



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5720.15A

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NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5720.15A

From: Commander, Naval Training Center, Great Lakes

Subj: SOLICITATION, FUND RAISING, DISTRIBUTION OF PRINTED MATERIAL AND CONDUCT OF PERSONAL COMMERCIAL AFFAIRS (INCLUDING THE SALE OF PERSONAL INSURANCE) ON THE NAVAL TRAINING CENTER (NTC), GREAT LAKES

Ref: (a) DOD DIRECTIVE 1344.7
(b) SECNAVINST 1740.2D

Encl: (1) Commercial Solicitation Permit

1. Purpose. To provide information and guidelines for solicitation, fund raising, distribution of printed material and conduct of personal commercial affairs (including the sale of life insurance) onboard Naval Training Center, Great Lakes. The provisions of references (a) and (b) are not further restated in this instruction, and are expressly incorporated by reference.

2. Cancellation. NTCGLAKESINST 5720.15. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy.

a. No person has authority to enter Naval Training Center Great Lakes and transact personal commercial solicitation as a matter of right.

b. Except as provided herein, no person shall conduct any personal commercial solicitation, conduct any fund-raising activities, nor distribute any non-official printed materials without prior consent of the authorities listed in Paragraph 5. The use of bulletin boards, whether conventional or electronic, and/or the distribution of non-official printed material to promote sales within command spaces is expressly prohibited onboard the Naval Training Center.

4. Definitions.

a. Naval Training Center is defined as Main side, including the Naval Hospital and Naval Hospital Corps School; Recruit Training Command; all Family Housing areas, including Navy housing located at Fort Sheridan and Glenview; Bachelor Enlisted

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Quarters and Bachelor Officer Quarters; Navy Exchanges and all real property owned or leased by the U.S. Navy, contiguous thereto.

b. "Agent", "Personal Commercial Solicitation", "Insurance", and "Insurers" are defined by reference (b), and such definitions apply in this instruction.

c. An "appointment" is a specific date and time chosen by the individual being solicited. The return of correspondence indicating a general interest in any product shall not constitute an appointment. The return of correspondence requesting a specific place, date, and time, if such time is within the allowed times at the desired place of meeting, shall be considered an appointment.

d. The term "barracks' lounges" shall include any inside area adjacent to the barracks, which is formally designated by the Commanding Officer for use in lieu of the aforementioned lounges.

5. Scope.

a. All restrictions and requirements on personal commercial solicitation established by references (a) and (b) apply. A prior appointment initiated by the customer is required. An appointment may take place in public access areas. Appointments may only take place during assigned hours in barracks' lounges. No appointments are permitted in lounges located in barracks dedicated to the use of students currently in the core curriculum portion of the Service School Command. Appointments may also take place in a family housing unit if the family assigned to the unit desires. Commercial solicitation without a prior appointment is expressly prohibited at all locations on base.

b. Persons desiring to conduct personal commercial solicitation, which includes, but is not limited to, the sale of insurance or other personal financial products, cleaning products, educational materials, etc. will comply with reference (b) and apply for permission to conduct their business through the Naval Training Center using enclosure (1).

c. Fund raising drives by Combined Federal Campaign and Navy Relief are covered by other directives. Fund raising by private groups, such as Scouts, Little League, wife's clubs, community

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service organizations, etc., shall be permitted on a case-by-case basis as approved by the Commander, Naval Training Center (CNTC).

d. Applicants for personal commercial solicitation or fund raising shall register with the Security Department, Building 130 for vehicle clearance and will proceed to Building 1, Room B-34 to obtain copies of pertinent instructions and to make application for a permit. Retired personnel, reservists and active duty personnel are prohibited from using that status to gain entrance to the base for solicitation purposes.

e. The following officers are delegated authority to approve such requests: Chief of Staff, Assistant Chief of Staff for Base Operations (ACOS BASE OPS), and the Staff Judge Advocate (SJA).

6. Standards.

a. Prior to authorizing commercial personal solicitation, authorized officials shall ensure that references (a) and (b) are fully met. Distribution of non-official material onboard Naval Training Center shall not be permitted if it presents a clear danger to the loyalty, discipline or welfare of personnel, or interferes with the accomplishment of a military mission.

b. Subject to the limitations below, allowing solicitation in the barracks shall be at the sole discretion of the Commanding Officer who is responsible for the day to day operations of the barracks. If allowed, it shall conform with the standards set forth in this instruction as well as references (a) and (b). Solicitation may not be allowed for a period greater than 4 hours per weekday, and 8 hours on Saturday. Solicitation will not be allowed after 2130 hours. There will be no solicitation onboard Naval Training Center Great Lakes on Sunday.

c. All solicitors will check in with the quarterdeck of the command being visited and be logged aboard. The name of the Sailor with whom the appointment is arranged and the time of the appointment shall be noted.

d. As reflected in paragraph 2.f.(4) of reference (a), the assignment of space for any reason other than a specific prearranged appointment is prohibited. Accordingly solicitors will vacate the barracks between appointments unless the time between appointments is less than 15 minutes.

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e. Only two (2) solicitors from any one company may be in any barracks at one time. Not more than two solicitees shall have an appointment with any solicitor at the same time. Solicitors may not be simultaneously logged into other barracks. Solicitors must log in and log out separately at each barracks.

f. Use of titles such as "Battalion Insurance Counselor", "Unit Insurance Advisor", "Military Representative", "SGLI Conversion Consultant", or any other titles which may imply Government or Navy approval is prohibited.

g. Barracks petty officers, watch standers and other duty personnel are hereby charged with the duty to enforce this instruction and to report offenders, in writing and include, the name of solicitor, his/her company, time, and date of the violation, a description of the violation in sufficient detail to explain the circumstances, and who in their command was notified. Such report shall be delivered to the Office of the Staff Judge Advocate, Naval Training Center, Building 1, not later than 1200 of the following work day.

7. Exceptions. This instruction does not apply to the following:

a. Sales to or by the Navy Exchange, or Commissary Store, Morale, Welfare and Recreation (MWR) Department, or vending machines onboard Naval Training Center administered through any of these offices;

b. Home delivery of paid subscription newspapers to residents of housing or delivery to news racks for sale onboard Naval Training Center, or to printed material that is distributed through the Navy Exchange, Commissary Store or Recreational Services Department or the Great Lakes Bulletin;

c. Distribution of printed material through the U.S. Postal System;

d. Delivery of foodstuffs, such as pizzas, to residents of the Bachelor Enlisted Quarters (BEQ) and Bachelor Officer Quarters (BOQ), housing; specifically, Halsey Village, Forrestal Village, Nimitz Village or to the Fort Sheridan or Glenview housing areas;

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11. Permits. Commercial Solicitation Permits are obtained in Building 1, Room B-36, 847/688-3805 or 2480.


KEVIN P. GREEN

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case B), III-A, B, C

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COMMERCIAL SOLICITATION PERMIT

Company Name: _____

Address: _____

_____ Phone: _____

Agent: _____ Supervisor: _____

Type of Business or Product: _____
(Product Certification or Warranty - Attach a description of the product or product line sold and any warranties applicable to the product line)

Licenses Possessed: _____

CERTIFICATION

"I AGREE TO COMPLY WITH DoD DIRECTIVE 1344.7, SECNAVINST 1740.2D, AND NTCGLAKESINST 5720.15A IN THE CONDUCT OF MY BUSINESS, AND I UNDERSTAND THAT ANY VIOLATION MAY RESULT IN THE REVOCATION OF MY AUTHORITY TO CONDUCT BUSINESS ON BOARD NAVAL TRAINING CENTER, GREAT LAKES. I CERTIFY THAT THE PRODUCT I SELL AND/OR THE COMPANY I REPRESENT MEETS AND COMPLIES WITH ALL APPLICABLE FEDERAL AND ILLINOIS CONSUMER SAFETY AND PROTECTION STANDARDS GOVERNING THIS PRODUCT OR SERVICE. FURTHERMORE, I CERTIFY THAT I HAVE COMPLIED WITH ALL LICENSING REQUIREMENTS FOR MY COMPANY OR PRODUCT."

Signature/Date

The above applicant is authorized to conduct personal commercial solicitation on board Naval Training Center during the period _____ to _____.

Authorizing Signature/Date

Printed Name/Authority