Driver's License Real ID identification card, please contact Lt Col Wilkinson via phone or email for further guidance.

On the day of entry, proceed directly to the gate and tell them you are on the "Base Access List" or "BAL."
DO NOT GO TO THE VISITOR CENTER.

All driver's licenses must be valid (i.e., not expired, suspended, revoked, cracked or mutilated) and in compliance with REAL ID ACT regulations published by the Department of Homeland Security. If it states on the ID/Driver's license "NOT FOR FEDERAL USE" or any similar variations, those ID's will not be accepted. The individual will need an alternate form of ID.

All short term sponsored guests, contractors and visitors will be vetted through the National Crime Information Center and other government systems. Additional documentation might be required.

******Visitors for Wednesday Honor Guard Practices MUST TURN IN request by Thursday Night at 2100 hrs the previous week******