



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

ASO 1740.1F
OSJA

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AIR STATION ORDER 1740.1F

From: Commanding Officer
To: Distribution List

Subj: PERSONAL COMMERCIAL SOLICITATION ABOARD MARINE CORPS AIR STATION CHERRY POINT

Ref: (a) DoD Instruction 1344.07
(b) SECNAVINST 1740.2F
(c) ASO 5560.6C
(d) ASO 5101.6P

Encl: (1) Application Package Procedures to Apply for a Business Permit
Aboard Marine Corps Air Station Cherry Point

1. Situation. Per the references, this Order serves to safeguard and promote the welfare of consumers aboard Marine Corps Air Station (MCAS) Cherry Point (CHERPT) by setting forth procedures to obtain a business permit before the conduct of any commercial solicitation is permitted. Conducting personal commercial solicitation aboard MCAS CHERPT requires a business permit approved by this headquarters.

2. Cancellation. ASO 1740.1E.

3. Mission. To define the purpose of and establish procedures for obtaining business permits.

a. Summary of Revision. This order has been revised to reflect the staffing process from the Pass and Identification Office (Pass & ID) to Marine Corps Community Services (MCCS), to the Office of the Staff Judge Advocate as the approval authority.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose, requirements, and processes for obtaining business permits are clearly established and effective to ensure timely action on behalf of businesses while safeguarding consumers aboard MCAS CHERPT.

(2) Concept of Operations. Per references (a) and (b), the Commanding Officer (CO), MCAS CHERPT, has broad authority over all personnel and activities aboard the installation, including outlying areas. This authority includes approving who may or may not conduct personal commercial solicitation. Due to personal commercial solicitation being a privilege, it may be withdrawn. The purposes of business permits are as follows:

(a) To grant the privilege of conducting personal commercial solicitation aboard the installation;

(b) To require that businesses granted this privilege adhere to a code of business ethics;

(c) To provide a form of recourse for consumers who feel that a business has failed to adhere to a code of ethics.

b. Coordinating Instructions.

(1) The conditions for commercial and contractor access to MCAS CHERPT are contained in reference (c). These conditions apply to those businesses engaged in personal commercial solicitation. Based upon security concerns, business permits will only be issued on an individual basis. Business wide permits that cover all employees will not be issued.

(2) Applications for business permits may be obtained from the Station Adjutant's webpage. Active duty service members seeking a business permit must include a command endorsement (O-5 level or above) with their application. Completed applications must be submitted to the Pass & ID, Building 251, located at the Main Gate aboard MCAS CHERPT. In addition to the business permit application, applicants are required to complete a background investigation package at Pass & ID (see reference (c)). Pass & ID will then submit the application to MCCS to conduct a conflict check. The Deputy Staff Judge Advocate, MCAS CHERPT has been delegated decision authority regarding all applications for business permits.

(3) 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.

(4) Installation access may be denied for any reason the CO deems reasonable to ensure good order and discipline.

(5) Per reference (d), individuals convicted of driving under the influence (DUI)/driving while intoxicated (DWI) within the past year (or pending adjudication) may be allowed access to the installation but will not be permitted to drive on the installation until all legal issues have been resolved. A driving privilege appeal will then need to be submitted to the Station Staff Judge Advocate for review.

5. Administration and Logistics. This Order applies to all personnel, regardless of Department of Defense (DoD) affiliation or DoD status. A DoD-issued identification card does not convey authority to access the installation for personal commercial solicitation.

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.


B. C. BURKS

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 proof of citizenship or immigration status. Acceptable documents include state issued birth certificates, Immigration and naturalization Service (INS) forms, and passports (SSN cards do not qualify as proof of citizenship). Do not send original documents.
5. Applicants must provide a letter from the company verifying their current employment status with the company represented on the application.
6. Active duty service member applicants shall submit a command endorsement with the application, certifying command knowledge and approval of employment.
7. Application packages must be hand delivered in person to the Pass & ID Office, Bldg. 251, located at the main gate. Applicants must complete a records check request, per reference (c), at the time of application. No personally provided background check is required as part of the application.
8. Once completed, correspondence will be forwarded to Pass & ID for processing, and an email or phone call will be made notifying the applicant and business of completion of the permit process.

APPLICATION FOR BUSINESS PERMIT

AUTHORITY: 10 U.S.C. 5031, Secretary of the Navy 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN). PURPOSE: To track and prosecute offenses, counsel victims, and other administrative actions; to support insurance claims and civil litigation; to revoke base, station, or activity driving privileges. ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE: Mandatory for computer matching.

1. Name (Last)		(First)	(Middle)
2. Mailing Address		City	State Zip Code
3. Social Security Number	4. Date of Birth	5. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Home Telephone (Area Code/Number)	7. Work Telephone (Area Code/Number)	8. Cell Phone Number (Area Code/Number)	
9. E-Mail Address:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are you active Duty Military?		11. Are you a military family member?	
12. Are you a retired military member?		13. Renewal	
14. Name of Company requesting authorization to conduct business aboard MCAS, Cherry Point			
15. Type of service this company provides			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Does the Company have a contract with the base?		17. 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 possible 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 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 authority of the Commanding Officer (SJA Office).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, 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 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 the Marine Corps Air Station, Cherry Point.

(Signature)	(Printed Name)	
(Date)	(Representing)	