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Specialty Management

**COMMERCIAL SOLICITATION, ON-BASE
PRIVATE BUSINESSES, AND THE USE OF
BASE FACILITIES AND TRANSPORTATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 90-1, *Policy Formulation*. It establishes procedures for obtaining approval for on-base commercial solicitation, private businesses, and the use of Buckley Air Force Base facilities and/or transportation vehicle(s) when hosting unit functions, special events or activities. It requires the solicitor or sponsoring agency to have an approved 460th Space Wing IMT 8, **Request to Use Base Facilities/Transportation**, available at the site of the event or activity. This instruction assigns responsibilities and approval authority to certain base agencies to approve the use of their facilities. This instruction applies to all Department of Defense employees, Air Force and civilian personnel assigned, attached or associated with the 460th Space Wing. It does apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Maintain and dispose of records created as a result of prescribed processes in accordance with the Air Force Records Disposition Schedule (RDS) located in AFRIMS. Comply with Air Force Instruction (AFI) 33-332, *Privacy Act Program*, for documents containing: "Privacy Act Information". For "Official Use Only (FOUO)" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, **Chapter 4**.

1. Responsibilities.

- 1.1. The 460th Mission Support Group Commander (460 MSG/CC) is final approval authority for temporary use of facilities for special events and activities and for private businesses and commercial solicitations.
- 1.2. The 460th Logistics Readiness Squadron Vehicle Maintenance Fleet Manager/Supervisor (460 LRS/LGRV) is approval/disapproval authority for transportation support.
- 1.3. The 460th Space Wing Staff Judge Advocate (460 SW/JA) will review all 460 SW IMT 8 for legal adequacy, consider all concerns expressed by the office of primary responsibility (OPR), and other pertinent matters.

1.4. The 460th Civil Engineer Squadron Housing Office (460 CES/CEH) will furnish a package to those individuals desiring to establish an on-base private business.

1.5. The 460th Security Forces Squadron Operations Flight (460 SFS/SFO) will facilitate access to Buckley AFB after an approved/signed 460 SW IMT 8 and an entry authorization list is submitted at least 72 hours prior to the scheduled event to the 460 SFS Visitor Control Center.

1.6. The 460th Space Wing Base Ground Safety Office (460 SW/SE) will review all requests for use of installation facilities, transportation and special events to ensure adequate safety considerations are addressed.

2. Facility Office of Primary Responsibility (OPR). The OPRs for facilities, see [Table 1.](#), will coordinate on the 460 SW IMT 8 making sure the facility is available on the requested date and time. The OPR will ensure the proposed use of the facility is consistent with the operations and policies established and tentatively reserve the facility pending approval for its use by the 460th Mission Support Group Commander (460 MSG/CC).

Table 1. Facilities Used and Approving Office.

Facilities	OPR and Location
Information Tickets & Tours (ITT)	460 MSG/SVRI
Fitness Center	460 MSG/SVMP
Dining Facility	460 MSG/SVMF
Outdoor Recreation	460 MSG/SVRO
Tours	460 SW/PA
BX/Commissary Area	Respective Area Managers
Food Safety (Public Health)	460 MDG/SGPM
Vehicle Maintenance	460 LRS/LGRV
Base Housing	460 CES/CEH

3. Procedures.

3.1. Prepare a 460 SW IMT 8 according to instructions printed on the reverse side of the IMT. A blank 460 SW IMT 8 may be obtained electronically from the Air Force e-Publishing website at <http://www.e-publishing.af.mil>. Make sure sufficient lead-time is provided for processing the IMT. The 460 SW IMT 8 should arrive at the 460 MSG Executive Office (460 MSG/CCE), a minimum of 12 days before the event. If a designated driver program is going to be implemented, state this on the form.

3.2. Any individual or group that wishes to use a facility or transportation for other than routine military purposes must prepare and submit a 460 SW IMT 8. The IMT should be routed through all affected OPRs (paragraph 2.), the 460 SW/SE and the 460 SW/JA, in that order, before going to the 460 MSG/CC. The 460th Medical Support Group Public Health Office (460 MDG/SGPM) must be contacted if food will be sold in any facility. The 460 SW/JA requires 5 duty days to process its review and recommendation.

3.2.1. If alcoholic beverages will be served, separate approval from the 460th Space Wing Commander (460 SW/CC) is required. Additionally, the commander or division chief sponsoring the function must ensure designated drivers are available and Dram Shop Liability training from 460 MSG/SV has been completed by all servers. Alcoholic beverages may not be sold by unofficial activities such as booster clubs or private organizations.

3.3. For all events, the individual listed as the OPR on the 460 SW IMT 8 must have an approved 460 SW IMT 8 available at the site of the event.

3.4. Any individual desiring to establish a private business in on-base housing must pick up a package from the 460 CES/CEH, Building 606, Stop 88, Buckley AFB CO 80011. The package includes: Certificate and Indemnification Private Business Operator in Base Housing Agreement (**Attachment 1**), Indemnification and Hold Harmless Agreement (**Attachment 2**), 460 SW IMT 8 (**Attachment 3**), Memorandum of Understanding (**Attachment 4**), Base Solicitation Questionnaire (**Attachment 5**), and a list of prohibited solicitation practices (**Attachment 6**). The 460 SW IMT 8 must be coordinated with an Army/Air Force Exchange Service (AAFES) representative if the business involves the sale of merchandise similar to that sold by AAFES. The 460 SW IMT 8 must be coordinated with 460 MSG/SV representative if the business involves the sale of merchandise similar to that sold by 460 MSG/SV. Any individual desiring to provide child care in base military housing must be licensed by the 460 MSG/SV in accordance with AFI 34-276, *Family Child Care Programs*, prior to accepting children for care. The 460 MSG/CCE will forward a copy of the approved or disapproved package to the member to be maintained in the occupant's housing file at 460 CES/CEH. Extensions require resubmission.

3.4.1. The 460 SW IMT 8 must be thoroughly detailed as to the type of business, the product or service to be sold. This should include how the individual intends to advertise and sell the product, and proof of compliance with local government licensing requirements (when applicable). Any supporting documentation must be attached to the 460 SW IMT 8 and the verbiage "See Attached" annotated on the Remarks Section of the IMT.

3.4.2. The 460 SW IMT 8 should be coordinated through the following agencies in this order: 460 CES/CEH, AAFES, 460 SFS/SFO, 460 MSG/SV, 460 MDG/SGPM, 460 SW/SE, 460 SW/JA, and 460 MSG/CC.

3.5. To request commercial solicitation privileges, individuals must submit a letter to 460 MSG/CC describing what they want to sell. The letter must be attached to a 460 SW IMT 8 coordinated through the following agencies in this order: 460 CES/CEH, 460 SFS/SFO, 460 MGS/SV, 460 SW/JA, and 460 MSG/CC. Other attached documentation must include: a Memorandum of Understanding, Base Solicitation Questionnaire, and a list of prohibited solicitation practices.

3.5.1. Individuals will pick up the approved or disapproved 460 SW IMT 8, after telephone notification by 460 MSG/CCE.

3.5.2. Approvals will be for a maximum of 1 year. Extensions require resubmission.

3.5.3. The individual must keep a copy of the approval letter with him or her at all times while on the base.

3.5.4. The 460 SFS Visitor Control Center, AAFES, 460 CES/CEH and 460 MSG/CCE will post DoD Directive 1344.77, *Personal Commercial Solicitation on DoD Installations*, for easy access to those individuals conducting personal commercial solicitation on the installation.

4. Request to Access Buckley AFB.

4.1. All requests for nonmilitary or non-base associated personnel to enter the installation to use base facilities must include an entry authorization list of all attending personnel (including full names and social security numbers). This list must be submitted to 460 SFS/SFO, with the approved/signed 460 SW IMT 8 at least 72 hours prior to the event. Entry may be delayed or denied if this requirement is not met.

4.2. Privacy Act Statement must be included on the entry authorization list.

5. Government Transportation. Government vehicles will be used only to support official functions. 460 LRS/LGRV ensures the required vehicles are available, tentatively reserves the vehicles pending final approval of entry authorization for non-Department of Defense (DoD) personnel and ensures all users are briefed on policies. The 460 LRS/LGRV is the approving authority for government transportation.

6. Advertising Events.

6.1. To announce events using base facilities in the Base Bulletin, obtain guidelines for submitting a base bulletin article from the 460th Space Communications Squadron Publishing Management Office (460 SCS/SCSAP).

6.2. For publishing in the Mile High Guardian, provide a copy of the article to the 460th Space Wing Public Affairs Office, (460 SW/PA), Stop 88, Buckley AFB CO 80011 for events that are for non profit in nature and have base wide appeal. These are run on a space available basis. Commercial solicitation and private businesses (for profit) must schedule and purchase advertising space through the commercial enterprise newspaper publisher for the Mile High Guardian.

7. Forms or IMTs (Adopted and Prescribed).

7.1. **Adopted Forms or IMTs.** No forms or IMTs are adopted in this publication.

7.2. **Prescribed Forms or IMTs.**

7.2.1. 460 SW IMT 8, **Request to Use Base Facilities/Transportation.**

DAVID W. ZIEGLER, Colonel, USAF
Commander

Attachment 1**SAMPLE CERTIFICATION AND INDEMNIFICATION PRIVATE BUSINESS
OPERATOR IN BASE HOUSING**CERTIFICATION AND INDEMNIFICATION
PRIVATE BUSINESS OPERATOR IN BASE HOUSING

I, _____, hereby certify that I am aware that the private business I intend to operate or am currently operating out of base housing, Buckley Air Force Base, Colorado, must meet local government licensing requirements, in accordance with Air Force Instruction (AFI) 32-6001, *Family Housing Management*, chapter 16. I further certify that I have determined what the local government licensing requirements are for my particular private business and that I have, in fact, met those requirements. I have been advised that failure to meet such local government licensing requirements may result in my personal liability, the termination of my private business on the base and other civil or criminal penalties. I have also been advised that I should consider obtaining personal liability insurance which will apply to legal actions brought by my customers as well as insurance that would cover damage to government property. Finally, I agree to indemnify and save harmless Buckley Air Force Base, the United States Air Force, and its agents, servants, officers or employees against any claim for damages, compensation or otherwise arising from any claims made by me or on my behalf in connection with the agreement expressly includes indemnification for negligent acts committed by Buckley Air Force Base, the United States Air Force and its agents, servants, officers and employees.

I acknowledge and represent that I have read the foregoing certification and agreement, that I understand it and that any facts or representations by me are true and accurate to the best of my knowledge and belief.

Signature

Date

* This must be completed and attached to 460 SW IMT 8 or it will not be processed.

Attachment 2

SAMPLE INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

NOTE: THIS IS AN IMPORTANT LEGAL DOCUMENT. BY SIGNING IT, YOU WILL GIVE UP IMPORTANT LEGAL RIGHTS. READ THIS DOCUMENT CAREFULLY. DO NOT SIGN IT UNLESS YOU UNDERSTAND IT COMPLETELY AND AGREE WITH ITS TERMS.

I, _____ (print), will be accessing Buckley Air Force Base, Colorado, on or for the time period of _____ (maximum 1 year), for the purpose of _____.

I am aware of the potential and possible hazards involved in accessing Buckley Air Force Base, CO. Some of the potential possible hazards include, but are not limited to, personal injury, property damage, and death. Knowing this, I do hereby agree to assume full responsibility for my safety and indemnify, save, hold harmless, and defend the Government of the United States, its departments, agencies, employees, officers, and agents acting officially or otherwise, from any and all liability, claims, demands, and actions that may occur, resulting from my presence on Buckley Air Force Base, CO.

This agreement includes, but is not limited to, an agreement that anyone who attempts to claim or sue, whether for accident or negligence, however designated, shall pay all attorney's fees, costs and expenses of all opponents, whether named or not. Each person that coordinates any event using Buckley Air Force Base, CO assets or property does so at his or her own risk.

This agreement is effective upon signing.

I hereby acknowledge that I have read and understand the foregoing release and that I fully understand its terms and I sign voluntarily.

Signature

Date

Attachment 3

SAMPLE 460 SW IMT 8

REQUEST TO USE BASE FACILITIES/TRANSPORTATION						
TO: 460 MSG/CC BUCKLEY AFB CO 80011		FROM: Girl Scout Troop #10				
NAME OF RESPONSIBLE INDIVIDUAL Jane Smith					DATE 20060523	
SIGNATURE <i>Jane Smith</i>					DAYTIME PHONE NO. 720-555-1212	
ORGANIZATION REPRESENTED (Give name and full address) Girl Scout Troop #10 1111 Maint Street Aurora, CO 80011					NO. OF PARTICIPANTS: 8	
					ADULTS 2	UNDER 6
FACILITIES, TRANSPORTATION REQUESTED AND PURPOSE OF REQUEST (Give full detail on use of facilities, transportation, or other). PLEASE READ INSTRUCTIONS ON REVERSE.			FROM		TO	
			DATE	TIME	DATE	TIME
			20060621	10:00 A.M.	20060621	12:00 P.M.
Girl Scout Troop #10 requests to sell Girl Scout cookies in front of BX.						
FOR FURTHER INFORMATION CONTACT Jane Smith					PHONE 720-555-1212	
COORDINATION (See reverse for instructions)						
OFFICE	460 CES/CEH	460 CES/CEV	460 CES/CEF	460 LRS/LGRVO	AAFES	460 SW/CCP
INIT/DATE						
OFFICE	460 SFS/SFO	460 MSG/SVF	460 MSG/SV	460 MDG/SGPM	460 SW/SE	460 SW/JA
INIT/DATE						
FROM: 460 MSG/CC BUCKLEY AFB CO 80011		TO: Janes SMith, Girl Scout Troop #10, 1111 Maint Street, Aurora, CO 80011				
YOUR REQUEST TO USE THE ABOVE FACILITY AT THE TIMES AND DATES INDICATED IS:						
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (See remarks)						
REMARKS						
NAME, GRADE, AND DUTY TITLE				SIGNATURE		

INSTRUCTIONS

1. Final approval by 460 MSG/CC is **MANDATORY** before you advertise any event or make any final arrangements to use facilities or transportation.
2. **BEFORE** you forward this form to the 460 MSG/CC for final approval, coordinate with personnel responsible for the facility or transportation you wish to use to determine if the resources requested will be available for use when you need them. The 460 SW/JA requires 5 duty days to process its review and recommendation to the 460 MSG/CC. Coordination must be completed a minimum of 12 days prior to the event.
3. All 460 SW IMT 8s must have 460 SW/SE and 460 SW/JA coordination. Additional coordination is required for certain events:
 - Services Manager (460 MSG/SV) if you will be selling any goods, services or if you are an official Private Organization (PO) making the request.
 - Vehicle Operations Superintendent (460 LRS/LGRVO) if you are requesting government transportation.
 - Housing Office (460 CES/CEH) if the event involves base housing/dorms or private business.
 - Visitor Control (460 SFS/SFO) if non-military affiliated personnel will be participating; this would include all civilian guests or a military sponsor.
 - Environmental (460 CES/CEV) if the activity could impact the air, water, land or wildlife.
 - Fire Chief (460 CES/CEF) if you plan to have any type of fire (bonfire, barbeque, etc.) or home/dorm business.
 - or if activity could create a fire hazard or affect Fire Department ability to respond to an emergency.
 - Public Health (460 MDG/SGPM) if you will be handling, preparing or selling food.
 - Private Organization Monitor (460 MSG/SVF) for all organization's fundraisers.
 - Protocol (460 SW/CCP) if any General Officers and/or Distinguished Visitors will be attending.
 - Facility manager of Primary Responsibility (OPR). The facility manager (FM), as shown, will coordinate on the 460 SW IMT 8 making sure the facility is available on the requested date and time. The FM will ensure the proposed use of the facility is consistent with the operations and policies established and tentatively reserve the facility pending approval for its use by the 460 MSG/CC. If access to property/facility will require escorts, the responsible organization must specify it will provide such personnel during the event.
4. If a speech, presentation, meeting or briefing is being made in a base facility, make sure you provide the name of the speaker/briefer, what company or organization with which they are affiliated, the subject of the speech/brief, and names of key personnel attending.
5. Any individual desiring to establish an on-base private business or to solicit on Buckley AFB must submit a 460 SW IMT 8. All completed forms from the solicitation package must be attached to the 460 SW IMT 8. The 460 SW IMT 8 must be coordinated with 460 SW/PA (for hosting unofficial unit functions, special events or activities), 460 CES/CEH, 460 SFS/SFO, 460 MSG/SV, 460 SW/SE and 460 MSG/CC. The duration to conduct an on-base business or solicitation on Buckley Air Force Base will not exceed 1 year
6. Protected by the Privacy Act of 1974.

Attachment 4

SAMPLE MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

I, _____, currently residing at _____, State that I understand the provisions of Air Force Instruction (AFI) 32-6001, *Family Housing Management*, chapter 16. I (have/have no) base affiliation by way of being a _____ (explain base affiliation, if applicable – otherwise leave blank). I know that soliciting on a military installation is a privilege, not a right, and that any violation of AFI 32-6001 could, among other things, result in the revocation of my solicitation privileges. I further state that I understand the policies for Buckley Air Force Base regarding commercial solicitations in base housing, including, but not limited to the following rules: (1) no soliciting will be conducted door-to-door in family housing; (2) solicitation in base housing is by invitation of a base resident only; (3) once invited to the home of a base resident, the scope of that invitation cannot be extended to visit his/her neighbor except by express invitation by that neighbor; (4) soliciting is not permitted in the dormitory areas, in SVS facilities, dining facilities, etc. Additionally, I understand that the rules listed in the List of Prohibited Solicitation Practices are expressly incorporated herein by reference and that I am responsible to know and heed them.

BY MY SIGNATURE BELOW, I CERTIFY THAT I UNDERSTAND THE RULES AND REGULATIONS GOVERNING SOLICITING ON BUCKLEY AIR FORCE BASE AND WILL ABIDE BY THEM.

Signature

Date

* This signed letter must be attached to the 460 SW IMT 8 or it will not be processed.

Attachment 5

SAMPLE BASE SOLICITATION QUESTIONNAIRE

BUCKLEY AFB SOLICITATION QUESTIONNAIRE

Name: _____

Address: _____

Home phone number: _____ Business phone number: _____

Business Address: _____

Name of business or organization: _____

Name of organization / individual who will share your profits: _____

Type of business: _____

Business will / will not create noise in housing area. If "yes," explain: _____

List all products / services to be sold: _____

Products will / will not compete with Base Exchange. If "yes," explain: _____

Approximate number of clients: _____

Type of advertisement / Method of client contact: _____

Military Members Only

Military sponsor (name/rank/unit): _____

Military sponsor will / will not be involved in business. If "yes," explain: _____

* Member must get approval for off-duty employment.

Business will / will not interfere with military duty. If "yes," explain: _____

Base resources that will be utilized: _____

Location where products / goods are to be stored: _____

List flammable, toxic and unsafe materials to be used: _____

Anticipated effect on traffic patterns near residence: _____

* This must be completed and attached to 460 SW IMT 8 or it will not be processed.

Attachment 6**SAMPLE SOLICITATION PRACTICES THAT ARE PROHIBITED****SOLICITATION PRACTICES THAT ARE PROHIBITED**

Failure to comply with all relevant regulations, directives and instructions, including but not limited to, the Joint Ethics Regulations and Air Force Instruction (AFI) 32-6001, *Family Housing Management*.

Soliciting door-to-door.

Soliciting recruits, trainees and transient personnel en masse or as a captive audience.

Soliciting without an appointment in housing areas, family quarters or in areas provided by installation commanders for interviews by appointment.

Soliciting in areas for the processing of transient personnel, in the dorms, in guest quarters, in open mess facilities and in cafeterias.

Using official I.D. cards by retired or reserve members of the military to gain access to Air Force installations in order to solicit.

Procuring or attempting to procure or supplying roster lists of DoD personnel for purposes of commercial solicitation, except under the Freedom of Information Act.

Engaging in unfair, improper or deceptive trade practices, as defined by federal and state law, including but not limited to: illegal inducement to purchase or trade, using rebates to facilitate transactions or to eliminate competition, and using misleading advertisements or sales literature.

Using one's rank, either orally or in writing, to suggest endorsement of the product or service by DoD.

DoD personnel making personal commercial solicitations or sales to DoD personnel junior in grade.

Entering into unauthorized or restricted areas.

Failing to comply with state and local government licensing requirements.

Advertising addresses or telephone numbers of commercial sales activities conducted on the installation, except authorized activities conducted by members of military families residing in family housing.

Using any facilities, including quarters, as a showroom or storage area for the sale of goods or services, except as otherwise authorized by AFI 32-6001 and other applicable regulations, instructions or directives.

Soliciting military members who reside in the dorms, Family Services Center, Recreation Center or Base Library, except as permitted by the commander.

Soliciting military members residing in base housing in areas other than their base house.

Using one's military or civilian DoD title or position to endorse a product.

Insurance Specific Rules:

Designating an active duty military member or DoD civilian to be “Unit Insurance Advisor,” “Insurance Consultant,” etc.

Using the base bulletin or other official or unofficial notices to announce the presence of an agent or the agent’s availability.

Using any agent to participate in military-services sponsored insurance education or orientation programs.

Failing to identify yourself as an insurance agent for a specific company.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE ABOVE RULES AND WILL COMPLY WITH THEM. I UNDERSTAND THAT THIS IS NOT A COMPLETE LIST OF ALL RULES, AND THAT IT IS MY RESPONSIBILITY TO KNOW AND COMPLY WITH ALL RULES. I FURTHER UNDERSTAND THAT MY FAILURE TO COMPLY WITH ALL RULES MAY RESULT IN THE TERMINATION OF MY AUTHORITY TO OPERATE MY BUSINESS ON BUCKLEY AIR FORCE BASE.

Signature

Date

* This signed letter must be attached to the 460 SW IMT 8 or it will not be processed.