

Installations
COMMERCIAL SOLICITATION ON ARMY INSTALLATIONS

History. This revision is an administrative revision. This supplement supersedes III Corps and Fort Hood Supplement 1 to AR 210-7 dated 20 November 1992.

Summary. This supplement prescribes procedures for solicitation on this installation.

Applicability. This supplement applies to all Department of the Army (DA) military and civilian personnel, including Army National Guard and Army Reserve personnel on active duty or annual training, and individuals seeking to conduct commercial solicitation on military installations, including controlled housing areas. The provisions of this supplement do not apply to commercial companies that furnish services to military installations (such as deliveries of laundry, pizza)

when they are authorized by the installation commander and an individual who sells his own personal property or privately owned dwelling.

Supplementation. Further supplementation of this regulation is prohibited without prior approval from the Directorate of Morale, Welfare, and Recreation (DMWR), Army Community Service (ACS), Financial Readiness Branch.

Suggested Improvements. The proponent of this supplement is the DMWR, ACS, Financial Readiness Branch. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: Chief, Financial Readiness Branch, IMWE-HOD-MWA, Rivers Building, Building 121, Fort Hood, Texas 76544.

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IAW FH FORM 1853, S

*This supplement supersedes III Corps and Fort Hood Suppl 1 to AR 210-7 dated 20 November 1992.

AR 210-7, 22 April 1986, is supplemented as follows:

Page 1, paragraph 1-4, Explanation of terms. Add subparagraph j after subparagraph i.

j. *Team solicitation.* Two or more solicitors who represent the same or different companies interviewing the same client are considered to be a team.

Page 2, paragraph 2-2, Solicitation. Add subparagraphs a, b, and c.

a. The Financial Readiness Branch, Morale, Welfare, and Recreation (MWR)-Army Community Service (ACS), controls solicitation privileges other than paragraph 2-6a and b; suspension or withdrawal of solicitation privileges; and reporting to the Department of the Army (DA). The Financial Readiness Branch Manager is designated the Installation Solicitation Official and is authorized to approve and disapprove solicitation permits and sign routine solicitation correspondence.

b. Staff duty officer (SDO)/staff duty noncommissioned officer (SDNCO) instructions will be reviewed at all levels of command to make sure these instructions are in effect.

c. Names of individuals or companies authorized to do business on the Fort Hood installation are published quarterly, by letter. Requests to solicit are considered on a case by case basis by the Financial Readiness Branch Manager, MWR-ACS.

Page 2, paragraph 2-5, Authorization to solicit. Add subparagraphs c and d after subparagraph b.

c. Solicitors who attempt to solicit without a permit or solicit for a company not listed on the agent's permit, or violate provisions of this regulation must be reported in writing to this headquarters, ATTN: MWR-ACS Financial Readiness Branch. Procedures to eliminate unscrupulous agents are as follows:

(1) Obtain statements from victims and witnesses if any.

(2) Forward statements directly to the Financial Readiness Branch Manager, MWR-ACS, Rivers Building, Building 121. This office may be contacted by telephoning 254-287-CITY (254-287-2489) or 254-287-6483.

(3) The Financial Readiness Branch Manager, MWR-ACS, then requests the III Corps Adjutant General (AG) to appoint an investigating officer to informally investigate alleged on-post solicitation violations by authority of this regulation; Army Regulation (AR) 215-1 (Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities), paragraph 11-4; and AR 15-6, Procedures for Investigation Officers and Boards of Officers.

(4) The investigating officer completes the investigation and recommends action to be taken against the solicitor and company involved, then forwards the original to the Financial Readiness Branch Manager, MWR-ACS.

d. Common violations are:

(1) Solicitors misrepresenting a product.

(2) Solicitors asking for personal pin numbers for MyPay accounts, assisting with establishing or establishing for Soldiers an allotment or being in possession of or assisting in the processing of allotment forms.

(3) Solicitors not filling out DA Form 2056 (Commercial Insurance Solicitation Record) where the purchaser is a private through private first class. Solicitors must tell soldiers that before the application of an insurance policy can be completed, the commander (or a representative appointed by the commander) must counsel the soldier. Soldier must

be informed that a 7 day waiting period should elapse before initiating an allotment form.

(4) Solicitors visiting unit or higher command Personnel and Administration Center (PAC) offices or military finance offices regarding the processing of allotments.

(5) Solicitors visiting unit day rooms and orderly rooms, passing out company literature, or company endorsed advertising material (such as pencils, pens, calendars, etc.).

(6) Soliciting for companies other than the ones listed on their permit.

(7) Soliciting without a permit or with an expired permit (FH Form 46 [Solicitation Permit]).

(8) Soliciting without prearranged appointments.

(9) Requesting that the individual be paged to keep appointments.

(10) Providing pictures and literature to unit representatives for display on bulletin boards or SDO/SDNCO logs.

Page 2, paragraph 2-6, Other transactions. Add subparagraphs a through f.

a. *Procurement provisions.* Commercial agencies and contractors may visit the Directorate of Contracting Office at any time during duty hours for specifications, applying for bidders applications, and other related functions. No commitment or purchase made by personnel other than those authorized by the Chief of the Contracting Division can be paid from appropriated funds. The individual who makes such unauthorized purchases may be held financially liable for payment.

b. *Non-appropriated fund activities.* Programs and activities of Fort Hood non-appropriated fund instrumentalities (NAFI) and private organizations approved to operate on the installation and DA approved volunteer health and welfare organizations are authorized to conduct resale operations and fund raising activities as outlined in their respective governing directives. Control of these organizations is a staff responsibility of the Directorate of Morale, Welfare and Recreation (DMWR), Financial Management Division (FMD).

c. *Other fund raising activities.* Fort Hood sponsored organizations, to include Junior Reserve Officers' Training Corps activities, may be authorized to conduct pastry, confectionery, or other one time sales on the Fort Hood installation. All requests for fund raising authorization not specified herein must be staffed with the Financial Readiness Branch, MWR-ACS, for review, approval, disapproval, and recommendation to the command group in accordance with (IAW) AR 600-29 (Fund-Raising within the Department of the Army).

d. *Request for authorization (b and c above) will contain as a minimum:*

(1) The name of the organization that wishes to conduct the sale.

(2) How the funds will be used.

(3) The complete name, address, and telephone number of the person in charge of the sale.

(4) Location, date, and hour of the sale.

(5) Assurance that coordination has been made with the proposed activity where the sale is to take place.

e. *General restrictions.*

(1) Only one organization is authorized to conduct a sale on any given day at the same location.

(2) Each organization is limited in the number of times that the sale can be conducted. Frequent sales requests from a single organization are discouraged.

(3) All fund raising activities are subject to AR 600-29.

f. *Home enterprises.*

(1) Although party sales in quarters (for example, MaryKay) may be held on an occasional basis at the invitation of the hostess, sales representatives who attend the party must have a permit issued by this headquarters in their possession. Business opportunity meetings and in-quarters sales authorization for Home Enterprise Distributorships or other similar type businesses (Herbalife) must be individually evaluated and approved by this command before doing business on the installation. A distributor who provides products and hires sales agents to sell is required to have a permit.

(a) Sales of merchandise not available through the Army and Air Force Exchange Service (AAFES) or MWR retail sales should not be construed to be competing with an installation's officially sanctioned commerce. Conversely, sales of merchandise that is available through AAFES or MWR retail sales may be construed as competing. Therefore, all requests to pursue commercial ventures involving sales of merchandise should be coordinated with AAFES and MWR retail sales activities to preclude competing sales.

(b) Issues such as local government licensing requirements, potential government liability, and prospective advertising practices should be considered for each request. Commanders may not authorize a commercial enterprise at the expense of military community tranquillity, harmony among neighbors, or safety.

(2) Garage sales may be held at the discretion of the individual for 1 to 3 days during daylight hours. Posting signs is prohibited except for the sign in the yard where the sale is to take place and to be removed immediately after the sale. No written authorization is required.

Page 3, paragraph 2-7, Granting solicitation privileges. Add subparagraphs (1) through (4).

(1) Vendors (food and laundry, etc.) are authorized to make delivery only in response to orders. Delivery personnel are not authorized to loiter in the parking lots and sell from their vehicles or carry extra items (other than the delivery order) to the barracks or housing areas for chance or opportunistic sales. Distribution of sales literature is prohibited on the installation.

(2) Solicitors authorized to conduct business on the installation must have a current Fort Hood permit in their possession at all times when soliciting on the installation.

(3) Individuals are required to complete FH Form 210-X22 (Solicitation Permit Application) upon requesting authorization to conduct business on the installation.

(4) Real estate agents are not allowed to conduct business on the installation. They may pick up and deliver potential customers when requested by the individuals.

(a) Real estate agents are not permitted to loiter in guest housing reception areas, bachelor enlisted quarters (BEQ), bachelor officers' quarters (BOQ), incoming processing areas, or parking areas for chance or opportunistic solicitation of Department of Defense (DOD) personnel.

(b) Real estate agents visiting above mentioned areas for the purpose of transporting potential customers off post will check in with the information desk clerk, present the proper authorization, and have the desk or information clerk confirm the prearranged appointment with the customers.

Page 3, paragraph 2-8b(1), Supervision of on-post commercial activities. Add the following after the last sentence.

Solicitors may keep appointments in designated areas with personnel during their off-duty time with the permission of the unit commander.

Page 3, paragraph 2-8b(2), Supervision of on-post commercial activities. Add the following after the last sentence.

Unit commanders will designate a location within their area for agents to keep appointments. MSC commanders will provide a current listing of these locations to Financial Readiness Branch Manager, MWR-ACS.

Page 3, paragraph 2-8b, Supervision of on-post commercial activities. Add subparagraph (3) after subparagraph (2).

(3) Unit commanders will not take action against an agent except to report violations to this headquarters. Commanders must not harass or impose unreasonable restrictions on solicitors. The solicitation privileges of an agent may be withdrawn only by the Commanding General, III Corps and Fort Hood.

Page 3, paragraph 2-8f, Supervision of on-post commercial activities. Add subparagraphs (19), (20), and (21) after subparagraph (18).

(19) Solicitors will not work in teams.

(20) Unit Commanders will ensure that:

(a) Solicitors not having a valid Fort Hood permit are not allowed into unit areas.

(b) Solicitors sign in with a designated individual that handles all solicitation or an SDO/SDNCO when entering a unit area.

(c) Solicitors do not roam freely through unit areas for opportunistic chances to solicit soldiers in that unit. Designated areas will be identified by the MSC commanders where solicitors may interview and discuss business with unit Soldiers (such as dayroom, classroom, etc.). It is suggested that these areas be conducive to view by an SDO/SDNCO or a designated individual within the unit chain of command.

(d) Solicitors are not allowed in unit areas unless they have a bona fide prearranged appointment with a member of that unit. Violators should be reported to the Financial Readiness Branch Manager, MWR-ACS, at 254-287-6483.

(e) Department of Defense (DD) Form 2558 (Authorization to Start, Stop, or Change an Allotment) or personal identification numbers (PINs) will not be made available to any agent or non-DOD personnel.

(f) Solicitors are not allowed to distribute company literature or advertising material (such as pens, calendars, business cards, etc.) in the unit area except to the person being interviewed.

(g) Military members will not engage either in on-post solicitation activities (such as acting as go-between for solicitors and other soldiers) or in violation of this regulation concerning off-post employment activities).

(h) Door to door solicitation on the installation is prohibited. Violations should be reported to the Financial Readiness Branch Manager, MWR-ACS, at 254-287-6483.

(21) Military personnel and their Family members will not use their quarters for any business purpose other than Home Enterprise.

Page 5, paragraph 3-2, Command supervision. Add subparagraphs d and e after subparagraph c.

d. Commanders will prepare clear and concise charge of quarters (CQ) instructions addressing designated areas and hours for appointments, procedures for agents to sign in/out, that agents are forbidden to roam throughout the unit's area, and that agents violating procedures will be reported to the Financial Readiness Branch, MWR-ACS. CQ will inform agent that paging soldiers for appointments is forbidden. Agent must present a solicitation permit to the CQ for verification of status.

e. Violations of insurance solicitation requirements will be reported to III Corps, Financial Readiness Branch, MWR-ACS. Solicitors in unauthorized areas without appointments should be reported immediately to the military police.

Page 7, paragraph 3-10, Counseling. Add subparagraph e after subparagraph d.

e. Commanders will provide names of Personal Commercial Affairs Officers (PCAO), for those units having such, to III Corps, Financial Readiness Branch, MWR-ACS. PCAO training will be made available by Financial Readiness Branch upon request.

Appendix A
References

Section I. Required Publications

AR 210-7
Commercial Solicitation on Army Installations

Section II. Related Publications

AR 15-6
Procedures for Investigation Officers and Boards of Officers

AR 215-1
Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities

AR 600-29
Fund Raising within the Department of the Army

DoDD 5500.7
Standards of Conduct

Section III. Prescribed Forms

DA Form 2056 (Para 2-5d[3])
Commercial Insurance Solicitation Record

DD Form 2558 (Para 2-8f[20][e])
Authorization to Start, Stop or Change an Allotment

FH Form 46 (Para 2-5d[7])
Solicitation Permit

FH Form 210-X22 (Para 2-7[3])
Solicitation Permit Application

Section IV. Referenced Forms

FH Form 1853
Distribution Scheme

Glossary

Section I. Abbreviations

AAFES

Army Air Force Exchange Service

AG

Adjutant General

ACS

Army Community Service

BEQ

Bachelor Enlisted Quarters

BOQ

Bachelor Officer Quarters

CQ

Charge of Quarters

DA

Department of the Army

DMWR

Directorate of Morale Welfare and Recreation

DD

Department of Defense

DOD

Department of Defense

DODD

Department of Defense Directive

FH

Fort Hood

FMD

Financial Management Division

IAW

In Accordance With

MWR

Morale, Welfare, and Recreation

NAFI

Non-Appropriated Fund Instrumentality

PAC

Personnel and Administrative Center

PCAO

Personal Commercial Affairs Officer

PIN

Personal Identification Number

SDNCO

Staff Duty Noncommissioned Officer

SDO

Staff Duty Officer

SUPPL

Supplement

Section II. Terms

This section not used.