

ONI INSTRUCTION 5340.2A

Subj: SOLICITATION OF PERSONNEL OF THE NATIONAL  
MARITIME INTELLIGENCE CENTER (NMIC)

Ref: (a) OPNAVINST 5450.334, Mission and Functions of  
the Office of Naval Intelligence (ONI)  
(b) U.S. Navy Regulations 1990, Paragraph 0811  
(c) SECNAVINST 1740.2D  
(d) DOD Directive 5500.7-R

1. Purpose. To promulgate policy and regulations regarding the solicitation of personnel who work in the NMIC.
2. Cancellation. ONIINST 5340.2. This is a major revision and should be reviewed in its entirety.
3. NMIC Tenant Commands. Per reference (a), ONI is designated as the manager of the NMIC. All other tenant commands will adhere to provisions of this instruction.
4. Background. Per references (b) and (c), no person, company, entity, except as authorized, is authorized to enter a naval installation and transact commercial solicitation of personnel.
5. Policy
  - a. Tradesmen and commercial vendors are not authorized access to any of the NMIC facilities to solicit employees for any purpose. Persons having bona fide building access are prohibited from using their status to solicit others for commercial purposes. Within any NMIC facility, without prior written authorization from the Commander, ONI via the

ONI Staff Judge Advocate, NMIC personnel and contractors are prohibited from soliciting any person within the NMIC for any reason, including fund raising.

b. This prohibition of solicitation or sale of items includes, but is not limited to, insurance, financial products, stocks, mutual funds, household products, vitamins, jewelry, and other food products or software. Solicitation for charities is prohibited. This includes soliciting for NMIC employees' children's fundraisers.

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c. Reference (d) points out certain circumstances when solicitation is allowed for private organizations; otherwise, fundraising on government installations is strictly prohibited. Command recognized private organizations, such as the Combined Federal Campaign, Navy Relief, Chiefs' Mess, National Intelligence Professionals, Blacks in Government, and the White Hats Association must request approval from Commander, ONI via the ONI Staff Judge Advocate. This can be done by e-mail.

d. In the case of non-recurring sales, the Commander, ONI authorizes written solicitation from NMIC employees, posted on designated bulletin boards or Northstar, for non-commercial property, for example, a house, car, household appliances, furniture, or carpool information. This exemption does not extend to sales in conjunction with employees who conduct a business, such as real estate sales or leasing, animal breeding, insurance, or other commercial enterprises.

6. Exemptions. Services provided by commercial companies under contract to the government by morale, welfare, and recreation/non-appropriated fund instrumentality (MWR/NAFI) programs per reference (c) are exempt when they are acting within the scope of that contract. This includes the cafeteria, concessions store, credit unit, vending machine operators, and hair salon, as well as those supporting

other authorized activities (e.g., Open House/Family Day, holiday party, etc.).

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