



Troops & Families

Leadership

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PLAN MY MOVE

Military OneSource 24/7 family assistance 1-800-342-9647

Plan My Move Booklet for Andrews AFB

Overview



Location

Andrews AFB is located in the Prince George County in the state of Maryland, approximately 10 miles outside the Washington, D.C. city limits. The base is physically located in the town of Camp Springs MD, and is bordered by three other towns (Clinton, Morningside, and Forestville). If you are not able to live in military housing at Andrews AFB, urban, suburban, small town, and country housing options are all within reasonable commuting distance of Andrews AFB. The base operator's phone number is 301-981-1110 or DSN 312-858-1110.

History

During the Civil War, Union troops occupied a small country church near Camp Springs, MD. That church is still used on-base and is known as Chapel Two. Later, on August 25, 1941, Camp Springs Army Air Field was established and Andrews' flying history began. The base became operational May 2, 1943. The name of the base was changed to Andrews Field on March 31, 1945, in honor of Lt. Gen Frank M. Andrews, Commander of European Operations for all Army Air Forces. In July 1961, Andrews became the home of the official presidential aircraft, known as "Air Force One" when the president is on board. In 1963, Naval Air Facility (NAF) Anacostia, originally established on the Potomac River at Anacostia Naval Air Field near Bolling AFB in 1919, moved to the east side of Andrews AFB. At that time the name was changed from NAF Anacostia to NAF Washington. NAF handles Naval VIP flight operations and is home for a Marine Corps detachment that flies the FA-18 Hornet. With more than 10 AMC units, 60 tenant units the Naval Air Facility housed on the base, and Malcolm Grow Medical Center (3rd largest hospital in the Air Force), we're a busy community proud of our history. For more information on Andrews' history visit the installation's [homepage](#).

Mission

To provide safe and reliable worldwide airlift and logistical support for the President, the Vice President, Cabinet members, the Congress and other high ranking U.S. and foreign officials. It is not unusual to have 20-30 Distinguished Visitor (DV) movements per week, including an average of one head of state DV movement per day. In addition, more than 60 partner (tenant) units and special missions are also located here.

Population Served

- Active Duty Air Force: 5,791
- Active Duty Navy: 234
- Active Duty Marines: 16
- Active Duty Army: 55
- Family Members: 10,000

Total Force Strength: (AD, Guard, Reserve & Civilians): 10,953

Base Transportation

The base shuttle bus operates Monday through Friday, 6:00 A.M. - 6:00 P.M. There are no hours on Saturdays, Sundays or holidays. The base shuttle and the METRO bus system interface outside the Main Gate, except weekends and holidays. Any questions or comments about the base shuttle should be directed to Vehicle Operations at 301-981-1182. Copies of the schedule are available by calling 301-981-2872, or DSN 312-858-2872.

Sponsorship

If you have not yet requested a sponsor, you must do so through your Local Military Personal Flight (MPF). The Andrews MPF will not assign a sponsor unless requested through MPF channels. If you are reporting to Andrews AFB or NAF Washington and do not have a sponsor, you will be missing out on valuable information and assistance. The Washington DC region is a large and diverse area and can be both confusing and intimidating to newcomers. The 89th Airlift Wing Commander enthusiastically supports the Sponsor program. Your sponsor is your personal link to both the Andrews local community and your new work section. Your sponsor is responsible for ensuring that you receive timely and factual information before you get here, are properly taken care of upon arrival, and may even become your new best friend. If you have been assigned a sponsor who is not responding to your needs or who is not performing to your expectations, contact the Community Readiness Consultant (CRC)/Relocation Assistance Program (RAP) Manager at your current base, or the Andrews CRC/RAP Manager (301-981-7087 or DSN 312-858-7087) for assistance.

If you arrive at Andrews after normal duty hours, the Gateway Inn (lodging) office acts as the 24-hour Welcome Center. You can contact the Gateway Inn at DSN 312-858-4614 or 301-981-4614. Your sponsor should work with you to coordinate reserving lodging accommodations or setting up a room in the unaccompanied quarters for you.

Only members living in the dorms will be assigned a Post Office Box at the PSC. Those living off-base or in on-base housing units will use the General Delivery Address for Andrews AFB: Your name c/o General Delivery Box 5000, 1668 D Street, Andrews AFB MD 20762-5000

Those members not residing in dormitories will have general delivery service available until a permanent quarters address is established. Mail service may be continued for a reasonable period, not to exceed 90 days after residence is established. Postal employees state that mail should not be directed to the new address earlier than 30 days of arrival from overseas, and 15 days for a stateside-to-stateside move. Civilians may also establish a PSC box. Send a copy of your orders to your sponsor. They will need to go to the post office. The Postal Service Center telephone number is 301-981-2560/DSN 312-858-2560.

Temporary Quarters

Base lodging is available through the Gateway Inn. You should coordinate with your sponsor to ensure that reservations are made as early as possible to ensure that you have a place to stay upon your arrival. Due to the unique mission here at Andrews, the possibility exists that you may end up having to stay off base in one of the fine area hotels until accommodations become available. You can make advance reservations via the Internet, or by calling the Gateway Inn (DSN 312-858-4614 or 301-81-4614).

Relocation Assistance

To encourage sponsorship, the RAP manager does not mail Welcome Packages to individuals directly. Your sponsor is responsible for compiling and mailing your Sponsor/Welcome Aboard Packet and addressing your specific questions. (See above to learn how to request a sponsor.) We provide sponsors with local area maps, tourism information, on-base services, schools and spouse employment information.

Additionally, we maintain a limited Lending Closet with items available for check out including sleeping mats, dish packs, coffee pots and irons.

Upon your arrival, be sure to inquire about the Newcomers DC Bus Tour and METRO Orientation, which is usually provided monthly to all new arrivals with a valid ID Card, 16 years of age or older. Paid childcare is available to assist with maximum participation of eligible family members. Inquire at time of signup for the tour.

Critical Installation Information

There are literally hundreds of assignments and worksites in the Washington DC capital region (at Andrews AFB/NAF Washington alone we have over 60 tenant units). Note: your orders must be for Andrews AFB or NAF Washington (West and East side of the base, respectively) in order for your family to be eligible to live on main base at Andrews. Personnel assigned to the Pentagon are housed by Bolling AFB. We manage a remote housing area, Summerfield Housing that we share with Bolling AFB, as well as Naval District Washington and Ft Meade.

However, because individuals living off-base reside in 5 states, some 60 counties and 300 communities in the Washington metro area (scattered across the states of Maryland, Virginia, Delaware, and West Virginia as well as the District of Columbia) you should know that a one-way commute of 45-60 minutes is not uncommon in the Andrews area. Traffic jams are a daily reality. A recent study showed that Washington DC area commuters lose an average of 78 hours per year in traffic tie ups, making it the 2nd worst commuter traffic situation in the U.S. (Los Angeles was first). If you do not live on-base, it's highly recommended you confine your housing search to areas east and south of Andrews AFB, due to major construction and expansion of the Woodrow Wilson Bridge over the Potomac.

Be sure to view the Welcome to Andrews AFB base video tour, available from your local A&FRC/ACS office. When making local calls to off-base numbers or when using an off-base phone, the entire number--including area code--is dialed as if it were a long distance number, but without the "1" in front of it, e.g., 301-981-7087. If the number you are calling is actually long distance, the phone system will alert you to that fact. The Andrews AFB base locator can be reached at DSN 312-858-6161 or 301-981-6161/1110. For after hours emergencies contact the Andrews Command Post at 301-981-5058 or DSN 312-858-5058.

A tour at Andrews AFB is more expensive than at most other CONUS locations. Therefore, housing, eating out, insurance and taxes may be significantly higher than what you are accustomed to. On the positive side, there are lots of free recreational activities and cultural events.

Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provides a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3B prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3B outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

Youth Sponsorship

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. Contact your Relocation Manager to inquire about a youth sponsor.

Directions to Installation

Directions to Andrews AFB

Location of Andrews AFB

Andrews AFB is in Prince George's County, Maryland, 10 miles Southeast of Washington, D.C., and accessible from the Capital (I95/495) Beltway. See specific directions on how to get to Andrews AFB from various locations below:

(Due to the increase in fuel costs, the fares listed may not be current)

To Andrews from Washington Metropolitan Area Airports

The Washington Metropolitan Area is serviced by three airports; Ronald Reagan National (often referred to as Washington National or just National), Dulles International, and the Baltimore-Washington International Airport (BWI). Reagan National is the closest. The Air Force cannot provide government transportation to the base from airports, bus terminals or train stations. Commercial taxi service is available. The cab fares from Baltimore Washington International Airport to Andrews AFB is approximately \$50 - \$65; from Reagan National, \$45 - \$55; and from Dulles, \$60 - \$75. From Union Station or either of the two bus stations in the District of Columbia, the trip to Andrews is \$18 - \$22 and from the Beltway Train Station (New Carrollton), approximately \$18. (Rates are subject to change).

Note: Due to increased Security conditions, currently Taxis, Super Shuttle or Air Port Van services are not allowed on Andrews AFB. This makes contact with Sponsors doubly important. You should make arrangements with your sponsor to either be picked up at the Airport, and to meet them during the hours the Visitor Control Center is open, for escort onto the base.

Newcomers traveling on a government-issued transportation request (TR) or making their own travel arrangements and being paid mileage will be reimbursed for ground transportation costs. A receipt must be provided for costs over \$75. These should be included when filling out your travel voucher.

Ronald Reagan National Airport (AKA Washington National or just National)

Located in Virginia, just minutes from Washington D.C. The telephone number for the information desk is 703-419-8000. It is approximately 20-30 minutes from Andrews AFB. National can be reached by METRO rail or bus, taxi, cab or car. Short and long-term parking lots are available, with shuttle service to the terminals.

Dulles International Airport

Located in Northern Virginia. The main telephone number is 703-661-2700. It is about a 60-90 minutes drive. It is accessible by car, taxi or the Washington Flyer shuttle from National Airport and other METRO locations.

Baltimore-Washington International Airport (BWI)

The telephone number is 301-261-1000. Approximately 25 miles/45 minutes drive to BWI. BWI an alternative to Washington National for travelers who want to avoid ground traffic congestion. BWI has ample parking with free shuttle service to the terminal. MARC train service is available between BWI and the New Carrollton train station, where a taxi can be taken to Andrews AFB. BWI is also an AMC gateway and has the largest active USO facility in the continental US.

Directions to Andrews AFB by Car

Andrews AFB is located in the Southeast corner of the Washington Capital Beltway (I95/495). The exits to Andrews AFB are well marked approaching from both directions. Once on-base, you can get directions to the newcomers 24-hour arrival point, the Gateway Inn, from the security police guard at the gate. There is a 100% ID check done at all base entry points.

Traveling by Train to Andrews AFB

If traveling by train, book passage to the New Carrollton station (AKA Capital Beltway Station), rather than Union Station in downtown Washington. The New Carrollton station is a few miles north of the base, off Capital Beltway exit 19. It is

more convenient for newcomers who arrange for their sponsors to meet them on arrival, and less expensive if using a taxi.

Check-in Procedures

Inprocessing Procedures

Before going to the Military Personnel Flight (MPF) you must inprocess at your unit orderly room. You will be scheduled (by your Commander's Support Staff) for base inprocessing with Military Personnel and Finance. Please bring the sealed package from your departing base along with 5 copies of your PCS orders. This package is only to be opened by medical or inprocessing personnel.

If you arrive **after normal duty hours** (7:30 A.M. - 4:30 P.M.) and your sponsor has not already made previous arrangements for dormitory or lodging accommodations, report to the Gateway Inn (lodging) and the staff will provide you with reporting information, base maps, methods to obtain transportation and times of operation. You should report to your Squadron Orderly Room in uniform the following duty day morning. Bring with you the sealed package from your departing base and 5 copies of your orders. If you arrive during duty hours, report to your Squadron Orderly Room.

Important Documents to Hand Carry

- Sealed MPF Package
- 5 copies of orders
- Spouse employment and education records
- Personal Identification documents
- Children's immunizations and school records
- Medical records
- Birth Certificates and Marriage documents

If you are departing from an installation that doesn't have a Military Personnel Flight (MPF) and are unsure of reporting procedures, use the following Key Phone Numbers to answer your questions. The Andrews AFB Command Post can connect you to your Squadron First Sergeant after duty hours. Their numbers are 301-981-5058, or DSN 312-858-5058. The Base Central Dormitory Management Office number is 301-981-5450/7998 or DSN 312-858-5450/7998. The Housing Office can assist you with any concerns on off base housing and their number is 301-981-5516, DSN 312-858-5516. They have comprehensive information on rentals and home buying in the metropolitan area (which includes Maryland, DC and Virginia).

Keep in mind, **your sponsor has the responsibility of aiding you in all avenues** of the relocation process. Use their assistance prior to and after your arrival.

What to do if you Get Married Enroute

If you get married en route during your PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow the proper procedures.

Relocation Assistance

Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

Individual PCS Planning -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

Military Installations and Plan My Move --For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

Loan Closet -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

Workshops and Briefings -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

Pre-departure Briefings -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

Settling-in Services --These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

Deployment Support --The Airman & Family Readiness Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

Foreign Born Spouse Support -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

Emergency Assistance -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

Transition Assistance -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

Installation Specific Information

Your sponsor is your most important support system at Andrews prior to your arrival. You may request a sponsor through your local Military Personnel Flight (MPF). The request will be forwarded to Andrews. Your sponsor can meet you when you arrive and set up a post office box. If you are bringing your family, your sponsor can also assist with making lodging arrangements. If you are single and E-4 with less than 3 years time in service, fax your sponsor a copy of your orders to arrange a dorm room for you in advance.

You will be scheduled for a mandatory Newcomer's Information fair once you check in to the MPF. Commanders are notified of no-shows. Newcomer Fairs are usually held the 3rd Thursday of each month at "The Club at Andrews". Spouses are welcome and encouraged to attend to get information on spouse employment and other base services. You will have the opportunity to meet with representatives from many of the base and local community agencies such as Airman & Family Readiness Services and the Chaplain.

Free Welcome to Washington DC Bus Tour for Newcomers--The Newcomers Information Fair is one way for Newcomers to sign up for the Welcome to Andrews AFB / Washington DC Newcomers Bus Tour METRO Orientation. This tour is a narrated tour that is free to newcomers and family members 16 and older. It includes a trip on the METRO rail system and a tour of the downtown Washington DC area. Paid childcare is available by arrangement through the Airman & Family Readiness Center.

Emergency Assistance

Planning for Emergencies

Useful Phone Numbers

Carry telephone numbers for both your former and your new Commander, Orderly Room/Duty Office, Command Post, and your sponsor. They can be invaluable in case of emergency while in transit. It is important for you to contact someone at your gaining unit and let them know where and how you are. If all else fails, contact either the Andrews Command Post at 301-981-5058 or the American Red Cross Armed Forces Emergency Service Center at 1-877-272-7337. These are both 24 hour/7 day a week operations, and can assist you in getting information to either your gaining or losing units in an emergency.

Nearest Military Installation

Locate the nearest military installation for help. You may be able to obtain assistance from the Air Force Aid Officer at the Airman & Family Readiness Center, Navy Emergency Relief or Army Emergency Relief. All the services have cross-service agreements to assist members during times of emergency. Call AAA if you are a member or ask the local information operator for a hospital or road service, depending on the emergency.

The American Red Cross

The American Red Cross is available for emergency assistance anywhere you may be. Contact the nearest chapter; phone numbers are usually listed in the white pages of the phone directory. Most hospitals have a Red Cross office or liaison. They can sometimes help with financial assistance and contacting individuals that will need to know where you are and what's happening.

TRICARE

Ensure that TRICARE agrees with your "emergency" assessment and get an authorization for treatment whenever possible. For medical care in route, if you are active duty you should use DOD facilities (any branch of service), if possible, or the Veterans Administration Facility. If none of the above are available, use civilian facilities. Take the bill to your next base and process it at your gaining medical facility TRICARE service center. Family members should try to use DOD medical facilities for emergency medical care in-route. Civilian care will be cost-shared under TRICARE. Emergency care will not require a non-availability statement but non-emergency care may require one. Contact your regional TRICARE provider to inform them of your circumstances.

Air Force Aid Officer

The Air Force Aid officer can give you additional information about contacts in the area such as the Thrift Shop, SHARE, or the American Red Cross. The Airman & Family Readiness Center maintains a food-assistance program for emergency situations. A referral from the unit First Sergeant is required for assistance.

Traveler's Aid

Most large airports have an agency call "Traveler's Aid" located in the main concourse. If you find you have an emergency while flying, try to locate if the terminal you're in have one of these organizations.

Motor Vehicles

Registration & Licensing Requirements

Maryland State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

State Laws

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 6 years of age (regardless of weight) or under 40 pounds (regardless of age) be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

Registering Vehicles on Base

Personnel must register their vehicles at the following sites:

- Active Duty AF -- Ask at your Orderly room first, if not, Visitor's Center
- Active Duty Navy/Marines - Visitor's Center
- Permanent Civilian Employees - Ask your Unit Orderly room, otherwise Visitor's Center
- Active Duty and Civilian assigned to MGMC - Your Orderly Room
- Retired Personnel - Visitor's Center
- Reserve Personnel - 459th AW/MPF Customer Service x9876
- AAFES and Non Appropriated Fund Civilians - Visitor's Center x0689
- Motorcycles -- Motorcycles must be registered at the Visitor's Center

In order to register your vehicle for a base decal, you will need the following:

- Insurance -- Maryland State Law requires \$20,000 personal liability for each person, \$40,000 personal liability for each accident, and \$15,000 property damage liability. You must certify on Air Force Form 533 (Certification of Compliance-Private Motor Vehicle Registration), that all state laws and Air Force Regulations are understood and have been complied with.
- Permanent Registration of POV -- The following personnel are authorized to register their vehicle(s) on Andrews AFB: assigned active duty; civilian personnel working on base; retired military personnel; Reserve and National Guard personnel assigned to a unit or attached for training on the installation; and survivors of deceased active duty and retired military members who are authorized to use base facilities. Only the sponsor is authorized to register the vehicle.
- Valid Operator's Permit -- A valid operator's permit, proof of ownership and current license plate from any of the 50 states is also required. Motorcycle operators must meet the driver licensing requirements of the state in which the vehicle is registered; attend Course VII, "Motorcycle Challenges"; complete the Motorcycle Operator's Skills Test; and present AMC Form 22, "Motorcycle Registration" in order to register the motorcycle.
- Military/Civilian ID Card -- Review Air Force Regulation 125-14, and the "Maryland Driver's Handbook" to ensure you are aware of the local traffic laws.

Base Regulations

As a general rule, military installations adopt the traffic rules and laws of the host country or state. In most instances, Andrews AFB regulations mirror the State of Maryland traffic code.

Child Restraints -- All children must use restraint devices while riding as a passenger. Base law mirrors Maryland law and requires children under 40 lbs to be secured in a child safety seat. It is illegal to leave children under 10 alone in a vehicle, even briefly. If left alone, they must be watched by someone 13 or older.

The District of Columbia has recently passed new ordinances that effect anyone driving in or through the District of Columbia. The first is any child 8 years old or younger must be secured in a car seat.

Helmets -- Also, the use of bicycle safety helmets is mandatory for any operator, regardless of age, of a bicycle while on Andrews AFB property.

Hands free devices -- The use of hand-held communication devices while operating a motor vehicle (use with hands-free accessories is permitted). Even if you may only be passing through the District, the new ordinances apply. Stiff fines can result for non-compliance.

Speed Limits -- The speed limit is 25 mph unless otherwise posted and is strictly enforced by police patrols equipped with radar.

Seat Belts -- Seat belts are required at all times while driving on base.

Parking -- Parking of motor vehicles is authorized only in areas/spaces designated. If a vehicle operator (military or civilian) is stopped by Security Police for a traffic violation or routine identification check, full cooperation with the patrol officer or gate guard is required.

Pedestrians -- Pedestrians in crosswalks have the right of way, however, they should not step into crosswalks in the path of approaching vehicles when such action would require emergency braking. Pedestrians must consider surface road conditions prior to entering crosswalks. Bicycle helmets are mandatory safety gear to be worn by anyone, regardless of age, riding a bicycle on Andrews property.

Vehicle Checks -- Normally (current world events notwithstanding) vehicle checks are conducted randomly at the gates. These are visual checks, not searches. If the vehicle operator does not allow security police to inspect the vehicle, entry to the base may be denied.

Accidents -- All Motor vehicle accidents must be reported immediately to the Security Police Desk Sergeant, located in Building 1845, (301) 981-2001 (2-2001 from office phones).

Criminal Offenses -- If a vehicle operator is taken into custody for any criminal offense, such as: drug/firearms violations, disorderly conduct, nuisance, larceny, vandalism, DWI/reckless driving, etc..., an appearance before the U.S. Magistrate Court, if civilian; a military Commander, if military, may be required.

Crime Stop -- The Security Police have a crime reporting phone which can be used in the event a crime or suspicious act is observed. It is 301-981-2677 (calling from off base); or 2-2677 if calling from on-base. The caller does not have to identify him/herself.

Restricted Areas -- Because Andrews Air Force Base is the home of Air Force One and many DV movements per week, security assumes a higher priority when the President and/or distinguished visitors enter or leave the base. Normally, this does not inconvenience residents and employees for more than a few minutes. Passengers and others in the air terminal may be restricted during the last 15-20 minutes before an entourage enters or leaves the aircraft boarding area.

Personal Weapons -- Privately-owned weapons of personnel residing in dormitories must be placed in the 316th Security Forces Armory (Bldg 1845) on Westover Drive immediately upon arrival at Andrews AFB, and must be registered within 72 hours. Personnel residing in family housing may store their privately-owned weapons in their quarters or in the Security Police Armory, whichever they prefer. Housing residents must register privately-owned weapons. Call (301) 981-6669 for information.

Loan Closet

Items Available

A limited amount of "need now" items are maintained for checkout from the Loan Closet to PCSing personnel. Some of the items available for checkout are ironing boards, irons, toasters, coffee makers, silverware, dishes, glassware, food preparation knives, cutting boards, dish cloths, measuring cups, pots/pans and sleeping mats/futons. We do not provide bed linens.

How To Borrow

Items are checked out free of charge upon presentation of PCS orders showing assignment to a unit on Andrews AFB/NAF Washington, or orders outbound from Andrews/NAF Washington. Normal checkout duration is 15 days for CONUS assignees, and 30 days for OCONUS. Extensions depend upon availability. Lost or damaged items will be paid for on the spot or replaced within 24 hours.

Housing - Overview

Government Housing

An extensive wholehouse renovation/demolition project that has taken a large number of units out of inventory for the foreseeable future. Due to this situation, there is currently an indefinite wait for all categories of on base housing. This situation is expected to continue for an undetermined length of time. Contact the Housing Office at 301-981-5516/5165 DSN 312-858-5516 for the most current status. They can also provide a list of short-term, furnished rentals in the area. Furthermore, the Housing Office Community Housing Specialist reports that the average rental home only stays on the market 3 - 7 days in this region. Competition is hot for these units and rental rates are often high. Many members living off-base frequently commute 45 minutes to one hour one-way in order to find affordable housing. By the way, this commute is typical for all classes of workers in the Washington DC area.

Members possibly living off-base are strongly advised to take advantage of Permissive TDY for House Hunting (see your current commander). While apartment availability is good in the region, the potential exists that there may be a waiting list of 30 days or more encountered (depending upon property location). Stand alone homes (including townhouses) for rent are only staying on the market 3-7 days. Members are having to search one hour or more out from base to find stand alone housing within their housing allowance limits. Rents for 3BR/2B stand alone homes within one hour of Andrews are ranging from \$1400-2200/ month. Check the DFAS website in Additional Resources for BAH information.

Non-government Housing

Housing in the local community runs the spectrum from studios, furnished and unfurnished apartments, townhomes, house rentals and new home construction as well as resale--city, suburban, small town, rural. Those seeking a more metropolitan setting may choose to live in the District. Those seeking a rural setting may choose the farther reaches of Charles, Calvert or St. Mary's Counties. Some choose to live in Alexandria, Va. Andrews personnel even live on the Eastern shore of Maryland near the water and commute an hour plus.

There are no mobile home lots on base, however, several are available in the local area.

Where you chose to live is a highly personal matter and you need to take into consideration your needs and preferences as well as those of your family. We suggest you visit the area and drive around; talk to people already here. If you plan on a house hunting TDY, consider contacting a realtor to show you around the available properties. Regardless of what you choose to do, the housing office should be your first stop. They can provide information on housing availability and lists of housing in the area tailored to your needs. They can tell you about the Maryland Rental Partnership Program (RPP) which allows military personnel to waive security deposits, and in some cases receive below market rental fees.

The housing units on Andrews are for those who are assigned to and physically working at Andrews. All other personnel relocating to the Metropolitan area should be serviced by their gaining installations (i.e. Bolling AFB, NAVDIST Anacostia, Henderson Hall, Fort Meade or Fort Myer).

Andrews AFB has a multi-service leased housing community located in Landover, Maryland, called Summerfield. It is seven miles from base. Andrews share of units is 414 units, of which 381 are for enlisted personnel and 33 for company grade officers. Units are a combination of apartment and townhouse styles and are beautifully landscaped. Summerfield comprises a total of 234 acres and has it's own community center, walking and bike paths. Because of its location, children at Summerfield attend the same neighborhood schools. There is also currently a Metropolitan Area METRO stop being built very near the Summerfield housing area.

Housing Referral Office--(HRO)--Your POC for any problems you may encounter (discrimination complaints, tenant/landlord disputes, or any questions/problems about off-post housing) is the HRO. Staff are available to assist you on a person-to-person basis in any way possible to make your move to this installation an easy and pleasant one. They can provide a list of rentals with corresponding locator maps and give you information regarding the area in which the facilities are located.

DoD Automated Housing Referral Network (AHRN)--Visit AHRN.com or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations

- Find out about shared rentals
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN [website](#) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

Mobile Homes

There are no mobile home lots on base; however, several are available in the local area.

EFM Housing

Special housing needs are available upon request at the [Housing Office website](#).

Temporary Lodging Expenses

A maximum of 10 DAYS is authorized. It can be payable for temporary lodging expenses incurred at the member's last permanent duty station (stateside bases only) **Prior to their outprocess date** or in the D.C. area. It is **not** payable for any periods of leave or for travel days.

Advanced Housing Application

Please visit your local Housing office for information on the process of application for advanced housing. It is advised that you report to the housing office upon your arrival. They have lists of apartments, townhomes, and houses for rent. They also have Apartment Finders books and brochures from apartment complexes in the area, as well as commercial printed information on New Homes.

Housing - Temporary

Temporary Lodging Facility

Reservations

The Andrews AFB Gateway Inn offers a full range of temporary lodging facilities. However, Andrews is also a very busy AMC installation with many transient aircrews to bed down every week. Therefore, members planning to travel and/or relocate to Andrews are advised to make lodging reservations as soon as possible. If planning a move during the peak PCS months (May through September), at least 60 days advance notice is recommended. Reservations can be made in advance by calling the Gateway Inn Reservations Office, DSN 858-9668 or 301-981-9668. Reservations are taken between 8:00 A.M. and 4:30 P.M. weekdays. The Gateway Inn Reception Center and Reservations Office can be found in Building 1375, located on Arkansas Road.

Temporary Lodging for Families

The Gateway Inn has 75 one-bedroom Temporary Lodging Facilities (TLFs). Each unit accommodates up to five people. Military families making a PCS move have top priority. Reservations are accepted for a period up to 30 days for PCS arrivals and ten days for departures. Other military members making PCS moves to or from Washington-area installations other than Andrews AFB are eligible for TLFs on a space-available, first-come, first-served basis. Units are equipped for temporary housekeeping.

Check In/Check Out

Check-in time is 2:00 P.M. As is the practice in commercial hotels, reservations are held until 6:00 P.M. and released to other guests after 6:00 P.M. unless arrangements for late arrival have been made. Checkout time is noon.

Should you experience a delay in arrival, call the Reception Center at DSN 858-4614/4624, or 301-423-1412 and let them know your arrival time so they can hold your reservation. Once in quarters, the Reservations Office must be contacted should you need to extend your stay.

Rates

Rate per night is \$32.00.

Pets

No pets are allowed in quarters or on premises.

Civilian Lodging On Base

Only civilian personnel coming from **overseas** can choose to stay at billeting, the Gateway Inn. Reservations should be made at least 30-90 days in advance. Civilians will not receive a non-availability statement if lodging isn't available when requested.

Non-availability of Temporary Lodging

If no temporary lodging facilities are available on base, the Reception Center staff and Reservations Office will assist you in locating local hotels/motels that may offer special military rates. The Housing Referral Office (Bldg 3479) also has a list of short-term accommodations.

Temporary Lodging for Unaccompanied Members

Approximately 250 transient units (VOQs and VAQs) are available for unaccompanied PCS and TDY military members.

Pets

No pets are allowed in quarters or on the premises.

Rates

The rates per night range from \$24.50 - \$32.

Check In/Check Out

The TLF guidelines outlined above for eligibility, reservations, checking-in and checking-out also apply to VOQs and VAQs.

Housing - Government

Military Housing

Regardless of branch of service, all newly assigned personnel to Andrews AFB have a mandatory reporting requirement to the base housing office. Do not seek community housing or sign a contract unless you have reported to housing first. Remember, the Andrews Legal office is always willing to review any contract before you sign it.

Andrews AFB / NAF Washington is a very "purple" base, which includes all branches of service and over 60 tenant units working at Andrews. There is no segregated Navy, Air Force, Army or Marine Corps housing area on Andrews AFB. Instead, all services are mixed together in the housing area.

Eligibility

The housing units on Andrews Air Force Base (AFB) are for those personnel who are assigned to and physically working at Andrews AFB or NAF Washington. All other personnel relocating to the Metropolitan area and assigned to other Capital Region commands should be serviced by their gaining installations (i.e. Bolling AFB, NAVDIST Anacostia, Henderson Hall, Fort Meade or Fort Myer). Andrews does not have enough housing to supply all Andrews assigned personnel, much less service members from other bases.

Availability

On base housing at Andrews is undergoing an extensive whole house renovation/demolition project that has taken a large number of units out of inventory for the foreseeable future. Due to this situation, there is currently an indefinite wait for all categories of on base housing. This situation is expected to continue for an undetermined length of time. Contact the Housing Office at (301)981-5516/5165 for the current status of the renovation project.

Andrews AFB has a multi-service leased housing community, located seven miles north of Andrews AFB in Landover, Maryland, called Summerfield. Andrews' share of units is 414 units, of which 381 are for enlisted personnel and 33 are for company grade officers. Units are a combination of apartment and townhouse styles and have beautifully landscaped yards. Summerfield comprises of 234 acres and has its own community center, walking trail and bike path. Because of its location, children at Summerfield attend the same neighborhood schools. In addition, a Metropolitan Area METRO stop is currently being built very close to the Summerfield housing area.

Application

You can apply in advance for on base family housing by going to your present Housing Office and completing a DD Form 1746 with a copy of your Permanent Change of Station (PCS) orders. Your Housing Office will verify your application and mail it here the same day. Upon receipt, a computer generated DD Form 1747 will be returned to you within two duty days, indicating availability of housing, according to your rank and family size.

Other

Unaccompanied Military Personnel

Unaccompanied housing on Andrews AFB includes 700+ bed spaces, with more currently under construction. Construction of the new One Plus One dorms is ongoing, with four dorms currently open. Each single person dorm room is connected to a shared kitchen via a door on both sides of the kitchen, much the same way dorms share bathrooms now. First-term unaccompanied personnel in grades E-4 (with less than 3 years time in service) and below must reside on base in the dormitories. Contact your 1st Sergeant for additional information and assignment to a room. The number of bed spaces may vary at anytime due to ongoing construction.

Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your hold baggage, in your household goods shipment and what might need to go into storage. Remember for overseas assignments electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

Shipping Pets

Planning for shipment of your pet includes researching airline requirements and quarantine and restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Checking the [SDDC website](#) will provide details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well.

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Boarding Pets

Kennels are not available on Andrews AFB, and pets are not allowed in billeting. You must make pet boarding arrangements PRIOR to your arrival. There are a multitude of pet boarding facilities available in the Prince George's/Charles County area. Charges are subject to change. Contact the facility to find out current fees.

Pet Licensing/Immunization Requirements

All dogs and cats in the Metropolitan Area are required to be immunized against rabies and registered annually. Those dogs and cats housed off-base must be registered with the city/county at the Animal regulation and Disease Control Center for a nominal fee. Those animals on-base must be registered with the Andrews AFB VTF within 5 working days of their arrival. Proof of rabies immunizations within the last year is required of all dogs and cats over 3 months of age. Registration and immunization are required yearly. If your animals were not vaccinated by the Andrews vet, bring the certificate of rabies vaccination to the VTF facility for registration and/or updating of their records.

Pit Bulls

By Andrews AFB regulation and housing policy, ALL pit bull dogs are banned from Andrews AFB Housing, both on Main Base and at Summerfield. This information is printed in the Andrews Housing Brochure and Members found in violation of these regulations have had UCMJ action taken against them by the command as well as been evicted from AAFB housing.

Furthermore, all pit bull dogs born after 03 February 1997 are banned from Prince Georges County, MD--the county in Maryland where Andrews AFB is located. Members residing in Prince Georges County with a pre-ban animal (born before 03 February 1997) must be able to prove to the satisfaction of county officials the date of birth of the animal. Additionally, many surrounding counties in Maryland and Virginia ban these animals and the District of Columbia has proposed a ban on these animals. Andrews AFB Veterinary Services will not vaccinate or treat an animal banned at Andrews AFB or by Prince Georges County.

Pet Transportation

You need to arrange for your pet's transportation needs with the same care and attention you put into your plans. Your pet(s) is after all, part of your family. Make sure your pet has current rabies tags and identification on their collars and on the pet carrier. Keep a current photo, with weight and size on hand, in the event your pet is lost. Your name, address and phone number (or a POC) should be on your pet and in the carrier. If you are traveling by plane, make reservations as soon as possible. You need regulation airline kennels which you may purchase at the exchange or pet store. You may send your pet on ahead by cargo plane, or leave it with friends or family until you are settled. Let the airline know you are military, some airlines will discount your pet fare charges. The Internet is a good place to look for Pet Transport Services.

For overseas shipment of pets aboard military flights, contact your local transportation office or Airman & Family Readiness Center for the latest info on pet shipment requirements/restrictions. Always keep in mind that shipping pets on an airline is restricted once the warmer months start. Each airline has its own rules about when pet shipment is cut off. Check with your TMO representative for more information.

Education - General Overview

Andrews AFB Schools

The school system serving Andrews AFB is Prince George's County Public Schools, Maryland's second largest school system and the nation's 18th largest district. With projected enrollment of 133,000, the system is among the largest and most diverse in the nation.

Andrews AFB has one elementary, one middle, and one high school serving as primary feeder schools. Summerfield housing area is serviced by two elementary, one middle and one high school. There are many options to expand educational opportunities by applying for a Contextual Learning Environment school which further challenges your child's talents. Enrollment is open; however, actual selections are made through a lottery process with selections made the spring prior to the new school year.

For additional information regarding the Contextual Learning Environment programs, please visit their [website](#). Parents may also select to participate in Home Schooling in a number of ways. Families who choose to home school their children must complete and submit a Home Schooling Notification Form to Prince George's County Public notifying the school system of their intent and listing each child being instructed in this manner. For additional information please refer to the Southern Maryland [Homeschooling website](#).

Kindergarten

All of our elementary schools (main base and Summerfield) in Prince George's County attend ALL DAY kindergarten.

DoD Schools

There are no DoD schools at Andrews AFB or anywhere in the Washington, D.C. region.

Contextual Learning Environment

Does your child have a special interest or talent you'd like to see developed? Then consider a Contextual Learning Environment (CLE) education for your budding scientist, performing artist, or scholar (there are 12 different CLE programs for children K-12). Prince Georges County has a Contextual Learning Environment (CLE) program beginning with Kindergarten. The program provides twelve program "themes" in 56 different schools. Special programs include Biotechnology, Creative & Performing Arts, Montessori, and many others. The curriculum and instructional program are designed to meet student's individual needs. Selection of students for the CLE program is accomplished via lottery. Auditions are required for performing arts applicants. Parents may contact the CLE Program Office for information about possible vacancies when they arrive out of cycle. Call 301-952-6044 or visit the [Prince Georges County Public Schools'](#) website.

School Uniform Policy

The Prince George's County Public School System Board of Education Policy Number 0114 encourages schools and communities to establish a uniform program. The parents and surrounding communities of Francis T. Evans Elementary feel that a Voluntary Uniform Policy will enhance the students academically and decrease peer pressure. Specific Uniform policy goals, as well as lists of uniforms, and schools that have adopted a Mandatory uniform policy may be located at the [Prince George's County Public Schools](#) website.

Parent Teacher Association (PTA)

Every public school in Prince Georges County has a parent and teacher organization. Meetings are held monthly. Call 301-262-7382 for more information.

Public Schools Serving Children on Main Base

- Surrattsville High School, 301-599-2453, 6101 Garden Drive, Clinton, MD 20735
- Stephen Decatur Middle School, 301-449-4950, 8200 Pinewood Dr., Clinton, MD 20735
- Francis T. Evans Elementary School, 301-599-2480, 6720 Old Alexandria Ferry Rd., Clinton, MD 20735

Summerfield Housing Schools in Prince Georges County

- Central High School, 301-499-7080, 200 Cabin Branch Rd., Capitol Heights, MD 20734
- G. James Gholson Middle School, 301-883-8390, 900 Nalley Road, Landover, MD 20785
- Walker Mill Middle School, 301-808-4055, 800 Karen Blvd., Capitol Heights, MD 20743
- William Paca Elementary School, 301-925-1330, 7801 Sheriff Rd., Landover, MD 20785
- Cora Rice Elementary School, 301-636-6340, 950 Nalley Rd., Landover, MD 20785
- Pupil Accounting & School Boundaries 301-952-6300 (if you have an address, they can tell you what school(s) your child will attend).
- Jr ROTC 301-445-8486

Busing

Children attending public schools are bused and it is possible depending upon your exact street address that your neighbor's children may attend a different school.

Private Schools

Private schools in the Metropolitan Area are too numerous to list. Most families carpool because transportation, if available, is costly. Tuition costs range from \$2,500 to \$35,000 annually. You may wish to read the "Handbook of Private Schools" published by Porter Sargent, Inc. 1997 in your local library or contact the Maryland Department of Education, Non-public School Approval Branch, at 410-767-0408.

Your local Family Support Center Relocation Program Manager can also access information about Private Schools using resources they have in the center. The Family Support Center maintains a Schools Information handout.

Andrews' School Liaison

The Andrews community has a School Liaison Officer available to assist families of DoD employees assigned to Andrews AFB with issues or questions concerning schools in the tri-state area for your school-aged children. Your School Liaison Officer is co-located with the Andrews' Airman & Family Readiness Center staff at 1191 Menoher Drive. You can reach the Andrews School Liaison at DSN 858-0057 or 301-981-0057. Contact the school liaison if you have issues related to public, private or home school needs.

Education - Training (College/Technical)

Continuing Education

Andrews AFB Education Center offers the SAT, ACT, and ASE testing on a limited basis. CLEP testing is conducted weekly. Exams from the Defense Activity for Non-Traditional Education Services (DANTES), which include College Level Examinations Program (CLEP) and DANTES subject standardized tests and certifications, are available on a regular basis.

College

The education and training flight provide military members and their families the opportunity to achieve their individual educational goals. The education center provides many educational services, both in the center and through the outreach education program.

Bowie State University, Central Michigan University, Embry-Riddle Aeronautical University, National-Louis University (Military Only), Prince George's Community College, Strayer University, University of Maryland, University College offer classes at Andrews Monday through Saturday.

Counselors and specialists help with applications for commissioning and degree planning. Air Force Institute of Technology courses and other professional military education courses such as Squadron Officer School, Air Command & Staff College, Air War College and Senior Noncommissioned Officer Academy can be done by correspondence and/or seminar. The end-of-course exams are also available.

Military personnel may apply for tuition assistance and obtain information on Veterans Administration education benefits and federal grants or loans.

Education - Local Schools

Choosing the right school for their children is a priority for military families. This article describes excellent resources for your use in planning for your child's educational needs. Parents can find current information about public, charter and private schools by using the tools below:

1. How do I choose a good school?

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

2. What schools are in my area (or in the area where I may move), and how good are they?

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

[SchoolQuest](#) was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

3. How can I help plan for a successful transition in this new school and for my child's school career?

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

4. Question? What happens if I need help during the school year?

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch with other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

MilitaryStudent.org provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

Employment - Overview

Employment Opportunities

Employment prospects in the Washington DC metropolitan area are generally very good. While the unemployment rate for the District of Columbia itself is somewhat higher than the national average, the unemployment rates for the surrounding areas of Maryland and Virginia are usually lower. Persons with clerical and office skills, computer skills and retail experience should find work without much difficulty. Prospects are particularly good in computer technology, security and law enforcement, communications, healthcare, banking, administration, and service businesses. A fast-growing industry in the area is temporary placement. Area employers like hiring military spouses and often fax job announcements to the A&FRC before openly advertising the position in the local media. We file many new job announcements every week. Due to the high volume of announcements coming in and the fact that good jobs do not stay open very long, the Airman and Family Readiness Center does not maintain a "list" of jobs to be mailed or faxed. Instead, the Airman and Family Readiness Career Focus Program maintains binders in our resource room containing advertisements, broken down by job category. As a general rule, job opportunities and wages increase in proportion to how far away from Andrews you are willing to travel each day. Washington DC is a commuter city and regional commutes of 30-60 minutes one-way are not at all uncommon. Many spouses working downtown drive to a METRO Rail station and take the train to work. Remember to hand carry your employment and educational records, as well as resumes and other pertinent information to assist in getting started on your job search upon your arrival.

Local Economic Climate

The economic and business climate of Prince George County is stable and growing. Among the top employers are the University of Maryland, Andrews Air Force Base, Digital Equipment, and the Goddard Space Flight Center. These entities account for more than 30,000 of the county's jobs.

Career Focus Program

Be sure to contact The Career Focus counselor at the Airman & Family Readiness Center at your new installation as soon as you have orders and when you arrive. We can assist you in your search for employment. A representative from the Maryland Employment Commission is located part-time within the Airman & Family Readiness Center to assist job seekers. The Career Focus Program can be reached at 301-981-7087 or DSN 858-7087.

Transition Assistance Program

The Transition Assistance Program (TAP) assists separating and retired members in their job search. The program receives many new job leads daily. A resource room with computers to access jobs such as America's Job Bank is available. Trade papers, magazines and newsletters can be referenced and listings of federal, other government and private employment are prominently displayed or in binders.

Unemployment Compensation

Call 301-441-2110 or 410-508-2341 in Maryland or visit the unemployment office where you currently live for information on eligibility.

Child Care

Infant Childcare

The wait for infant (to 1 year old) childcare at the CDC can be up to one year for Category 1 parents (single parents, dual military career). Infant slots with on-base Family Home Daycare Providers or on the local economy are equally tight. 2-3 year old slots come open at the CDC and at FHDC providers usually within about 30 - 60 days. Slots for older children are easier to come by.

Child Development Centers

The Virginia Avenue Center (CDC #1) has been accredited by the National Academy for the Education of Young Children (NAEYC) since 1995. The San Antonio Blvd. Center (CDC #2) became accredited in 1998. All the centers embrace the same philosophy regarding young children and the learning process. Parents are considered an integral part of quality childcare and each center has an active Parent Advisory Board.

A large Family Child Care Program offers an alternative to center based care and can usually accommodate families who may be waiting for a space in the center.

Other programs available include the Before and After School Programs which are provided through the Youth Activities Center and a Part Day Enrichment Program which is also in the Youth Activities Building. These classes are designed for parents and children who desire a preschool group experience but do not need full day care. Children may attend two days, three days, or five days either morning or afternoon. Children must be potty trained and can be between 3 and 5 years old. There are fees based on salary, ranging from \$39 - \$140 per month.

Parent's Night Out for children 6 months to age 12 is sponsored at the CDC's once a month. The hours are 1800 - 2400 usually on a Saturday evening; the cost is \$4.00 an hour per child. Children must be registered with Child Development Services but do not have to be actively using the program. Call 301-981-9981/82 for more information on this program.

All children using any of the above programs must have proof of current immunizations either with a shot record or medical records. For this reason it is highly recommended that these items be hand carried and not packed with shipments. Contact 301-981-9981 or DSN 858-9981 for questions on the child development centers. Call 301-981-5430 or DSN 858-5430 with questions concerning Youth Programs. Call 301-981-9981 for family day care information. Note all quoted prices are subject to change.

New Parent Support Program and School Age Services

The National Capital Area NPSP is a home-based program to provide military families with the skills needed for a happy and healthy childrearing experience. Services are provided by the *New Parent Support Team*, which includes a registered nurse and a licensed social worker. For more information please call 240-857-7501.

Youth Services

Youth Center

The Andrews AFB youth programs encompasses school age programs for before and after school care, holiday camps, summer camps, sports, instructional classes, and membership program. Youth services provide a well-balanced learning atmosphere for children and youth. Each child will grow socially, educationally, and physically while participating in the recreational activities and educational opportunities offered in the open choice environment of the program.

Affiliates and Accreditation

- Affiliated with the Boys and Girls Clubs of America
- Accredited by the National After School Alliance (NAA)

Membership Program

The evening programs are offered to youth and teens for high yield learning opportunities. Some of the programs include:

- Character and Leadership Development
- Health and Life Skills
- Fitness and Recreation
- Fine Arts
- Education and Career Development
- Sports Programs
- Dance and Gymnastic Classes
- Piano Lessons
- Art Camps
- Aviation and Space Camp
- Teen 4-H Adventure Camp

Other specialty camps. For information on the programs listed call 301-981-KIDZ

KIDS IN TOUCH WITH KIDS Pen Pal Program

The Andrews AFB Youth Center coordinates this program. If you have children between the ages of 6 and 18 interested in corresponding with youth from Andrews prior to arrival, please contact:

KIDS IN TOUCH WITH KIDS
89 SVS/SVYY
ANDREWS AFB MD 20762-7002
301-981-5430; DSN 312-858-5430

Write with your name, age, mailing address, hobbies, any questions you need answered, and your gaining unit.

Teen Job Bank

The Youth Center offers a teen job bank. There is a listing of job opportunities available in the teen lounge for eligible youth. The Career Focus Manager can assist youth of AD members to obtain part time or summer employment. For more info, please contact the Teen Program coordinator at 301-981-KIDZ (5430). The Youth Center is open to all eligible youth of the Andrews community. This facility offers youth and teen recreation areas, gymnasium, dance room, TV room/theater, and more.

Financial Assistance

Personal Financial Management

The personal financial management services provided at the Airmen and Family Readiness Center include assistance with budgeting, credit management, financial planning, and basic investing. Available computer-generated spending/savings plans and the PowerPay debt repayment programs may be used to identify and compare alternate financial options. Additionally, a plethora of financial related information and pamphlets area available as well. Individual and family consultations are available.

The First Duty Financial Management course is conducted on the installation and is mandatory for all SrA and below who are on their first duty assignment. Spouses and members of all ranks are welcome and highly encouraged to attend this valuable training.

Washington Metro-High Cost of Living

Washington D.C. and the surrounding national capital region is a high cost of living area! Many tips on dealing with the costs encountered while living here are available through these and other programs and services.

While most of these high cost are associated with housing, everything else is relative. Your actual cost-of-living expenses will vary and depends on a variety of factors, to include where you chose to live (Maryland, Virginia, or the District), the size and specific location of your home or apartment, and whether you chose to buy, rent, etc.

Initial up front moving-in expenses can vary as well, but you may want to plan on an amount up to about \$2,000. However, to help off-set these costs, you may be eligible to participate in the Military Set Aside Housing program. This is a rental partnership program that the military has with some local rental agencies. In most cases rents are equal to or lower than your BAH and there are no application fees, no move-in deposits, no credit checks, and no income requirements. To find out more about his excellent program, contact the base housing office.

Air Force Aid Society

During your move if you find yourself in need of emergency financial assistance the Air Force Aid Society may be able to assist you.

Legal Assistance

Legal Services

The Law Center provides legal support and advice to command and other agencies in reference to; military justice, contracts, labor, environmental and operations law. The center also provides legal advice and assistance on personal and civil matters to military members, retirees and dependent family members.

Types of Services

These services can include:

1. Wills
2. Power of attorney
3. Notaries
4. Landlord-tenant and lease issues
5. Domestic relation issues
6. Consumer issues
7. Tax assistance
8. Processing claims for damage to personal property during PCS move, loss of household goods or TDY shipments and vandalism on base.

Deployment Support

Family Deployment Support

The Airman & Family Readiness Center manager provides military members and their families with education and assistance during times of mobilization, deployments, remote tour assignments and local national emergencies. Prior to your departure on a deployment, extended TDY, or short tour, stop by your Airman & Family Readiness Center for more information about the following services and benefits:

Family Readiness Program

The Family Readiness Program offers many workshops to help our families of deployed cope with temporary family separations. Spouse group networks have been built from the foundation of the Family Readiness program through the informal networking of the Key Spouse program. We also offer Deployed Spouse Support Groups as required. We offer Return and Reunion information and also have Co-partnered with Life Skills for those families who have been separated for several months. We also offer standard Family Readiness information that is common across the Air Forces.

Example: We set families up with videophones so they can talk and see their loved ones who are deployed, they get 2 - 15 minutes phone calls free using the "Morale Call" authorized phone call list, Give Parents a Break, Car Care Because We Care - one free oil change, and we offer Family Readiness Counseling to troops who are deploying. All families who would like to participate in any support group or workshop must call the Family Readiness office. Knowing your family has such a support program available to them should give you peace of mind and help you focus on your mission.

Take the time to talk to your loved ones about what they need to do when you are deployed. Afterwards, contact the A&FRC Family Readiness NCO to ensure you have all of your personal affairs in order before you leave you family for an extended separation.

Health Care - Overview

Moving With TRICARE

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

When Enrolled in a TRICARE Prime Option

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

Prime Options in the United States

TRICARE Prime

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

TRICARE Prime Remote

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

Prime Options Outside of the United States

TRICARE Prime Overseas

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)

- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

TRICARE Global Remote Overseas

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

When Using TRICARE Standard and Extra

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

When Using TRICARE For Life

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provider coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host

nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

Getting Care Along the Way

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).

- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

Installation Specific Information

Medical Facilities

The 89th Medical Group (89 MDG), Malcolm Grow Medical Center (MGMC) is one of six medical centers in the USAF. The 89 MDG offers a full range of primary care services, medical and surgical subspecialties, dental and aerospace medicine. It also serves as a referral facility for patients coming from Air Force facilities in Europe and the eastern United States.

Malcolm Grow is affiliated with the Uniformed Services University of Health Sciences Medical School (USUHS) and serves as a training facility for medical students. There may be occasional long waiting times for appointments with specialists, so it is advised that you sign up with TRICARE PRIME and elect Malcolm Grow as your provider to receive priority care at this facility.

Dental Services

The Dental Clinic is located in Malcolm Grow Medical Center, 1050 West Perimeter Road, Bldg. 1601, Andrews AFB, MD 20762. Phone: 301-981-5029/2806; DSN 312-587-5029/2806. Fax: 301-981-7561; DSN Fax; 312-587-7561.

Health Care - Special Needs

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

Federal and State Health Care Programs

Medicaid - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

Supplemental Security Income (SSI) - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

Title V of the Social Security Act - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

Other Important Resources

Debt Collection Assistance Officer (DCAO) - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

Family Voices - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

Education - Special Education/EIS

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Children from Birth to Three Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and territories to provide [early intervention services](#) to children from birth to age three who are developmentally delayed, or who are at high risk of being developmentally delayed. Early intervention services may be provided by local school districts or health departments. There is no common name across States for the programs, but you may hear them referred to as Part C programs (because Part C is the section of the IDEA that pertains to early intervention).

The [National Early Childhood Technical Assistance Center](#) provides a list of State Part C directors and funded programs at their web site. [Military OneSource](#) can identify local early intervention programs for you.

- Parents of children who receive early intervention services should hand-carry a copy of the Individual Family Service Plan (IFSP) and most current evaluation reports to the new location.

Children from 3 through 21 Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and Territories to provide [special education services](#) to children who are from 3 through 21 year of age. Each local school district has a special education director, and each school should have a case study committee or school based committee (terms differ) that attends to special education students' needs.

Parents of children receiving special education and related services should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports to the new school.

The IDEA requires that if a child transfers to a district in the same state, the receiving school must provide comparable services to those in the child's IEP from the sending district's until the new school develops and implements a new IEP. If a child transfers to another State, the receiving district must provide comparable services to those in the child's IEP from the sending district until the receiving district completes an evaluation and creates a new IEP.

Others who can help you:

Parent Training and Information Centers Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.

STOMP (Specialized Training of Military Parents) is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

Washington PAVE

STOMP Project
6316 So. 12th St.
Tacoma, WA 98465
253-565-2266 (v/tty)
1-800-5-PARENT (v/tty)
Fax: 253-566-8052
[Email](#)

Installation Information

Services in the local community for Andrews AFB are provided by the Prince George County Special Education division at 301-952-6336. You can also call the National Information Center for Children and Youth with Handicaps at 1-800-999-5599 or write to P.O.Box 1492 Washington DC 20010.

Contact Information

316 MSS/DPF - Attn: CRC
1191 Menoher Drive
Andrews AFB, MD 20762-6421
Phone 301-981-7087
Phone (DSN) 312-858-7087
Fax 301-981-9215
Fax (DSN) 312-858-9215

[Email](#)
[Website](#)

Automotive Services

AAFES Service Station (Gas & Go)
1685 Brookley Ave
Andrews AFB, MD 20762
Phone 301-735-0868

[Website](#)
Open 24 hours/7 days a week

Beauty/Barber Shops

AAFES Concessions
1811 G Street
Andrews AFB, MD 20762
Phone 301-568-1500 Main
Fax 301-420-9874

Barber Shop:
Monday - Saturday 10:00 a.m - 7:00 p.m
Sunday 10:00 a.m - 6:00 p.m
Holidays - closed

Beauty Shop:
Monday - Friday 8:00 a.m - 7:00 p.m
Saturday 8:00 a.m - 5:00 p.m
Sunday 10:00 a.m - 5:00 p.m
Holidays - closed

Chapels

Chapel Three
1679 Brookley Ave
Andrews AFB, MD 20762
Phone 301-981-3384
Phone (DSN) 312-858-3384
Fax 301-981-5798

[Website](#)

Adult Education Centers

Andrews Education Services
1413 Arkansas Road
Suite 100
Andrews AFB, MD 20762
Phone 301-981-6377 / 301-981-6378
Phone (DSN) 312-858-6377
Fax 301-981-7456
Fax (DSN) 312-858-7456

[Email](#)
[Website](#)
Monday - Friday 7:30 a.m - 4:00 p.m
Thursday 9:00 a.m - 4:00 p.m
Weekends & Holidays - closed

Barracks/Single Service Member Housing

HOUSING FLIGHT OFFICE
1190 Menoher Drive
316 CES/CEH, HOUSING FLIGHT OFFICE,
Andrews AFB, MD 20762-6508
Phone 301-981-5516/5165 / 301-981-4479
Phone (DSN) 312-858-5516/5517/5165
Fax 301-981-5167
Fax (DSN) 312-858-5167

[Email](#)

Monday - Friday 7:30 a.m - 4:00 p.m
Weekends & Holidays - closed

Beneficiary Counseling Assistance Coordinators

Health Benefits Office/Managed Care
1050 W PERIMETER ROAD
89 MSS/SGSTB, STE FB-28
Andrews AFB, MD 20762
Phone 240-857-5615
Phone (DSN) 312-857-5615
Fax 240-857-7090
Fax (DSN) 312-857-7090

[Website](#)

Chapels

Chapel Two
3715 Fetchet Drive
Andrews AFB, MD 20762
Phone 301-981-2114
Phone (DSN) 312-858-2114
Fax N/A

[Website](#)
Monday - Friday -closed
Saturday - closed

Chapels*Chapel One*

1345 Arkansas Road
Andrews AFB, MD 20762

Phone 301-981-2111

Fax 301-981-2636

Fax (DSN) 312-: 858-2636

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m - 4:30 p.m

Saturday - closed

Child Development Centers*CHILD DEVELOPMENT CENTER #1*

4574 Virginia Ave
Andrews AFB, MD 20762-7002

Phone 301-981-3035/3036

Phone (DSN) 312-858-3035/3036

Fax 301-981-3325

Fax (DSN) 312-858-3325

Monday - Friday 7:30 a.m - 4:30 p.m

Weekends & Holidays - closed

Child and Youth Registration and Referral*Central Registration for Childcare Office*

1398 Menoher Drive
Andrews AFB, MD 20762

Phone 301-981-9981 / 301-981-9982

Phone (DSN) 312-858-9981

Fax 301-981-2106

Fax (DSN) 312-858-2106

[Email](#)

Monday - Tuesday 11:00 a.m - 4:00 p.m

Thursday - Friday 7:30 a.m - 11:30 a.m

Wednesday Appointment only

Weekends & Holidays - closed

Civilian Personnel Office*Civilian Personnel Office (Spouse Employment)*

1535 Command Drive
Suite D210

Andrews AFB, MD 20762-7002

Phone 301-981-5600

Phone (DSN) 312-858-5600

Fax 301-981-7924

Fax (DSN) 312-858-7924

[Email](#)

[Website](#)

Monday - Friday 9:00 a.m - 3:00 p.m

Weekends & Holidays - closed

Child Development Centers*CHILD DEVELOPMENT CENTER #3*

3725 Fetchet Ave
J.P. Hoyer Child Development Center

Andrews AFB, MD 20762

Phone 240-857-3197

Phone (DSN) 312-857-3207

Fax 240-857-3336

[Email](#)

Monday - Friday 6:00 a.m - 5:30 p.m

Weekends & Holidays - closed

Child Development Centers*CHILD DEVELOPMENT CENTER #2*

4783 San Antonio Ave
Andrews AFB, MD 20762-7002

Phone 301-981-3321 / 301-981-3322

Phone (DSN) 312-858-3321/22

Fax 301-981-3325

[Email](#)

Monday - Friday 6:30 a.m - 6:30 p.m

Weekends & Holidays - closed

Citizenship and Immigration Services*Immigration & Naturalization Information*

424 I St. NW
Washington, DC 22031

Phone 1-800-375-5283 / 301-981-7087 / 1-800-767-1833 TTY

Phone (DSN) 312-858-7087

[Email](#)

[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Commissary/Shoppette*COMMISSARY*

1684 Starkey Avenue
Andrews AFB, MD 20762

Phone 240-857-6512

Phone (DSN) 312-857-6512

[Website](#) [Website](#)

Monday - Friday 9:00 a.m - 9:00 p.m

Saturday 8:00 a.m - 9:00 p.m

Sunday 8:00 a.m - 9:00 p.m

Holidays - closed

Commissary/Shopette*Shopette*

1805 Brookley Avenue
Andrews AFB, MD 20762
Phone 240-857-6512

Monday - Saturday 7:00 a.m - 9:00 p.m

Sunday 7:00 a.m - 7:00 p.m

Holidays - closed

Emergency Relief Services*American Red Cross of the National Capital Region*

9716 Middleton Rd
Fort Belvoir, VA 22060
Phone 240-857-6008/2902
Fax 703-805-2455

Monday & Friday 8:00 a. m - 4:00 p.m

Tuesday & Thursday 8:00 a. m - 12:00 p.m

Wednesday, Weekends & Holidays - closed

Exchange(s)*BASE EXCHANGE*

1811 Brookley Avenue
Andrews AFB, MD 20762
Phone 301-568-1500

[Website](#)

Monday - Friday 9:00 a.m - 9:00 p.m

Saturday 6:00 a.m - 9:00 p.m

Sunday 9:00 a.m - 6:00 p.m

Holidays - closed

Family Center*Airman and Family Readiness Center*

1191 Menoher Drive
316 MSS/DPF
Andrews AFB, MD 20762-6421

Phone 301-981-7087

Phone (DSN) 312-858-7087

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Dental Clinics*Dental Clinic*

1601 California Ave
Andrews AFB, MD 20762
Phone 240-857-5029
Phone (DSN) 312-857-2808
Fax 240-857-7561
Fax (DSN) 312-857-7561

[Website](#)

Monday - Friday 7:00 a.m - 4:00 p.m

Weekends & Holidays - closed

Exceptional Family Member Program/Special Needs*Exceptional Family Member Program (EFMP)*

1050 West Perimeter Road
Bldg R-56
Andrews AFB, MD 20762-6421

Phone 240-857-9680

Phone (DSN) 312-857-9680

Fax 240-857-7092

Fax (DSN) 312-857-7092

[Email](#)

Monday - Thursday 10:00 a.m - 7:00 p.m

Friday, Weekends & Holidays - closed

Family Advocacy Program*Family Advocacy Program*

1050 West Perimeter Road
MGMC Trailer R-56 (Near Emergency Room)
Andrews AFB, MD 20762

Phone 240-857-9680

Phone (DSN) 312-857-9680

Fax 240-857-7092

[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Family Child Care/Child Development Homes*FAMILY CHILD CARE*

1398 Menoher Drive
(across from the Andrews Housing Office)
Andrews AFB, MD 20762

Phone 301-981-9982 / 301-981-9981

Phone (DSN) 312-858-9982/81

Fax 301-981-2106

Fax (DSN) 312-858-2106

[Email](#)[Website](#)

Monday - Tuesday 11:00 a.m - 4:00 p.m

Thursday - Friday 7:30 a.m - 11:30 a.m

Wednesday Appointment only

Weekends & Holidays - closed

Finance Office*ACCOUNTING AND FINANCE OFFICE*1535 Command Drive
Suites D101 through D119

Andrews AFB, MD 20762

Phone 301-981-3998 / 301-981-5055

Phone (DSN) 312-858-3998/5055

[Email](#)[Website](#) [Website](#)

Monday, Wednesday - Friday 8:00 a.m - 3:00 p.m

Tuesday 8:00 a.m - 2:00 p.m

Weekends & Holidays - closed

Golf Courses*The Courses At Andrews - Golf Course*4442 Virginia Ave
Andrews AFB, MD 20762

Phone 301-981-4404

Phone (DSN) 312-858-4404

[Website](#)

Monday - Friday 9:00 a.m - 9:00 p.m

Saturday - Sunday 8:00 a.m - 9:00 p.m

Holidays - closed

Hospital/Medical Treatment Facility(s)*Malcolm Grow Medical Center*1050 West Perimeter Road
89th Medical Group

Andrews AFB, MD 20762

Phone 240-857-5911 / 240-857-2158 Emer / 1-888-999-

1212 Appt

Phone (DSN) 312-857-5911

Fax 240-857-0780

[Website](#)

Monday - Friday 8:00 a.m - 4:00 p.m

Weekends & Holidays - closed

Household Goods/Transportation Office (outbound)*Traffic Management Office (TMO)*1535 Command Drive
Room B108

Andrews AFB, MD 20762-7002

Phone 301-981-7585 / 301-981-7530 / 703-806-4900

Phone (DSN) 312-858-7585/7530

[Website](#)

Monday 7:30 a.m - 3:00 p.m

Tuesday 7:30 a.m - 2:30 p.m

Wednesday 9:00 a.m - 3:00 p.m

Thursday 7:00 a.m - 3:00 p.m

Friday 7:30 a.m - 3:00 p.m

Weekends & Holidays - closed

Financial Institutions*Andrews Federal Credit Union*1682 Arnold Ave
Andrews AFB, MD 20762

Phone 1-800-487-5500 / 301-702-5500

Phone (DSN) 312-337-5512

[Website](#)

Monday - Tuesday 9:00 a.m - 4:00 p.m

Wednesday 9:30 a.m - 4:00 p.m

Thursday 9:00 a.m - 7:00 p.m

Friday 9:00 a.m - 4:00 p.m

Saturday 9:00 a.m - 1:00 p.m

Sunday & Holidays -closed

Gymnasiums/Fitness Centers*Sports and Fitness Centers*1444 Concord Ave
(West Fitness Center)

3705 Fetchet Ave (East Fitness Ctr)

Andrews AFB, MD 20762

Phone 301-981-7101 (WEST) / 301-981-1610 (EAST)

Phone (DSN) 312-858-7101/1610

Building 1444:

Monday - Friday 4:30 a.m - 10:30 p.m

Saturday - Sunday 8:00 a.m - 7:00 p.m

Holidays - closed

Building 3705:

Monday - Friday 6:00 a.m. - 9:30 p.m.

Saturday and Sunday 7:00 a.m. - 2:00 p.m.

Sunday - closed

Household Goods/Transportation Office (inbound)*Joint Personal Property Shipping Office (JPPSO WA)*1466 5th and Gunston Rd
Located on Fort Belvoir

Fort Belvoir, VA 22060

Phone 703-806-4900 / 1-800-762-7186

Phone (DSN) 312-656-4900

[Website](#)

Monday - Friday 6:00 a.m - 5:00 p.m

Weekends & Holidays - closed

ID/CAC Card Processing*ID/CAC Card Processing*1414 Arkansas Road
Customer Service

Andrews AFB, MD 20762

Phone 301-981-2276 / 301-981-2277

Phone (DSN) 312-858-2276/77

[Email](#)

Monday - Friday 7:00 a.m - 4:00 p.m

Weekends & Holidays - closed

Information and Referral Services

Information and Referral/Family Life Education
1191 Menoher Dr.
316 MSS/DPF

Andrews AFB, MD 20762-6421

Phone 301-981-7087

Phone (DSN) 312-858-7087

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)

[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Library

Library

1642 Brookley Ave
Andrews AFB, MD 20762

Phone 301-981-6454

Phone (DSN) 312-858-6454

Fax 301-981-4231

Fax (DSN) 312-858-4231

[Website](#)

Monday 9:00 a.m - 8:00 p.m

Tuesday 9:00 a.m - 6:00 p.m

Wednesday 9:00 a.m - 6:00 p.m

Thursday 11:00 a.m - 8:00 p.m

Friday 9:00 a.m - 6:00 p.m

Saturday 9:00 a.m - 6:00 p.m

Sunday & Holidays - closed

MWR (Morale Welfare and Recreation)

316th Services Squadron (MWR)
1535 Command Drive
Room B-215

Andrews AFB, MD 20762

Phone 301-981-9333 / 301-981-9981 / 301-981-5614

Phone (DSN) 312-858-9333

Fax 301-981-2106

Fax (DSN) 312-858-2106

[Email](#)

[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

New Parent Support Program

New Parent Support Program
1050 W. Perimeter Road
Trailer R-56

Malcolm Grow Medical Center

Andrews AFB, MD 20762

Phone 240-857-9680

Phone (DSN) 312-857-9680

Fax 240-857-7092

Fax (DSN) 312-857-7092

[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Legal Services/JAG

Legal Assistance/Claims Office
1535 Command Drive
AA Wing

89 AW/JA

Andrews AFB, MD 20762-7002

Phone 301-981-2042 / 301-981-6697

Phone (DSN) 312-858-2042/6696

Fax 301-981-6697

Fax (DSN) 312-858-6697

Monday - Friday 7:30 a.m - 4:00 p.m

Weekends & Holidays - closed

Loan Closet

Loan Closet/FSC

1191 Menoher Drive
Andrews Family Support Center

Andrews AFB, MD 20762

Phone 301-981-7087

Phone (DSN) 312-858-7087

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)

[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Military Clothing Sales

Military Clothing Sales Store
1683 Starkey Ave
Andrews AFB, MD 20762

Phone 240-857-5665 / 301-568-1770

Phone (DSN) 312-857-5665

Fax 301-735-5673

[Website](#)

Non-appropriated Funds (NAF) Human Resources

Human Resource Office (HRO)
1535 Command Drive
Suite B-211

Andrews AFB, MD 20762

Phone 301-981-5604 / 301-981-2500

Phone (DSN) 312-858-2500/5604

[Website](#)

Monday - Friday 7:30 a.m - 4:00 p.m

Weekends & Holidays - closed

Personal Financial Management Services*PERSONAL FINANCIAL MANAGEMENT PROGRAM (PFMP)*1191 Menoher Dr
89 MSS/DPF/PFMP

Andrews AFB, MD 20762-6421

Phone 301-981-7087

Phone (DSN) 312-858-7087

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Relocation Assistance Program*RELOCATION ASSISTANCE PROGRAM (RAP)*1191 Menoher Dr
316 MSS/DPF/RAM

Andrews AFB, MD 20762-6421

Phone 301-981-7087

Phone (DSN) 312-858-7087

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Retirement Services*SEPARATION SECTION*

1414 Arkansas Road

Andrews AFB, MD 20762-7002

Phone 301-981-9777 / 301-981-5158 / 301-981-9367

Phone (DSN) 312-858-9367

[Email](#)

Monday - Friday 9:00 a.m - 4:00 p.m

Weekends & Holidays - closed

School Liaison Office/Community Schools*Andrews School Liaison Web Page*

1191 Menoher Drive

Family Support Center

Andrews AFB, MD 20762

Phone 301-981-0057 / 301-981-9106

Phone (DSN) 312-858-0057

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Personnel Support Office*Personnel Employment*

1414 Arkansas Road

Customer Service

89 MSS/DPM

Andrews AFB, MD 20762-7002

Phone 301-981-4224

Phone (DSN) 312-858-4224

[Email](#)[Website](#)

Monday - Friday 9:00 a.m - 4:00 p.m

Weekends & Holidays - closed

Restaurants/Fast Food*Dining/Restaurants/Fast Food*

1811 G Street

AAFES Food Court

Andrews AFB, MD 20762

Phone 301-586-0180 / 301-981-6661

[Website](#) [Website](#) [Website](#)

Monday - Friday 8:00 a.m - 3:00 p.m

Weekends & Holidays - closed

School Age Care*Central Registration for Childcare Office*

1398 Menoher Drive

Andrews AFB, MD 20762

Phone 301-981-9981 / 301-981-9982

Phone (DSN) 312-858-9981

Fax 301-981-2106

Fax (DSN) 312-858-2106

[Email](#)[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Spouse Education, Training and Careers*Family Member Employment/Career Focus Program (CFP)*

1191 Menoher Dr

89 MSS/DPF, ATTN CFP

Andrews AFB, MD 20762-6421

Phone 301-981-7087

Phone (DSN) 312-858-7087

Fax 301-981-9215

Fax (DSN) 312-858-9215

[Email](#)[Website](#)

Monday - Friday 7:00 a.m - 4:30 p.m

Weekends & Holidays - closed

Temporary Lodging/Billeting

Lodging Office/Gateway Inn
 1375 Arkansas Road
 Andrews AFB, MD 20762
 Phone 301-981-4614 / 301-981-0785
 Phone (DSN) 312-858-4614
 Fax 301-981-7997
 Fax (DSN) 312-858-7997
[Email](#)
[Website](#)
 Open 24 hours a day, 7 days a week

Travel Office

Leisure Travel Ticketing
 1235 Menoher Drive
 Andrews AFB, MD 20762
 Phone 301-981-4881
 Phone (DSN) 312-858-4881
 Fax 301-817-2904
[Website](#)
 Monday, Tuesday, Thursday & Friday 7:30 a.m. - 4:00 p.m.
 Wednesday 9:00 a.m. - 4:00 p.m.

Veterinary Services

Veterinary Treatment Facility (VTF)
 1781 Arnold Ave
 Andrews AFB, MD 20762
 Phone 240-857-2651 / 240-857-2084
 Phone (DSN) 312-857-2651
 Fax 240-857-7902
 Fax (DSN) 312-857-7902
[Website](#)
 Monday - Friday 7:30 a.m - 3:00 p.m
 Weekends & Holidays - closed

Welcome/Visitors Center

Visitor's Control Center
 1840 Westover Drive
 316 SFS/SFOOV
 Andrews AFB, MD 20762
 Phone 301-981-0689
 Phone (DSN) 312-858-0689
 Fax 301-981-8292
[Email](#)
 Monday - Friday 6:00 a.m - 6:00 p.m
 Weekends & Holidays - closed

Transition Assistance Program

Transition Assistance Program (TAP)
 1191 Menoher Drive
 89 MSS/DPF
 ATTN: TAP
 Andrews AFB, MD 20762
 Phone 301-981-9213
 Phone (DSN) 312-858-9213
 Fax 301-981-9215
 Fax (DSN) 312-858-9389
[Email](#)
[Website](#)
 Monday - Friday 7:00 a.m - 4:30 p.m
 Weekends & Holidays - closed

VA Facilities

Veteran's Facilities - Medical
 50 Irving St., N.W.
 Washington, DC 20422
 Phone 202-745-8000
 Fax 202-530-9094
[Website](#) [Website](#)
 Monday - Friday 7:00 a.m - 4:30 p.m
 Weekends & Holidays - closed

Victim Advocate Services

Victim Advocate Services
 1535 Command Drive
 Suite AB-208
 Andrews AFB, MD 20762
 Phone 301-981-7272
 Phone (DSN) 312-858-7272
 Fax 240-857-7092/9882
[Email](#)

Women, Infants, and Children (WIC & WIC-O)

WIC (Women, Infants and Children Nutrition Program)
 1050 W. Perimeter Road
 Trailer R-56, Family Advocacy Program Trailer
 (Next to hospital emergency room entrance)
 Andrews AFB, MD 20762
 Phone 240-857-9680 / 1-800-242-4WIC / 301-856-9536
 Phone (DSN) 312-857-9680
 Fax 240-857-7092/9882
[Email](#)
[Website](#) [Website](#)
 Monday - Friday 7:00 a.m - 4:30 p.m
 Weekends & Holidays - closed

Youth Programs/Centers

ANDREWS YOUTH PROGRAMS

4700 Yuma Avenue

Andrews AFB, MD 20762

Phone 301-981-5636 / 301-981-5430

Phone (DSN) 312-858-5636/5430

Fax 301-981-3351

Fax (DSN) 312-858-3351

[Email](#)

[Website](#)

Monday - Friday 6:00 a.m - 6:00 p.m

Saturday 2:00 p.m - 9:00 p.m

Sunday & Holidays - closed

Major Units**316th Comptroller Squadron**

Contact Information:
 Command Support Staff
 COM: 301-981-5737
 DSN: 312-858-5737

316th Logistics Readiness Squadron

Contact Information:
 Command Support Staff
 COM: 310-981-6292
 DSN: 312-858-6292

316th Services Squadron

Contact Information:
 Command Support Staff
 COM: 301-981-9333
 DSN: 312-858-9333

89th Communications Squadron

Contact Information:
 Commander
 COM: 301-981-3601
 DSN: 312-858-3601

Naval Air Facility

Contact Information:
 Commanding Officer
 COM: 240-857-3783
 DSN: 312-857-3783

459th Aerospace Medicine Squadron

Contact Information:
 Commander
 COM: 240-857-1945
 DSN: 312-857-1945
 COM FAX: 240-857-1947

316th Operations Group

Contact Information:
 Command Support Staff
 COM: 301-981-3376
 DSN: 312-858-3376

201st Airlift Squadron

Contact Information:
 Commander
 COM: 240-857-6935
 DSN: 312-857-6935

79th Medical Operations Squadron

Contact Information:
 Commander
 COM: 240-857-4951
 DSN: 312-857-4951

79th Dental Squadron

Contact Information:
 Commander
 COM: 240-857-2809
 DSN: 312-857-2809

316th Security Forces Squadron

Contact Information:
 Commander
 COM: 301-981-2005
 DSN: 312-858-2005

99th Airlift Squadron

Contact Information:
 Commander
 COM: 301-981-7806
 DSN: 312-858-7806

1st Helicopter Squadron

Contact Information:
 Command Support Staff
 COM: 301-981-4866
 DSN: 312-858-4866

316th Contracting Squadron

Contact Information:
 Commander
 COM: 301-981-6501
 DSN: 312-858-6501

316th Civil Engineering Squadron

Contact Information:
 Commander
 COM: 301-981-7284
 DSN: 312-858-7284

Army Jet Detachment

Contact Information:
 Commander
 COM: 301-981-6667
 DSN: 312-858-6667
 COM FAX: 301-736-6884

459th Maintenance Group

Contact Information:
 Commander
 COM: 240-857-2859
 DSN: 312-857-2859
 COM FAX: 240-857-5626

AFOSI

Contact Information:
 Commander
 COM: 240-857-1102
 DSN: 312-857-1102

113th Wing

Contact Information:
Commander
COM: 240-857-2811
DSN: 312-857-2811

459th Military Personnel Flight

Contact Information:
MPF Administration
COM: 240-857-5257
DSN: 312-857-5257
COM FAX: 240-858-1100

Presidential Logistics Squadron

Contact Information:
Commander
COM: 301-981-9043
DSN: 312-858-9043

459th Security Forces Squadron

Contact Information:
Commander
COM: 240-857-4150
DSN: 312-857-4150
COM FAX: 240-857-5941

89th Airlift Wing

Contact Information:
Commander
COM: 301-981-5702
DSN: 312-858-5702

1st Airlift Squadron

Contact Information:
Commander
COM: 301-981-3828
DSN: 312-858-3828

459th Operations Group

Contact Information:
Commander
COM: 240-857-7252
DSN: 312-857-7252
COM FAX: 240-857-9879

79th Medical Support Squadron

Contact Information:
Commander
COM: 240-857-8009
DSN: 312-857-8009

89th Maintenance Group

Contact Information:
Command Support Staff
COM: 301-981-2442
DSN: 312-858-2442

Air National Guard Readiness Center

Contact Information:
Commander
COM: 301-836-8001
DSN: 312-278-8001

DC Air National Guard

Contact Information:
Exec. Support Staff
COM: 240-857-5856
DSN: 312-857-5856

459th Aeromedical Evacuation Sq.

Contact Information:
Commander
COM: 240-857-7123
DSN: 312-857-7123
COM FAX: 240-857-6517

79th Aerospace Medicine Squadron

Contact Information:
Commander
COM: 240-857-9639
DSN: 312-857-9639
COM FAX: 240-857-2452

89th Operations Support Squadron

Contact Information:
Commander
COM: 301-981-5714
DSN: 312-858-5714

459th Operations Support Flight

Contact Information:
Commander
COM: 240-857-3188
DSN: 312-857-3188
COM FAX: 240-857-9597

89th Aerial Port Squadron

Contact Information:
Commander
COM: 301-981-3522
DSN: 312-858-3522

457th Airlift Squadron

Contact Information:
Commander
COM: 240-857-3892
DSN: 312-857-3892

316th Mission Support Squadron

Contact Information:
Command Support Staff
COM: 301-981-6662/6663
DSN: 312-858-6662/6663

79th Medical Group

Contact Information:

Commander

COM: 240-857-3001

DSN: 312-857-3001

316th Operations Support Squadron

Contact Information:

Sq. Section Commander

COM: 301-981-3361

DSN: 312-858-3361

COM FAX: 301-858-3412