



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1740.1C  
INSP  
3 Feb 12

AIR STATION ORDER 1740.1C

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: PERSONAL COMMERCIAL SOLICITATION ABOARD MARINE CORPS AIR  
STATION (MCAS), CHERRY POINT

Ref: (a) DoD Instruction 1344.07  
(b) SECNAVINST 1740.2E  
(c) ASO 5500.14B  
(d) MCASCHERPT/INSP/1740/1

Encl: (1) Application Package Procedures for Applying for a  
Business Permit Aboard MCAS Cherry Point

1. Situation. The distinction between personal commercial solicitation and commercial solicitation has become obscured. Personal commercial solicitation deals exclusively with private business conducted aboard a military installation. In other words, a business offers its services to individual customers, not to a government entity. Conducting personal commercial solicitation requires an application to do so and a business permit. Unfortunately, several commercial solicitors, through no fault of their own, have been included in this process to obtain business permits and, subsequently, to obtain business vehicle passes.

2. Cancellation. ASO 1740.1B.

3. Mission. To define the purpose of a business permit, and to establish a process/criteria for the issuing business permits.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To correct previous difficulties associated with issuing business permits and to better align issuing of these permits with references (a) and (b).

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distribution is unlimited.

(b) To describe the purpose of a business permit; identify the documentation required before submitting an application for a business permit; define the application process for a business permit; and describe the distinction between business permits and business vehicle passes.

(2) Concept of Operations

(a) The Commanding Officer (CO) has broad authority over all personnel and activities aboard MCAS Cherry Point. This authority includes approving who may or may not conduct personal commercial solicitation. Because personal commercial solicitation is a privilege, it may be withdrawn for cause. The purpose of a business permit is three fold:

1. Grants businesses the privilege to conduct personal commercial solicitation aboard the Air Station;

2. Requires that businesses granted this privilege adhere to a code of business ethics;

3. Provides a form of recourse for customers who feel that a business has failed to adhere to the code of ethics.

(b) The conditions for commercial and contractor access to MCAS Cherry Point are contained in reference (c). These conditions apply to those businesses engaged in personal commercial solicitation. Specific conditions are described in enclosure (1). Based upon security concerns, business permits will only be issued on an individual basis. Companies will no longer receive company business permits that cover all of their employees.

(c) Applications for business permits (MCAS Form MCASCHERPT/INSP/1740/1) may be obtained by accessing the Station Inspector's webpage at:  
<http://www.marines.mil/unit/mcascherrypoint/Pages/StaInsp/StaInsp.aspx>. Completed applications must be mailed to the Inspector's Office, MCAS Cherry Point, using the address provided on the application form. Applications will not be accepted in person. The Inspector is delegated decision authority regarding all applications for business permits.

(d) An approved business permit does not mean that an employee will receive a business vehicle pass. A business permit is authorization to conduct business, not approval for unrestricted access to the Air Station. Business vehicle passes, like business permits, will only be issued on an individual basis.

(e) Installation access will be denied if it is determined that an employee:

1. is on the National Terrorist Watch List;
2. is illegally present in the United States;
3. is subject to an outstanding warrant;
4. has knowingly submitted an application/employment questionnaire with false or fraudulent information;
5. has been issued a debarment order and is currently banned from military installations;
6. is a registered sex offender;
7. has been convicted of a felony or a drug crime within the past 5 years.

(f) Installation access will be denied for any reason the Installation Commander deems reasonable for good order and discipline.

(g) Individuals convicted of a DUI/DWI within the past year will be allowed access to the Installation, but will not be permitted to drive on the Installation.

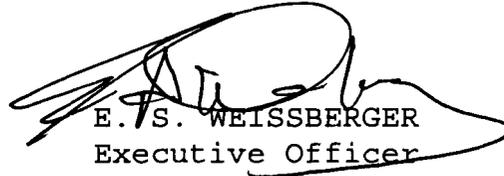
5. Administration and Logistics. The Commanding General 2d Marine Aircraft Wing and the Commanding Officers of FRC-EAST, the Naval Health Clinic, and CLC-21 concur with the contents of this Order insofar as it pertains to members of their respective Commands.

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6. Command and Signal

(a) Command. This Order is applicable to all activities aboard MCAS Cherry Point.

(b) Signal. This Order is effective the date signed.



E.S. WEISSBERGER  
Executive Officer

DISTRIBUTION: A

**APPLICATION PACKAGE PROCEDURES FOR APPLYING FOR  
A BUSINESS PERMIT ABOARD MARINE CORPS AIR STATION,  
CHERRY POINT**

Permits will be issued to individuals only. Accordingly, if a company has more than one employee conducting business on the Air Station, each employee must apply separately.

Procedures for applying for a business permit:

1. Applicants must complete the enclosed business permit application.
2. Applicants must read and sign the enclosed regulations regarding personal commercial solicitation and return with application.
3. Applicants must provide a photocopy of a picture identification card from a state or federal agency. If the business conducted requires applicants to drive while aboard the Air Station, they must provide a valid driver's license.
4. Applicants must provide a complete 50 state criminal records check that covers a minimum of the past 7 years. This records check may be obtained from any of the following internet investigative services: [www.infolinkscreening.com](http://www.infolinkscreening.com), [www.castlebranch.com](http://www.castlebranch.com), [www.sentrylink.com](http://www.sentrylink.com), or any other investigative services company that provides records checks of all 50 states. These services also validate social security card numbers. (Note: These internet screening services are listed as possible sources for obtaining a criminal background check. The United States government and the United States Marine Corps do not endorse nor are they affiliated with any of these services.)
5. Applicants must provide proof of citizenship or immigration status. Acceptable documents include state issued birth certificates, Immigration and Naturalization Service (INS) forms, and passports. Do not send original documents.
6. Applicants must provide a letter from the company certifying the authenticity of their representative.
7. All application packages must be mailed. Applications will not be accepted in person.

Mail completed packages to:  
Commanding Officer  
Office of the Station Inspector  
Marine Corps Air Station  
PSC Box 8003  
Cherry Point, NC 28533

8. The preferred method of distribution for processed applications will be email at [chptstator@usmc.mil](mailto:chptstator@usmc.mil). If an email address is listed on line 9 of the application, a scanned copy of the approved permit or denial letter will be emailed to the applicant. If no email address is listed the approved permit or denial letter will be sent to the applicant via U.S. Mail.

APPLICATION FOR BUSINESS PERMIT

1. \_\_\_\_\_  
Name (Last) (First) (Middle)

2. \_\_\_\_\_  
Home Mailing Address City State Zip Code

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. Yes/No  
Social Security Number Date of Birth U.S. Citizen

6. ( ) 7. ( ) 8. ( )  
Home phone Work phone Cell phone

9. \_\_\_\_\_  
Email address(s) you would like the results of your application sent to.

10. Yes/No 11. Yes/No  
Are you active duty military? Are you a military family member?

12. Yes/No 13. New/Renewal  
Are you a retired military member? Type of request.

14. \_\_\_\_\_  
Name of company requesting authorization to conduct business aboard MCAS,  
Cherry Point.

15. \_\_\_\_\_  
Type of service this company provides.

16. Yes/No 17. \_\_\_\_\_  
Does the Company have a contract with the Air Station? Frequency of visits aboard the Air Station?

18. \_\_\_\_\_  
With whom do you do business aboard the Air Station?

I certify that the above information is true and correct to the best of my knowledge. If any of the above information is false, I understand this will result in revocation of authority to conduct business aboard Marine Corps Air Station, Cherry Point as well as criminal action.

\_\_\_\_\_  
(Signature) (Date)

\*\*\*Disclosure of the above information is strictly voluntary. However, not providing the requested information may result in your application not being processed.

REGULATIONS REGARDING PERSONAL COMMERCIAL SOLICITATION  
ABOARD MARINE CORPS AIR STATION, CHERRY POINT

The following excerpts are from applicable directives regarding the appropriate conduct of the individuals and businesses engaging commercial solicitation aboard Department of Defense installations. All regulations concerning commercial business are designed to safeguard the health, welfare and morale of military personnel and their family members and civilian employees aboard the Air Station.

1. No person has authority to enter an installation and transact personal commercial solicitation as a matter of right.

2. Solicitation of military personnel, their dependents and civilian employees will be on an individual basis, by appointment only. The following practices are strictly prohibited:

a. The improper use of official Armed Forces Identification cards or Station decals by retired members of the Armed Forces to gain access to the Air Station for the purpose of conducting business. Example: If complaints of improper use are verified, the business permit or the use of the Station decal may be revoked, or in extreme cases, the individual may be barred from the Air Station.

b. The offering of unfair, improper, and deceptive inducements to purchase or deal, or the use of any scheme or artifice, including misleading advertising or sales literature.

c. Any oral, written, or other representation which suggests or gives rise to the appearance that DoD or any part of the Naval Service sponsors or endorses the company, its agents, or goods. Example: The presentation of the business permits to any military personnel or civilians, whether aboard the Air Station or in local communities, with the connotation that the Commanding Officer endorses the product or the substantiation that the U.S. Marine Corps approves of the product.

d. Peddling is prohibited on this military reservation except by specific authority of the Commanding Officer.

e. The customary and authorized method of solicitation for individuals and firms will be through the U.S. Mail. If any individual replies to such communication then the matter becomes a private business transaction.

f. The conduct of business will be on an individual basis, by appointment only, so as not to interfere with any military duty.

g. Civilians and family members of the Armed Forces, while conducting private business:

(1) Shall not enter or visit public quarters except by request, appointment or prearrangement.

(2) Shall not enter any Squadron area, troop barracks, storerooms or sleeping quarters, restricted areas, or Officer or Enlisted clubs.

(3) Shall not canvas nor solicit.

(4) Shall not be provided with or address a captive audience, except by written permission of the Commanding Officer (Station Inspector). Moreover, salesmen, merchants or agents will not be permitted to address or attend meetings, classes, or mass formations, or any other assembly of military personnel, except with written authority of the Commanding Officer.

h. Military personnel on active duty who engage in off-duty or part-time employment are prohibited from personal commercial solicitation and sale to military personnel who are junior in grade and rank. This prohibition is applicable to activities on or off the installation, in or out of uniform, while on or off duty, and includes, but is not limited to, the personal solicitation and sale of life and automobile insurance, stock, mutual funds, real estate, or other commodities, goods or services. Military personnel found to be in violation of this prohibition may be subject to prosecution under the UCMJ.

i. Permission to conduct commercial activities will be denied or revoked when such action would further the best interest of the Command. Example: Personal misconduct by a company's agent or representative while aboard the Air Station.

I have read and understand the above regulations and acknowledge that any violation of these regulations may result in the withdrawal of my privilege of conducting business aboard Marine Corps Air Station, Cherry Point.

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(Signature)

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(Printed Name) (Date)

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(Representing)