DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

REPLY TO
ATTENTION OF

IMWB-ZA

09 July 2012

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 18, On-Post Commercial Solicitation, Home-Based Business Activities and Advertising

1. Reference.

a. Army in Europe Regulation 210-70, On-Post Commercial Solicitation, 5 July 2010.

b. DoD Directive 5122, subject: Star and Stripes (S&S) Newspaper Business Operations, dated 5 October 1993.

2. Purpose. This policy memorandum establishes local procedures for companies and individual who engage in Commercial Solicitation, Home-Based Business Activities on USAG Wiesbaden installations, and restricts specific activities. It also sets procedures relating to advertising for commercial and non-commercial events.

3. Applicability.

a. This policy applies to all civilian, military, Family members and contract personnel residing in the USAG Wiesbaden community.

b. This policy does not apply to the Stars and Stripes newspaper.

4. Policy. Only those companies and individuals who comply with the requirement set forth in AE Regulation 210-70 shall be permitted to engage in commercial solicitation and home-based business activities within the USAG Wiesbaden community. Companies and individuals must show written documentation that they are in compliance with host nation laws and regulations regarding business licenses and work permits needed to engage in trade or business. Individuals may be held personally liable for payment of all Host Nation (HN) taxes and fees arising from their commercial enterprise.

a. Authorized Vendors. Vendors maybe companies or individuals and their agents, employees or representatives properly registered in accordance with applicable HN and United States laws and regulations covering commercial business activities.

b. Military Personnel and DoD civilian employees may not directly or indirectly represent, be employed by, or act as an agent for any company or individual engaged in commercial solicitation or home-based business on a USAG Wiesbaden installation, to include government-owned or leased housing. This restriction applies even if the service member or DoD civilian employee receives no compensation for his or her services. Military personnel and DoD civilian employees must comply with applicable federal and DoD regulations before engaging in outside paid employment. All employees, representatives, and agents of commercial enterprises must be at least 18 years old.

c. Prohibited Practices. The following solicitation practices are specifically prohibited within the USAG Wiesbaden community:

(1) Door–to-door soliciting. Solicitation, from any type of business, of residents in government-owned or government-leased quarters without prior personal invitation from the resident is prohibited. This includes barracks and unit areas, and areas used for processing or housing transient personnel. Authorized solicitors, who have been issued a USAG Wiesbaden memorandum "Authorization for Commercial Solicitation" along with the identification document listed in the memorandum, are permitted to access military housing areas only at the personal invitation of the resident. The solicitor must also in their possession have either an approved AE Form 210-70F or AE Form 210-70G. Unauthorized solicitor(s) will immediately be reported to the Military Police at 337-5139 or 0611-705-5139. The solicitor(s) will be processed and released to the local authorities. Further adverse administrative action will be determined after the incident is processed through the Civilian Misconduct process.

(2) Unsolicited contact made in person or telephone.

(3) Making appointments with or soliciting military personnel during their duty hours.

(4) Distributing, displaying, or placing advertising materials on the installation, in offices, in residences, post boxes, or on vehicles without the prior written authorization of the installation commander or the ICAO. Advertising materials include flyers, poster, banners, billboards, car-top advertising boards, product literature, and all similar items.

(5) Solicitation of residents residing in open military housing areas in UASG Wiesbaden (Aukum, Hanierberg, Crestview and Mainz Fenthin) is also prohibited without the prior personal invitation of the resident. Authorized solicitors, must have the same documentation as listed in paragraph 4. c. (1). Unauthorized solicitor(s) in these areas will also be immediately reported to the Military Police at 337-5139 or 0611-705-5139. They will also be processed and released to the local authorities. Further adverse administrative action will be determined after the incident is processed through the Civilian Misconduct process.

(6) Other prohibited activities listed in section 8 paragraph 8 AE Regulation 210-70.

d. Regulated Activities.

(1) Solicitation for insurance, securities and real estate products and services will be permitted only after the company, agent or individual has received written approval from Director, IMCOM-Europe (IMEU-HRD-M) and subsequent commercial solicitation authorization by the garrison commander.

(2) The following organizations are permitted to display advertising signs, posters, or banners in the immediate vicinity of their business; AAFES Shoppettes, Barber Shops/Beauty Salons, Four Seasons Store, Food Court Concessionaires, FMWR Activities, and the Treasure Trove Thrift Store. There is no liability on the part of the garrison for sign damage or removal. Signs not securely attached will be removed. No cups in fencing are authorized.

(3) Individuals or organizations desiring to displays signs and banners of a non-advertising nature may request permission in writing to the Deputy Plans Training Mobilization and Security (DPTMS), Attn: Non-Commissioned Officer in Charge (NCOIC). This includes personal messages, welcome home signs, support to the troops, etc. The DPTMS NCOIC will make a judgment in the spirit of this policy and the appropriateness of the message content. The NCOIC DPTMS will also determine location of signs and banner. Signs, posters or banners approved under this paragraph will not be displayed longer than 30 days, and the removal is the responsibility of the requesting individual or organization. This includes removal of all ribbons, tape, balloons, etc from the area to which they were affixed. The NCOIC DPTMS will designate where the sign, banner, or poster may be displayed. These items will not block the guard's line of sight or create a blind spot or traffic hazard.

(4) Authorized private groups and volunteer organizations who request to conduct fund raising activities will be required to list desired signs and advertising in the request to conduct the fund raising event.

(5) Signs that advertise garage, yard, and basement sales must specify the day and time of the event. The signs may be posted one day prior to the sale. Once the sale has concluded, the signs must be removed by the end of that same day. No written permission is required to hold these events.

e. Responsibilities.

(1) The Garrison Commander will:

(a) Determine whether commercial solicitation or home-based business activities will be permitted on any installation within USAG Wiesbaden, and shall approve requests that comply with AE Regulation 210-70.

(b) Appoint an Installation Commercial Affairs officer (IACO).

(c) Inquire or direct an inquiry into complaints about companies and individuals engaging in commercial solicitation or home-based business activities within the AOR.

(2) Installation Commercial Affairs Officer will perform all day-to-day administrative requirements set forth in AE Regulation 210-70.

(3) The DPTMS will coordinate the placing of all non-advertising signage in accordance with this policy.

f. This policy supersedes US Army Garrison Wiesbaden Command Policy Letter 21, On-Post Commercial Solicitation, Home-Based Business Activities and Advertising, dated 7 December 2009.

5. Point of contact for this memo is Mr. Jim Woods, Supervisor Support Services, who may be reached at DSN 337-6150/6701 or CIV 0611-705-6150/6701or via email: James.d.woods28.civ@mail.mil.

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