



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1740.11  
15A  
22 MAR 1995

DEPOT ORDER 1740.11

From: Commanding General  
To: Distribution List

Subj: SOLICITATION OF INSURANCE AND FINANCIAL SERVICES

Ref: (a) SECNAVINST 1740.2D  
(b) DepO 1740.1A

Encl: (1) Application for permission to solicit aboard MCRD  
(2) Sample letter authorizing solicitation  
(3) Example of serialized business pass

1. Purpose. To provide information on the solicitation of insurance and financial services aboard MCRD.

2. Information

a. Reference (a) provides policies, procedures and guidelines for solicitation and conduct of personal commercial affairs. Reference (b) provides instructions for the control of civilians engaged in solicitation and commercial enterprises aboard MCRD.

3. Action

a. Solicitors. Submit the following information to the Depot Inspector located in Bldg 31, Rm 116:

(1) An application for permission to solicit aboard MCRD with picture (Enclosure (1)).

(2) A notarized letter, signed by the president/vice president of the company, containing the following information:

(a) A list of all services or policies offered by their agents, including a listing of all applicable form numbers.

(b) A statement that only those services or policies listed will be offered.

(c) The name, business address, and telephone number of the representative who is to be authorized to solicit/conduct business aboard the Depot.

(d) A statement that the company agrees to comply with SECNAVINST 1740.2D and DepO 1740.1A and that it will assume full responsibility for the acts of its representatives.

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(e) A statement of agreement to promptly report all instances where employment is terminated on a representative authorized solicitation privileges aboard the Depot.

(f) A statement that the company and solicitor are duly licensed under applicable Federal, state, and municipal laws.

(g) A statement that the company is an equal opportunity employer.

(3) A copy of current California insurance license.

(4) If a representative will be soliciting insurance for more than one company, (1) through (3) above must be submitted for each company represented.

b. AC/S, Quality Management (Depot Inspector)

(1) Oversee the conduct of solicitation of insurance and financial services aboard MCRD.

(2) Route a copy of the application, notarized letter, and license to the SJA for an opinion as to the validity of the application.

(3) If the application is found to be valid, provide the applicant with a letter of approval (Enclosure (2)) including:

(a) Direction that before solicitation begins, the representative must contact PMO to obtain a serialized business pass (Enclosure (3)) and, if necessary, obtain vehicle registration.

(b) Date that solicitation privileges expire (Date of expiration of solicitor's license).

(c) Understanding of compliance to references (a) and (b) and this Order.

(4) Maintain a complete file on each representative for at least one year after expiration date.

c. AC/S, Staff Judge Advocate. Provide an opinion as to the validity of the request for solicitation to the Depot Inspector.

d. Provost Marshal. Provide a serialized business pass to individuals which have been approved for solicitation.

  
G. E. SMITH  
Chief of Staff

DISTRIBUTION: A

22 MAR 1995

APPLICATION FOR PERMISSION TO SOLICIT ABOARD MCRD

FROM:

TO: Commanding General, MCRD, San Diego, CA 92140 (Attn: Inspector)

1. It is requested that I be granted the privilege of soliciting aboard the Marine Corps Recruit Depot. I have read, understand, and will comply with the provisions of SECNAVINST 1740.2D and Depot Order 1740.1A, and understand my failure to comply will automatically revoke my solicitation privileges.

2. I am not now and have never been a member of, or affiliated with any organization, association, movement, group, or combination of persons which advocates or seeks the overthrow of, or alteration to the constitutional form of Government of the United States by unconstitutional means, or which advocates or approves acts of force or violence to deny other persons of their rights under the Constitution of the United States.

3. Personal identification information is set forth below.	PHOTO
HOME ADDRESS	
PHONE NUMBER	
SERVICES TO BE SOLICITED	

CALIFORNIA STATE LICENSE SERIAL NUMBER AND EXPIRATION DATE

NAME AND ADDRESS OF PARENT COMPANY

NAME, ADDRESS, AND TELEPHONE NUMBER OF LOCAL OFFICE

4. Attached hereto is a notarized statement from the company which I represent and a copy of my current insurance license.

SIGNATURE	DATE
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SAMPLE LETTER AUTHORIZING SOLICITATION

22 MAR 1995

1740  
15A  
[date]

[full name]  
Mutual of New York  
123 Terrace Dr.  
Vista, CA 92083

Dear [name],

Your application to solicit insurance aboard the Marine Corps Recruit Depot, San Diego is approved and will be in effect until [license expiration date].

Before solicitation is begun, you are to contact the Military Police Division to obtain a controlled business pass and, if necessary, vehicle registration.

You are reminded that you have agreed to comply with SECNAVINST 1740.2D and DepO 1740.1A. Door-to-door solicitation in base-housing or in the BEQ/BOQ areas and the solicitation of recruits is prohibited.

If you have any questions, problems, or need to renew or extend permission to solicit, I will be glad to assist you. I may be contacted by writing to Depot Inspector, 1600 Henderson Ave, Suite 116, San Diego, CA 92140 or by calling (619)524-1268, Ext 1315/6.

Sincerely,

[name]  
Lieutenant Colonel, USMC  
Depot Inspector



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EXAMPLE OF SERIALIZED BUSINESS PASS

U.S. GOVERNMENT IDENTIFICATION		
PHOTOGRAPH	NAME OF EMPLOYEE	
	SIGNATURE OF EMPLOYEE	
	ISSUING DEPARTMENT OR AGENCY	
	PLACE OF EMPLOYMENT	
	BIRTH DATE	HEIGHT
		WEIGHT
	COLOR HAIR	COLOR EYES
	ISSUE DATE	
5055-102	U.S.C.S.C.	OPTIONAL FORM 55 June 1973

SOCIAL SECURITY ACCOUNT NUMBER	SERIAL
	B 571898
TITLE OR POSITION OF EMPLOYEE	
Expires 050327	
NAME AND TITLE ISSUING OFFICER	SIGNATURE OF ISSUING OFFICER
IF FOUND, DROP IN ANY U.S. MAILBOX	
Postmaster:—postage guaranteed. Return to: General Services Administration, Federal Supply Service, Region 3, Washington, D.C. 20407. Attention: Standard Forms Service Officer. Property of the U.S. Government. Counterfeiting, alteration, or misuse is a violation of Sections 499 and 701, Title 18, U.S. Code.	
☆ GPO : 1987 O - 180-498 (115)	

