



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

REPLY TO
ATTENTION OF

IMEU-WSB-ZA

7 DEC 09

MEMORANDUM FOR SEE DISTRUBTION

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 21, On-Post Commercial Solicitation, Home-Based Business Activities and Advertising

1. Reference.

- a. DoD Directive 5122, subject: Stars and Stripes (S&S) Newspaper and Business Operations, dated 5 October 1993.
- b. Army in Europe Regulation 210-70, On-Post Commercial Solicitation, 31 May 2005.

2. Purpose. This policy memorandum establishes local procedures for companies and individuals who engage in commercial solicitation or home-based business activities on USAG Wiesbaden installations, and restricts specific activities. It also sets procedure relating to the advertising of both commercial and non-commercial events.

3. Applicability.

- a. This policy applies to all companies and individuals desiring to engage in commercial solicitation, home-based business activities or advertising within the USAG Wiesbaden area of responsibility (AOR).
- b. Exception. This policy does not apply to the Stars and Stripes newspaper.

4. Policy. Only those companies and individuals who comply with the requirements set forth in AE Regulation 210-70 shall be permitted to engage in commercial solicitation and home-based business activities within the USAG Wiesbaden AOR. 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 HN taxes and fees arising from their commercial enterprise.

5. Authorized Vendors. Vendors are 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.

6. 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.

IMEU-WSB-ZA

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7. Prohibited Practices. The following solicitation practices are specifically prohibited within the USAG Wiesbaden AOR.

a. Door-to-door soliciting. Solicitation of any type business from persons who reside in government-owned or -leased quarters without prior personal invitation of the individual is prohibited. This includes Family quarters, barracks and unit areas, and areas used for processing or housing transient personnel. Authorized solicitors, who have been issued a USAG Wiesbaden picture identification card, are permitted to access military housing areas only at the personal invitation of the resident.

b. Unsolicited contact made in person or telephone.

c. Making appointments with or soliciting military personnel during their duty hours.

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

e. The following organizations are permitted to display advertising signs, posters, banners in the immediate vicinity of their business; AAFES Shoppettes, Barber Shops, Beauty Salons, 4 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.

f. Other prohibited activities are listed in section 8, paragraph 8, of AE Regulation 210-70.

g. Individuals or organizations desiring to displays signs and banners of a non-advertising nature may request permission in writing to the installation coordinator (IC). This includes personal messages, welcome home signs, support to the troops, etc, The IC will make a judgment in the spirit of this policy and the appropriateness of the message content. The IC 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 IC 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.

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

i. Signs advertising garage, yard and basement sales must show the day of the event on the sign. These may be placed one day prior to the sale ad removed by the end of the day of the sale. No written permission is required to hold these events.

IMEU-WSB-ZA

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8. Regulated Activities. 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 the Director, IMCOM, Europe Region (IMEU-HRD-M) and subsequent commercial solicitation authorization by the garrison commander.

9. Responsibilities.

a. The garrison commander will:

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

(2) Appoint an Installation Commercial Affairs Officer (IACO).

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

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

c. The Installation Coordinator/DPTMS will coordinate the placing of all non-advertising signage in accordance with this policy.

10. The point of contact for this memorandum is the Director of Human Resources, DSN 337-6701/7068 or COM 0611-705-67016078.

Encl



JEFFREY W. DILL
COL, IN
Commanding

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