

**Department of the Army  
United States Army Intelligence Center  
and Fort Huachuca  
Fort Huachuca, Arizona 85613-6000**

**30 August 2001**

**Installations: Plans and Resources**

**COMMERCIAL SOLICITATION AND SELLING ON FORT HUACHUCA**

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**Summary.** This regulation prescribes policies and procedures for controlling commercial solicitation and selling on Fort Huachuca.

**Applicability.** This regulation applies to all individuals and organizations desiring the privilege of conducting commercial solicitation and private business transactions on the installation.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** The proponent of this regulation is the Directorate of Morale, Welfare, and Recreation, Plans and Resources Division. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-HRS, Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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\*This regulation supersedes U.S. Army Intelligence Center and Fort Huachuca Regulation 210-1, 30 July 1999, Solicitation and Selling on the Military Installation.

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**1. Purpose.**

This regulation establishes policies and procedures for the conduct of commercial solicitation and private business transactions, to include the sale of goods, services and, other commodities, on Fort Huachuca.

**2. References.**

Required and related publications and referenced forms are listed in Appendix A. Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

**3. Explanation of abbreviations.**

Abbreviations are explained in the glossary.

**4. Policies.**

a. Commercial solicitation and the transaction of private business on Fort Huachuca will be permitted subject to compliance with the provisions of this regulation and the regulations referenced in paragraph 2.

b. Federal employees are not permitted to engage in canvassing, soliciting or peddling in offices or work areas on the installation or while on duty.

c. Department of Defense (DoD) personnel are prohibited from representing any insurance company or dealing either directly or indirectly with any insurance company or any recognized representative of an insurance company as an agent or in any official or business capacity for the solicitation of insurance to personnel on a military installation with or without compensation.

**5. Responsibilities.**

a. The Garrison Commander or his designee will approve or deny commercial solicitation permits.

## **FH Reg 210-1**

b. The Commercial Solicitations Coordinator, Directorate of Morale, Welfare, and Recreation (MWR), will exercise supervision over the control of commercial solicitation and selling on the installation to include:

(1) Examining credentials and applications of individuals desiring to conduct commercial solicitation and selling, and determining eligibility for permits.

(2) Requesting the Garrison Commander's or designee's approval for permits and issue approved permits to eligible applicants. A copy of the original permit will be kept on file for one year. Permits are valid for one year and it is the responsibility of the permit holder to renew their permit before the expiration date.

(3) Maintain a list of sellers/agents/companies with approved permits.

c. The Director of Public Safety will report all violations of AR 210-7, Commercial Solicitation on Army Installations and this regulation to the Commercial Solicitations Coordinator, MWR.

### **6. Prohibited Solicitation Practices.**

- a. Door-to-door solicitation or selling.
- b. Solicitation or selling in company areas within Military Intelligence (MI) Village.
- c. Solicitation during enlistment or induction processing or during basic combat training, and within the first half of the one station unit training cycle.
- d. Solicitation of "mass" group or "captive" audiences.
- e. Making appointments with or soliciting of military personnel who are in an "on duty" status.
- f. Soliciting without an appointment in areas used for housing or processing transient personnel or soliciting in barracks areas used as quarters.
- g. Use of official identification cards by retired or reserve members of the Armed Forces to gain access to military installations to solicit.
- h. Offering of false, unfair, improper, or deceptive inducements to purchase or trade.
- i. Offering rebates to promote transaction or to eliminate competition (credit union interest refunds to borrowers are not considered a prohibited rebate.)

- j. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature.
- k. Any oral or written representations which suggest or appear that the Department of the Army (DA) sponsors or endorses the company or its agents, or the goods, services, and commodities offered for sale.
- l. Commercial solicitation by a DOD employee of another DOD employee who is junior in rank, grade, or position, or to the family members of such personnel, at any time, on or off the military installation.
- m. Entry into any unauthorized or restricted area.
- n. Assignment of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display desk or other signs announcing the name of the company or product affiliation.
- o. Use of the “Weekly Bulletin” or any other notice, official or unofficial, announcing the presence of an agent and his/her availability.
- p. Wearing of name tags that include the name of the company or product that the agent represents.
- q. Offering of financial benefit or other valuable or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (such as pens, pencils, wallets, and notebooks, normally with a value of \$1 or less).
- r. Use of any portion of installation facilities to include quarters, as a show room or store for the sale of goods or services, except as specifically authorized by regulation governing the operations of exchanges, commissaries, nonappropriated fund instrumentalities, and private organizations.
- s. Advertisements citing addresses or telephone numbers of commercial sales activities conducted on the installation.

**7. Procedures for Applying for a Commercial Solicitation Permit.**

- a. Prospective sellers will apply in person to the Office of the Commercial Solicitations Coordinator, Directorate of MWR, building 22214 (Augur Street). They will complete the following actions:

## **FH Reg 210-1**

(1) Complete Fort Huachuca Form 210-3-R-E, Application for Solicitation Permit.

(2) Provide a copy of the seller's current State license, if any.

(3) Insurance agents must present original letter from the company they represent signed by the president or vice president. The letter must contain the information required by Chapter 3, AR 210-7.

b. After approval, prospective sellers will be furnished the original permit, with an expiration date stamped on the permit (permit is valid for one year). A copy of the permit will be kept on file by the Commercial Solicitations Coordinator.

c. Sellers will contact only persons with whom they have a specific appointment and will present the permit upon demand.

**8. Commercial Endeavors in Government Quarters.** Government housing will not be altered to accommodate private or commercial endeavors. Requests for exceptions will be forwarded to the Directorate of MWR, Commercial Solicitations Coordinator, for processing.

9. A copy of this Fort Huachuca regulation will be provided to each seller authorized to conduct on-base commercial solicitation.

**Appendix A  
References**

**SECTION I**

**Required/Related Publications**

**AR 210-7**

Commercial Solicitation on Army Installations

**DOD Regulation 5500.7-R**

Joint Ethics Regulation

**SECTION II**

**Referenced Forms**

**FH Form 210-3-R-E**

Application for Solicitation Permit

**FH Reg 210-1**

**Appendix B**

FH Form 210-3-R-E, Application for Solicitation Permit

# APPLICATION FOR SOLICITATION PERMIT

( FH REG 210-1)

Data Required by the Privacy Act of 1974

Authority: Title 10, U.S.C., Section 3012  
 Purpose: To obtain required data on individuals who seek solicitation privileges on Fort Huachuca, Arizona.  
 Routine Use: Information gathered will be used by authorized personnel to determine granting of solicitation privileges and may be used in hearings and to locate individuals in case of violation of regulations concerning solicitation.  
 Disclosure: Voluntary. Permits will not be granted if information is not furnished.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Alias if Any: \_\_\_\_\_ SSN: \_\_\_\_\_

Home/Business Address/Zip Code/ Phone: \_\_\_\_\_ Home/Office Address/Zip Code/Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CHECK APPROPRIATE RESPONSE**

Are you currently in the military service?           YES           NO  
 Are you a military family member?                   YES           NO  
 Are you a civilian employee of the Federal Government           YES           NO

If Military, Unit assigned to? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name, home office address, and telephone number of company you represent and for whom this permit applies: \_\_\_\_\_

On a separate sheet of paper describe the product(s) for which this permit applies (include cost, method of payment, interest rate, guarantees, etc.) include a copy of company brochure and/or contract(s).  
 \_\_\_\_\_

Are you licensed by the city, county, or state for the product or service you are applying to sell on Fort Huachuca?      If yes, enclose a copy of the license.      YES           NO

**EMPLOYMENT - LAST FIVE YEARS**

Month/Year From	To	Name/Address of Employer	Supervisor	Reason for Leaving

Have you previously solicited on any military installation?           YES           NO      If yes, provide details below. \_\_\_\_\_

Month/Year From	To	Name of Installation	Product/Service Sold	Reason for Leaving

Is your company presently prohibited from conducting business at any Department of Defense installation?      If yes, explain where, when, and what the circumstances were on a separate sheet of paper.           YES           NO

Are you now prohibited from conducting business at any DOD installation? YES        NO       

Have you ever had solicitation privileges withdrawn or have you ever been suspended or banned from solicitation of your product/service or any other product/service at any military installation? YES        NO       

If you answered yes to either question above, explain on a separate sheet of paper.

Have you ever been arrested for any offense (other than a traffic offense)? YES        NO       

If yes, list date, nature of offense, location of offense, location of court, and disposition of case on a separate sheet of paper.

STATEMENT OF UNDERSTANDING

1. I understand that this application and any permit granted pursuant thereto is only to represent the company and product/service listed on this application.
2. I have read AR 210-7, governing personal commercial affairs and fully understand the conditions under which I may be authorized solicitation privileges.
3. I understand that any noncompliance with regulations may result in withdrawal of solicitation privileges for myself and my employer.
4. I understand that my solicitation privileges will be revoked or suspended if I engage in any prohibited practice, some of which are:
  - a. Solicit without an appointment (coming onto the post to solicit appointments is a prohibited practice).
  - b. Have in my possession allotment forms or facsimiles thereof.
  - c. Assist or attempt to assist, in the administrative processing of allotment forms.
  - d. Solicit personnel during enlistment or induction processing, during basic combat training, or during the first half of one-station unit training.
  - e. Solicit mass, group or captive audiences (two or more persons constitute a group for the purpose of solicitation).
  - f. Make appointments with or solicit military personnel/government employees who are in an "on duty" status.
  - g. Enter into an unauthorized or restricted area.
5. I understand it is my responsibility to determine whether enlisted members being solicited are in grades E-1 through E-3 and the responsibilities thereof.
6. I understand that I must complete page 1 of DA Form 2056, Commercial Insurance Solicitation Record, and leave with applicant to complete page 2 and forward to Insurance Officer.
7. I understand that under the Federal Trade Commission Rule (12CFR226), the consumer has a 3-day "cooling off" period during which the contract on merchandise purchased on contracts amounting to more than \$25 may be cancelled.
8. I understand that DOD personnel are prohibited from acting in any capacity, directly or indirectly, as liaison with agents to arrange appointments.
9. I understand, that any misrepresentation of information requested on this form is grounds for immediate suspension of solicitation privileges on a U.S. Army installation.
10. A solicitation permit does not constitute endorsement or recommendation of the organization, the agent, or the products/services offered for sale.

\_\_\_\_\_  
(Signature of applicant)

Your vendor's permit to solicit on Fort Huachuca as a representative of the company listed on this application to solicit the purchase of the product(s)/service(s) listed on this application is approved subject to the conditions stated above and in AR 210-7. This permit is valid until \_\_\_\_\_ unless sooner suspended or revoked. You are responsible for contacting the Commercial Solicitations Officer, DMWR, Building # 22214 to renew your permit. Otherwise, it will expire on the above date.

DATE _____	TYPED NAME, GRADE AND TITLE _____	FOR THE COMMANDER: _____
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**Glossary**

**AR**

Army Regulation

**DA**

Department of the Army

**MWR**

Morale, Welfare, and Recreation MWR

**DoD**

Department of Defense

**USAIC&FH**

U.S. Army Intelligence Center and Fort Huachuca

**FH Reg 210-1**

(ATZS-IMC-SR)



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E

