



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

IMML-MWN

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #13

SUBJECT: Commercial Solicitation on West Point

1. REFERENCES. Army Regulation 210-7, Personal Commercial Solicitation on Army Installations, HQDA, dated 18 October 2007.

2. PURPOSE. To provide guidance on the Garrison Commander's policy for commercial solicitation at West Point.

3. APPLICABILITY. This is applicable to all individuals and businesses entering West Point Installation for the purposes of selling, delivering, or providing services. All individuals and businesses must be registered and granted solicitation privileges by the Garrison Commander.

4. PROCEDURES:

a. In order to initiate the authorization process, contact the Directorate of Family and Morale, Welfare, and Recreation (DFMWR) Commercial Solicitation Officer, Building 681, 2nd Floor, West Point, New York, 10996, at (845) 938-8455.

b. Each authorized/registered business will receive a letter granting solicitation privileges from the Office of the Garrison Commander. Authorization is good for one year and must be revalidated 30 days prior to the expiration date. The following are some examples of the types of businesses that may request authorization through DFMWR to conduct solicitation activities on the Installation:

(1) Any off-post business with the intent to sell, deliver, or provide services on the Installation (including off-post catering, food and beverage delivery services) to Government funded events.

(2) Insurance agents, brokers, financial advisors, investment companies and individuals licensed within the state of New York that are authorized to provide information or sell insurance and investment products.

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(3) Individuals that have businesses outside of the state of New York and meet the Federal, state and municipal laws (including companies that sell boodle packages and provide photography services).

c. All on-post home-based businesses must be granted solicitation privileges by Balfour Beatty Community, in addition to the Garrison Commander. In order to initiate the authorization process, please contact Balfour Beatty Community, 132 Bartlett Loop, West Point, New York, 10996, at (845) 446-6407 or the DFMWR Commercial Solicitation Office, 681 Hardee Place, West Point, New York, 10996, at (845) 938-8455. Applicants should send their completed application to the DFMWR Commercial Solicitation Office or Balfour Beatty Community in order for approval by the Garrison Commander.

d. Once approved/disapproved, a letter will be sent granting or denying solicitation privileges from the DFMWR Commercial Solicitation Office. Authorization is good for one year and must be revalidated 30 days prior to the expiration date.

e. A Commercial Solicitations Annual Report of all approved businesses on and off-post will be provided to the Garrison Commander on 1 October of each year.

5. The above list is not all inclusive. For further details and requirements regarding on-post home-based businesses, please contact Mr. Randy Tucker, Balfour Beatty Community Manager, at (845) 446-6407. For all other inquiries, please call Ms. Tara D'Amico, DFMWR Commercial Solicitation Officer, at (845) 938-8455.

6. EXPIRATION. This policy remains in effect until rescinded or superseded.


ANDREW S. HANSON
COL, SF
Commanding