



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMKO-ABY-ZA

22 November 2010

US ARMY GARRISON YONGSAN POLICY LETTER 1-4

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Personal Commercial Solicitation on US Army Garrison Yongsan Installations

1. **REFERENCES:**

- a. AR 210 -7, Personal Commercial Solicitation on Army Installations, 18 October 2007.
- b. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.
- c. DoD 5500.7-R, Joint Ethics Regulation (JER), 1 August 1993.
- d. DoD Instruction 1344.07, Personal Commercial Solicitation on DoD Installations, 30 March 2006.
- e. DoD 4525.6-M, Department of Defense Postal Manual, 15 August 2002.

2. **PURPOSE:** This policy establishes procedures for the conduct of commercial solicitation and private business transactions to include sale of goods, products, services, and commodities on USAGY Installations.

3. **APPLICABILITY:** This policy applies to all DoD personnel, Family members, and agencies on or off-post seeking to solicit products, goods, services, or commodities on USAGY Installations. This does not apply to:

- a. Commercial companies providing services under contract in USAGY when authorized by the Commander, USAGY.
- b. An individual who sells their own personal property or privately owned dwelling (i.e. home appliances or goods).
- c. Commander, USAGY approved Private Organizations (POs).

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4. **COMMERCIAL SOLICITATION (PRIVATE BUSINESS)**: Individuals or agencies seeking to conduct commercial solicitation on USAGY to include government housing areas, must submit an application for solicitation and a written request to conduct such activities to the Commander, USAGY. The request must briefly include the following:

- a. Description of products, goods, services, or commodities to be sold, to include the individual or agency name, address, phone number, and e-mail.
- b. Documentation of registration or licenses, if applicable.
- c. General description of fees or charges for goods or services to be rendered.

5. **PERSONAL SOLICITATION OF GOODS OR SERVICES INCLUDES, BUT IS NOT LIMITED TO:**

- a. Independent Consultants (i.e. Longaberger Basket, PartyLite, etc.).
- b. Individuals offering private lessons (i.e. guitar, self-defense, dance, etc.).
- c. Individuals selling goods or services (i.e. entertainment services, custom-made items, etc.)

6. **RESPONSIBILITIES:**

a. The Commander, USAGY or his/her designee will approve or deny commercial solicitation permits.

b. The Area II Solicitation Officer Coordinator (ASOC), Director, Family and Morale, Welfare, and Recreation (DFMWR) will oversee control of commercial solicitation and selling practices on USAGY Installations on behalf of the Commander, USAGY and perform the following:

(1) Examine credentials and applications of individuals desiring to conduct commercial solicitation and sales activities, and determine the eligibility for permits.

(2) Coordinate permit requests (with recommendations) with the Commander, USAGY (or designee). Permits will be valid for one year. It is the responsibility of the permit holder to renew their permit before its expiration date.

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

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7. **SOLICITATION PRACTICES**. Prohibited solicitation practices include, but are not limited to:

- a. Door-to-door solicitation or selling.
- b. Solicitation in restricted area or entry into any unauthorized area.
- c. Solicitation of “mass,” “group,” or “captive” audiences.
- d. Making appointments with or soliciting Army personnel during their normally scheduled duty hours.
- e. Use of official military identification cards or vehicle decals by active duty, retired or reserve members of the military services to gain access to Army Installations for the purpose of soliciting.
- f. Offering false, unfair, improper, or deceptive inducements to purchase or trade.
- g. Offering rebates to promote transactions or to eliminate competition (credit union interest funds to borrowers are not considered a prohibited rebate).
- h. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature.
- i. Any oral or written representations which suggest or appear that the Department of the Army sponsors or indorses the company or its agents, or the goods, services, and commodities offered for sale.
- j. Solicitation by a DoD employee of another DoD employee who are junior in rank, grade, or position, or to the Family members of such junior personnel within their chain of command, at any time, on or off the military installation.
- k. Assignment of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display signs announcing the name of the company or product affiliation.
- l. Use of the “Daily Bulletin” marquees, newsletter, Web page, or any other notice, official or unofficial, announcing the presence of an agent and his/her availability.
- m. Wearing of nametags that include the name of the company or product that the agent represents.

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n. Offering financial benefits, valuables, or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (i.e. pens, pencils, wallets, notebooks, or items normally with a value of \$1 or less).

o. Use of any portion of installation facilities to include quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by regulations governing the operations of exchanges, commissaries, nonappropriated fund instrumentalities, and private organizations. This is not intended to preclude normal authorized home enterprises.

p. Advertisements citing addresses or telephone numbers of commercial sales activities conducted on the installation.

q. Soliciting without an appointment in areas used for housing or processing transient personnel, or soliciting in barracks areas used as quarters.

r. Distribution of literature other than to the person being interviewed.

8. **BUSINESS ENTERPRISES IN U.S. GOVERNMENT QUARTERS.** Private businesses in government quarters are authorized under limited circumstances. Government housing will not be altered to accommodate private business endeavors unless authorized by the Commander, USAGY. The following practices are prohibited:

a. Use of any portion of quarters as a showroom or store for the sale of goods.

b. Businesses that compete with AAFES or Morale, Welfare, and Recreation activities.

c. Sale of commercial items, such as Tupperware, Avon, The Pampered Chef, Mary Kay Cosmetics, etc.

d. Purchasing of goods at AAFES retail operations or the Commissary in connection with private business.

e. Use of the Military Postal System (MPS) for the transportation of goods for sale or resale (this does not include equipment or materials for use in crafts and/or hobbies).

9. **COMMERCIAL ADVERTISEMENT.** Advertising in USAGY is prohibited IAW AR 210-7, with the exception of Private Organizations (which are addressed in paragraph 3 of AR 210-7.). Facility managers will ensure that commercial solicitation advertisement does not occur at their establishments. This prohibition applies to:

a. Placing flyers or posters at all USAGY Installations for the purpose of solicitation.

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b. Hanging banners.

c. Distributing product or service literature (e.g., in public places, and on POVs).

10. The proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation (DFMWR), USAGY, Financial Management Branch, 738-4046. This policy memorandum will remain in effect until superseded or rescinded.

11. This policy supersedes US Army Garrison Yongsan Policy Letter 1-4, IMKO-AB-MWD-FM, 1 Nov 07, subject: Personal Commercial Solicitation on US Army Garrison Yongsan Installations.



WILLIAM P. HUBER  
COL, USA  
Commanding

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