

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U. S. ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
Fort Gordon, Georgia 30905-5735

USASCoE&FG Regulation  
No. 210-7

5 February 2013

Installation  
COMMERCIAL SOLICITATION

**Summary.** This regulation establishes policies, responsibilities, and procedures for the Commercial Solicitation at US Army Signal Center of Excellence and Fort Gordon (USASCoE&FG).

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by the Garrison Commander, ATTN: IMGO-ZA.

**Suggested improvements.** The proponent of this regulation is the Directorate of Family and Morale, Welfare and Recreation (DFMWR). Users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DFMWR, ATTN: IMGO-MWN, Fort Gordon, Georgia 30905 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

**Availability.** This publication is only available on the USASCoE&FG publications website at <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>

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1. **Purpose.** This regulation establishes the procedures for conducting Commercial Solicitation at USASCoE&FG.

2. **Reference.** Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations.

3. **Responsibilities**

a. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) will exercise overall supervision of the solicitation and sale of goods, services, and commodities on Fort Gordon (FG) as delegated by the Garrison Commander.

b. The Provost Marshal will provide check of local criminal records for each applicant upon receipt of written request from the DFMWR.

c. Commanders of All Units and Activities.

(1) Ensure the provisions of this regulation are monitored and enforced in all areas of operation within their purview. Commanders at every level must remain cognizant of solicitation policies and restrictions and enforce them. Any violation of these policies and procedures must be reported, in writing, within 3 working days of the incident. This written report will be furnished to Marketing office/DFMW, Darling Hall, Bldg 33720, Room 337. It will detail, at a minimum, the date, time, and location of the incident as well as the names of all parties concerned, the agent's name, and the company represented. A brief description of the incident and any action(s) taken should be included.

(2) Ensure solicitation practices listed in paragraph 2-9, AR 210-7, are prohibited.

(3) Ensure members of their commands are aware of the contents of AR 210-7 and this regulation (particular emphasis is placed on the Soldier's responsibilities and prohibited practices).

(4) Report illegal solicitation practices to Marketing office, 706-791-6779, or Provost Marshal, 706-791-4397, whichever is applicable.

d. Fort Gordon Tenant Commands.

(1) Designate a suitable location(s) where agents may interview prospective purchasers. This excludes designating areas where Initial Entry Training (IET) and Advanced Individual Training (AIT) are being conducted. Assure no other interviews or solicitations occur within their areas. Report all violations.

(2) Designate specific days and hours for interviews and assure compliance.

(3) Designate an individual to monitor interviews and ensure monitor understands his/her responsibilities (see subparagraph e, below).

(4) Ensure designated areas, days, and hours for interviews are posted on all unit bulletin boards and that a copy is furnished to Marketing office.

e. Monitors.

(1) Request the agent show proof in the form of a reply card from the individual Soldier that the Soldier has requested an interview with the agent and on which the individual Soldier has provided a specific day and time when he/she desires to be interviewed.

(2) Ensure agent only interviews one person at a time.

(3) Ensure agent registers the name of each person interviewed, also date and time of interview on a log sheet.

(4) Annotate time interview is completed on log sheet. Log sheets will be maintained on files and destroyed after 90 days.

(5) Require financial counseling for Soldiers in grades E1 – E4. See AR 210-7, para 2-1(a)(5) and 2-15(a).

(6) Inform personnel that they may receive free legal advice from the Office of the Staff Judge Advocate prior to making a financial commitment. See AR 210-7, para 2-1(a)(5) and 2-15(f)

#### 4. **General Requirements.**

- a. Agent is required to present or forward to Marketing office the following:
- b. A notarized FG Form 168-R-E (Statement of Personal History).
- c. Two current letters of reference, neither of which is from an employer, relative, or another agent.
- d. One recent photograph of himself/herself (full face, head and shoulders) approximately 2 by 2 inches.
- e. A notarized FG Form 9248-R-E (Solicitation Consent Data).

(1) Permits are issued at Marketing on FG Form 328-R-E (Permit for Solicitation by Appointment). These permits expire 1 April each year. Permits become void if altered in any manner after issuance. Agents need to submit their renewal 30 days prior to 1 April. Any requests to renew permits after this period must be accompanied by another letter of application in accordance with paragraph 4.

(2) Solicitation prior to the issuance of a permit is strictly prohibited and may be cause for the denial of solicitation privileges. Permits must be in the possession of the authorized agent at all times while he/she is on this installation. Agents are responsible and required to present their permits to any person being solicited prior to the conduct of any business on this installation.

#### 5. **Food Service Delivery.**

a. Companies desiring to engage in food delivery service on a recurring basis on the installation are required to obtain an authorization letter issued by the Garrison Commander. To obtain this authorization letter, companies must submit a letter of application notarized and signed by owner/manager of company to Marketing office. Letter must contain the following:

(1) A statement that the owner will be responsible for ensuring that their representatives comply with requirements/restrictions set forth in this regulation.

(2) A statement as to the days, hours of delivery, and exactly what food products will be delivered by enclosing a menu.

(3) A list of drivers who will be making deliveries on the installation, to include name, social security number, date of birth, and home address. Any changes in drivers' status and any new drivers must be reported in writing to Marketing, as soon as change occurs. Drivers must complete and have notarized FG Form 9248-R-E.

(4) Proof of automobile liability insurance for all vehicles (company and privately owned) making deliveries on the installation. Liability insurance coverage on vehicles must be no less than the minimum amount required by Georgia Law or state in which the vehicle is registered.

b. Companies will ensure the following requirements are met:

(1) All drivers possess a valid state driver's license.

(2) Delivery vehicles have signs/markings identifying company name. Signs/markings must be highly visible.

(3) Delivery vehicles carry a means (e.g., vinyl pouch) of keeping food at proper temperature when transporting food items.

(4) Drivers have in their possession a driver authorization card, FG Form 630-R-E (Authorization for Food Delivery Service) when making deliveries on the installation.

(5) Delivery personnel are informed of and comply with restrictions placed on delivery service as set forth in subparagraph c, below.

c. The following restrictions are placed on food delivery service:

(1) Deliveries are made only at the request of persons residing/working on the installation. Drivers should be able to provide the name and address of persons residing/working on the installation who ordered food items.

(2) Distribution of advertising material, including menus, is prohibited.

d. Driver authorization card (FG Form 630-R-E) becomes void if altered in any manner after issuance and/or when business establishment cited on card no longer employs driver.

**5 February 2013**

**USASCoE&FG Reg 210-7**

(IMGO-MWN)

FOR THE COMMANDER:

OFFICIAL:

/original signed/  
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COL, SC  
Commanding

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