

**29 AUGUST 2003**



**Command Policy**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 30 MSG/CCIM (SSgt B. Riffey)  
Supersedes 30 SWI 90-101, 30 Dec 98.

Certified by: 30 MSG/CCIM (Capt R. D. Meyer)  
Pages: 4  
Distribution: F

---

This instruction establishes policy and procedures for obtaining approval for on-base commercial solicitation, private businesses, and the use of Vandenberg 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 30 SW Form 400, **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. It applies to all units, personnel, civilian contractors, and companies assigned or attached to Vandenberg AFB. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, **Forms Management Program**, affects this publication"

**SUMMARY OF REVISIONS**

Office symbols have changed to reflect to stand-up of the 30 Mission Support Group. Obsolete forms have been removed from the coordination process. A bar ( | ) indicates a revision from the previous edition.

**1. Responsibilities.**

- 1.1. The Deputy Commander, 30th Mission Support Group (30MSG/CD) is final approval authority for temporary use of facilities for special events and activities and for private businesses and commercial solicitations.
- 1.2. The Vehicle Operations Officer/Superintendent, 30th Logistic Readiness Squadron (30LRS/LGRVO), is approval/disapproval authority for transportation support.
- 1.3. The Staff Judge Advocate (30SW/JA) will review all 30 SW Form 400 for legal adequacy, consider all concerns expressed by the offices of primary responsibility (OPR), and other pertinent matters.

1.4. The Housing Office (30CES/CEH) will furnish a package to those individuals desiring to establish an on-base private business.

1.5. The Law Enforcement Operations (30SFS/SFO) will facilitate access to Vandenberg AFB after an approved/signed 30 SW Form 400 and an entry authorization list is submitted at least 72 hours prior to the scheduled event to the Visitor Control Center.

1.6. The Base Ground Safety Office (30SW/SEG) 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, as shown, will coordinate on the 30 SW Form 400 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 30MSG Deputy Commander.

**Table 1. Facilities Used and Approving Office**

<b>Facilities</b>	<b>OPR and Location</b>
Vandenberg Center	30SVS
Base Theater	AAFES Manager and 30SVS
Pacific Coast Club	30SVS/SVBN
Fitness Center	30SVS/SVMP
Lodging	30SVS/SVML
Dining Facility	30SVS/SVM
FAMCAMP	30SVS/SVRO
Off-road vehicles (ORV)	30SFS
Tours	30SW/PA
BX/Commissary Area	Respective Area Managers
Food Safety	30AMDS/SGPM, Base Hospital
Government Vehicles	30LRS/LGRVO
Base Housing	30CES/CEH
Cocheo Park	30SVS/SVRO

### 3. Procedures.

3.1. Prepare a 30 SW Form 400 according to instructions printed on the reverse side of the form. Blank 30 SW Form 400s may be obtained electronically from the Vandenberg Electronic Publishing Distribution Library (VEPDL). Make sure sufficient lead time is provided for processing the form. The 30 SW Form 400 should arrive at the 30MSG Command Section, Bldg 11777, Room C-201, 1031 California Blvd, Vandenberg AFB CA 93437-6251, a minimum of fourteen duty 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 30 SW Form 400. The form should be routed through all affected OPRs (**Paragraph 2.**), the Wing Safety Office (30SW/SEG) and the Staff Judge Advocate

(30SW/JA), in that order, before going to the 30MSG/CD. 30AMDS/SGPM (Public Health) must be contacted if food will be sold in any facility. The 30SW/JA requires five duty days to process its review and recommendation.

3.2.1. If alcoholic beverages will be served, the commander or division chief sponsoring the function must ensure designated drivers are available. 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 30 SW Form 400 must to have an approved 30 SW Form 400 available at the site of the event.

3.4. Any individual desiring to establish an on-base private business must pick up a package from the Housing Office (30CES/CEH), Building 13522, 1172 Iceland Ave, Vandenberg AFB CA 93437-6011. The package includes: Certificate and Indemnification Agreement, 30 SW Form 400, Memorandum of Understanding, Base Solicitation Questionnaire, and a list of prohibited solicitation practices. 30 SW Form 400 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. 30MSG/CCIM will forward a copy of the approved or disapproved package to the member to be maintained in the occupant's housing file at 30CES/CEH. Extensions require resubmission.

3.4.1. The 30 SW Form 400 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 30 SW Form 400 and the verbage "See Attached" annotated on the Remarks Section of the Form.

3.4.2. The 30 SW Form 400 should be coordinated through the following agencies in this order: 30CES/CEH, AAFES, 30SFS/SFO, 30SVS/SVF, 30AMDS, 30SW/SEGB, 30SW/SEG, 30SW/JA, and 30MSG.

3.5. To request commercial solicitation privileges, individuals must submit a letter to 30MSG/CD describing what they want to sell. The letter must be attached to a 30 SW Form 400 coordinated through the following agencies in this order: 30CES, 30SFS, 30SVS, 30SW/JA, and 30MSG. Other attached documentation must include: a Memorandum of Understanding, Base Solicitation Questionnaire, and a list of prohibited practices.

3.5.1. Individuals will pick up the approved or disapproved 30 SW Form 400 in Room C201, Building 11777, after telephone notification by 30MSG Command Section personnel.

3.5.2. Approvals will be for a maximum of one 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 30SFS Visitors' Center, AAFES, 30CES Housing Office and 30MSG Command Section will post DoD Directive 1344.77, ***Personal Commercial Solicitation on DoD Installations*** and 30 SWI 90-101 for easy access to those individuals conducting personal commercial solicitation on the installation.

**4. Request to Access Vandenberg AFB.**

4.1. All requests for nonmilitary or non-base associated personnel (ROTC encampments, etc.) 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 Law Enforcement Operations (30SFS/SFO), with the approved/signed 30 SW Form 400 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 if document contains privacy act information.

**5. Government Transportation.** Government vehicles will be used only to support official functions. The transportation OPR (30LRS/LGRVO) 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 30LRS/LGRVO is the approving authority for government transportation.

**6. Advertising Events.** To announce events using base facilities in the Base Bulletin, provide a copy of the approved 30 SW Form 400 and article to the Publishing Management Office, Bldg. 6510, Room 128, 95 13<sup>th</sup> St., Vandenberg AFB CA 93437-0759. For publishing in the Space and Missile Times, provide a copy to the Public Affairs Office (30SW/PA), Bldg 10577, Room A-103, 747 Nebraska Ave, Vandenberg AFB CA 93437-6269.

**7. Forms Prescribed.** 30 SW Form 400, **Request to Use Base Facilities/Transportation.**

SUSANNE P. LECLERE, Colonel, USAF  
Commander, 30th Mission Support Group