

SUBASEINST 1740.2C

CM5
1 Oct 03

NAVSUBASE KINGS BAY INSTRUCTION 1740.2C

Subj: SOLICITATION AND CONDUCT OF PRIVATE COMMERCIAL ACTIVITIES
ON BOARD NAVAL SUBMARINE BASE (SUBASE), KINGS BAY,
GEORGIA

Ref: (a) SECNAVINST 1740.2D
(b) Article 0810 - 0811, U. S. Navy Regulations
(c) SUBASEINST 5530.17, Appendix H
(d) DoDINST 5500.7-R, Joint Ethics Regulation,
Section 5-409

Encl: (1) Certificate of Compliance (SUBASE KINGS BAY 1740/1)
(2) Criminal History Consent Form

1. Purpose. To supplement references (a) and (b), and to publish local policies and regulations on personal commercial solicitation and insurance sales on board Naval Submarine Base (SUBASE), Kings Bay.

2. Cancellation. SUBASEINST 1740.2B.

3. Changes. Since this instruction has been changed in its entirety, specific additions, deletions or revisions have not been marked.

4. Applicability: The provisions of this instruction apply to all persons desiring to conduct a private commercial business, including the selling of goods, services, and commodities and all life insurance transactions on board SUBASE, Kings Bay. The procedures of this revised instruction apply not only to new applicants, but also to those requesting annual renewal. However, the criminal background check only needs to be performed once per applicant. The provisions of this instruction do not apply to:

a. Services provided by commercial companies such as laundry and related residence services, when the services are authorized by the Commanding Officer (CO), SUBASE, Kings Bay; or

b. The one-time sale by an individual of his/her own personal property; and

c. Material transmitted through the United States Postal Service.

5. Policy. Per references (a) and (b), the solicitation or transaction of any private commercial business on board this military installation is a privilege, and may be conducted only with the prior written authorization of the CO, SUBASE, Kings Bay.

6. Procedures: Solicitation within SUBASE Kings Bay shall be subject to the following procedures and restrictions:

a. Generally. All persons desiring to conduct a private commercial business, including the selling of goods, services, and commodities and all life insurance transactions on board SUBASE Kings Bay, must comply with the provisions of this instruction and reference (a).

b. Certificate of Compliance and Criminal History Consent Forms. Each representative or agent must complete the Certificate of Compliance (enclosure (1)) and the Criminal History Consent Forms (enclosure (2)) prior to receiving authorization. Enclosures (1) and (2) must be returned to the Command Judge Advocate (Fluckey Hall, Bldg 1063, Rm 229), who is designated to act for the CO in granting authorization for the purposes of solicitation. Upon receipt of enclosures (1) and (2), and after completion of a favorable criminal history report requested in enclosure (2), the Command Judge Advocate may grant authorization to solicit on board SUBASE Kings Bay for a period not to exceed one year.

c. Appointments. Solicitation will be conducted on an individual basis by specific prior appointment in Family Housing or the Bachelor Quarters or in such other locations and hours as the CO may designate. Solicitors are prohibited from approaching any personnel while on board SUBASE Kings Bay. General solicitation to captive audiences and addresses by agents at meetings, classes, etc., is prohibited.

d. Solicitation During Work Hours. Solicitation during work hours or in work spaces is strictly prohibited. This includes attempting to contact personnel by phone during their work hours.

e. Access. Authorization to solicit on board SUBASE Kings Bay does not in itself permit access to this installation. The SUBASE Security Officer is designated to act for the CO in

granting access to this installation. Solicitors must comply with normal access procedures contained in reference (c) and the following:

(1) Solicitors authorized to solicit within SUBASE Kings Bay will be provided a one-time visitor's badge for each on-base entry unless otherwise authorized in reference (c) as determined by the Security Officer.

(2) Solicitors who have a valid SUBASE Badge are not required to obtain a separate badge for the purpose of soliciting on board SUBASE Kings Bay. However, use of official identification cards, vehicle stickers or passes by retired or reservist personnel for entry to this installation for the purpose of soliciting is prohibited.

f. Promotional Literature, Advertisements, Flyers, etc. Distribution of promotional literature, advertisements, flyers, etc., is strictly prohibited. However, material encompassing relevant subject matter may be made available for distribution at the Family Housing Welcome Center, the Morale, Welfare and Recreation Directorate Office and the Navy Exchange where permitted by regulations governing these activities.

g. Tupperware, Avon, etc. In addition to all requirements contained in this instruction and reference (a), persons soliciting such items as Tupperware, Avon, etc., are required to notify the Security Department and the Family Housing Welcome Center prior to each open/house party.

7. Standards of Conduct. All military personnel and government employees (including Non-appropriated Fund Employees) are subject to the Standards of Conduct contained in reference (d).

a. Military personnel and government employees (including Non-appropriated Fund Employees) shall not knowingly solicit or make solicited sales to personnel who are junior in rank, grade, or position or their family members, at any time, on or off duty, except as noted below:

(1) The sale or lease by an individual of his/her privately owned real or personal property not held for commercial or business purposes; or

(2) Sales made because a junior approaches the senior and requests the sale. However, caution on the part of the senior is warranted since any perceived coercion or intimidation

on his/her part, or the appearance of any improprieties, is strictly prohibited.

(3) With regard to civilian employees, this limitation applies only to solicitation of personnel under their supervision at any level.

b. Military personnel and government employees shall not directly or indirectly use, take, dispose of, or allow the use, taking, or disposing of government manpower, property, facilities, or information of any kind, including property leased to the government, for other than official government business or purposes.

8. Denial or Withdrawal of Privileges

a. The CO, SUBASE, Kings Bay, may deny or withdraw authorization to conduct personal commercial solicitation on board this installation in any case in which such activity would not further the best interests of the base, and shall be guided in such actions by the provisions of reference (a).

b. A member who is contacted by solicitors without prior appointment, or who may be aware of or suspect irregular solicitation practices by an individual, should make any facts or suspicions known as soon as possible to the SUBASE Security Officer. Violations of this instruction or the Department of Defense regulations concerning solicitation are punishable by administrative or punitive action per the Uniform Code of Military Justice and/or by trial in Federal Court. In addition to taking such immediate action as may be warranted in areas under his/her immediate control, a CO of a ship or tenant command shall report all such information to the CO, SUBASE, Kings Bay, for investigation and further action as deemed appropriate.

c. The SUBASE Security Officer shall take appropriate steps to ensure no person whose current solicitation privileges have been denied, suspended or revoked either on this base or Navy-wide is permitted access to this installation until such time as the privileges are restored by proper authority.

9. Endorsement. The granting of authorization to solicit or the issuance of an access badge does not in any manner indicate endorsement of a solicitor by the Navy, its activities or its personnel and any such endorsement or appearance of endorsement shall be avoided.

10. Notice. All persons desiring to conduct personal commercial solicitation on board SUBASE, Kings Bay, shall be provided a copy of this instruction and reference (a).

11. Business Licenses. Business entities, including proprietorships, are expected to have a valid, current business license during any period in which its employees, owners or agents participate in business activity on board this installation. A copy of this license must be presented upon the Command Judge Advocate's Office demand.

12. Forms. SUBASE KINGS BAY 1740/1 (Certificate of Compliance) and the Criminal History Consent Form are available through the Command Judge Advocate's Office.

/s/
J. E. COHOON, JR.

Distribution: (SUBASEINST 5605.1K)
Lists: A, B, G, H

CERTIFICATE OF COMPLIANCE

Date: _____

Company's Name: _____

Agent's Name: _____

Agent's Social Security Number: _____

Birth Date: _____

Agent's Mailing Address: _____

Business Address: _____

Business Phone Number: _____

Product, Service or Commodity to be solicited: _____

I, _____, certify that I have been
(print agent's name)
provided copies of and have read and understand SECNAVINST
1740.2D and SUBASEINST 1740.2C which contain the regulations
regarding commercial solicitation on board Naval Submarine Base,
Kings Bay, Georgia.

I further certify that I will comply with all provisions
contained in these instructions and that all services, contracts
or products offered and sold on board Naval Submarine Base,
Kings Bay, Georgia, will comply with the policy content
prerequisites contained therein.

I further certify that I will comply with all local, state and
Federal Laws and regulations, and that I possess a valid local
and/or state license for the sale of services as indicated below,
if applicable:

Local/State Business License Number: _____

Driver's license number, expiration date and state issued in:

Signature of Company
Owner/Representative

Signature of Agent
Requesting Authorization

Upon completion, return this form and a copy of your business
license to: Naval Submarine Base, Command Judge Advocate Office
(CM5), 1063 USS TENNESSEE Ave., Kings Bay, GA 31547-2606.
Commercial phone (912)573-4732, fax (912)573-4751.

CRIMINAL HISTORY CONSENT FORM

I hereby authorize SUBASE Security Department, Kings Bay, GA., and the Command Judge Advocate to receive any criminal history record information pertaining to me, which may be in the files of any national, state or local criminal justice agency in the state of Georgia.

FULL NAME:
(Print)

_____ LAST FIRST M.I.

SSN: _____ Race: _____ DATE OF BIRTH: _____ Sex:

Signature of Applicant

Notary Date

Note: In the event that an access decision is made adverse to a person whose record was obtained pursuant to this Code Section (35-3-4), the person will be informed by the business, agency, or person making the adverse access decision of all information that a record was obtained from the Navy Security Department Kings Bay, Georgia, the specific contents of the record, and the effect that record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor.

FIRST ENDORSEMENT

From: Terminal Agency Coordinator, Naval Submarine Base,
Kings Bay
To: Command Judge Advocate, Naval Submarine Base

1. Georgia Crime Information Center checks were performed on the above named individual. State Criminal History Repositories (SCHR) results have been reviewed and did/did not reveal any adverse or derogatory information.

date

signature