

**APPLICATION FOR COMMERCIAL SOLICITATION PRIVILEGES  
ON FORT STEWART/HUNTER ARMY AIRFIELD  
(The proponent of this form is DMWR)**

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**PRIVACY ACT STATEMENT (5 USE 522a)**

AUTHORITY: Title 10 USC, Section 3012. PRINCIPAL PURPOSE: Information on form is used to determine eligibility of individual requesting solicitation privileges. ROUTINE USE: Form is maintained in individual's folder for future use and reference. **VOLUNTARY OR MANDATORY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Voluntary, however if information is not provided, solicitation privileges may be denied.

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1. \_\_\_\_\_  
Applicant's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

2. Employment History (past 5 years):  
Name, phone #, and Address of Employer \_\_\_\_\_ Position Held \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List items/business for solicitation: \_\_\_\_\_  
\_\_\_\_\_

3a. List methods of solicitation (How will you reach your customers): \_\_\_\_\_  
\_\_\_\_\_

4. List all previous solicitation permits issued on military installations to include those revoked (if none, so state):  
\_\_\_\_\_

5. Your date of birth: \_\_\_\_\_ and place of birth: \_\_\_\_\_

6. Your home address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business name: : \_\_\_\_\_

Business address: \_\_\_\_\_

Business telephone number: \_\_\_\_\_ Business Email: \_\_\_\_\_

7. I fully understand that any violation or noncompliance with applicable regulations could result in the withdrawal of solicitation privileges for myself and or my employer. \_\_\_\_\_

(Applicant's initials)

8. I understand that this permit will expire 1 year from the approval date, and I will have to register again. \_\_\_\_\_ (Applicant's initials)

9. I agree to provide each person solicited DD Form 2885 during the initial appointment. \_\_\_\_\_  
(Applicants initials)

10. I fully understand that I, or the company I am employed with, will accept full responsibility for my compliance with AR 210-7. \_\_\_\_\_ (Applicant's initials)

11. I have attached a copy of my county business license \_\_\_\_\_ (Applicant's initials) \*If not applicable, then a letter from county stating a business license is not required.

12. I have attached any other applicable licenses (food handlers, professional license, etc.) \_\_\_\_\_.  
(Applicants initials).

13. The above information is true and complete and made with full knowledge that false or incomplete information will result in termination of my solicitation privileges. \_\_\_\_\_ (Applicant's initials)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

IMSH-MWN

INFORMATION PAPER

SUBJECT: Commercial Solicitation

1. Purpose. To provide information on Commercial Solicitation Application Procedures at Fort Stewart and Hunter Army Airfield (HAAF).

2. Points of major interest and facts.

a. It is the policy of the Department of Defense to safeguard and promote the welfare of DOD personnel as consumers by setting forth a uniform approach to the conduct of all personal commercial solicitation and sales to them by dealers and their agents.

b. Solicitation is defined as the conduct of any private business, including the offering and sale of insurance on a military installation, whether initiated by the seller or buyer. Solicitation on installations is a privilege as distinguished from a right, and its control is a responsibility vested in the Installation Commander, subject to compliance with applicable regulations.

c. Army Regulation 210-7 and Army Directive 2018-29, govern the solicitation process:

d. The Directorate of Family and Morale, Welfare and Recreation at Fort Stewart is the liaison for the Installation Commander at Fort Stewart/HAAF. Solicitation permits may be obtained from them in building 443, suite #163.

e. Requests will contain at a minimum:

(a) Application must be completely filled out.

(b) Letter from of approval from BBC, if you reside in housing on post.

(c) Copy of business license.

a. On post residents will not be required to have a business license.

b. Individuals off post will require a business license issued by their county/municipal government. If one is not required, then a letter from the county or municipal government stating so.

(d) Proper licenses pertaining to business operations (food handlers' license and health inspection documents).

(e) All requests must comply with Army Regulation 210-7 and Army Directive 2018-29.

3. The point of contact for this process is Kate Reynolds, 912-767-5139.

Allison.k.reynolds2.naf@mail.mil

## SOLICITATION DO'S AND DON'TS

1. Solicitors may solicit individuals on the installation with a specific appointment and must conduct solicitation in family quarters or in Major Subordinate Command (MSC) class/conference rooms for only the products/services specified on the solicitation permit card. The MSC commanders will designate time periods during non-duty hours for solicitors to meet clients in the MSC class/conference rooms.
2. All authorized solicitors will be given equal opportunity to solicit interviews, by appointment, at the designated areas.
3. No DOD personnel will act in any official or business capacity as liaison with agents to arrange appointments. All DOD personnel are expressly prohibited from representing any insurance company directly or indirectly, on the installation during duty hours or non-duty hours.
4. A house party demonstration is defined as commercial solicitation wherein a solicitor has been invited to demonstrate, advertise, sell, or otherwise solicit for services and/or commodities at a gathering in a residence where the occupants have invited both the solicitor and other guests. Commercial solicitors desiring to conduct house party demonstrations on the installation will comply with requirements established in AR 210-7.
5. Military personnel and DOD civilian employees and their dependents will be solicited individually, by specific appointment, and during non-duty hours. Appointments will not interfere with military or civilian employee duties. Door-to-door solicitation, including solicitation by personnel whose ultimate purpose is to obtain sales (e.g. soliciting future appointments), is prohibited. Solicitors will provide a DD Form 2885 to each customer. Customers must return form to DFMWR, PO Box 3597, Fort Stewart, GA. 31315, ATTN Kate Reynolds or email to [Allison.k.reynolds2.naf@mail.mil](mailto:Allison.k.reynolds2.naf@mail.mil).
6. Under no circumstances are solicitors authorized to conduct solicitation activities in unit areas, to include day rooms, orderly rooms, parking lots, work sites, bachelor officer quarters, bachelor enlisted quarters, or troop billets.
7. Solicitors conducting business on the installation without a solicitor's permit are subject to suspension of solicitation privileges for up to five years and prosecution in the United States District Court under the provisions of Title 18, Section 1382 of the US Code.
8. Solicitors may not solicit without an appointment, nor enter into any unauthorized or restricted area.

## **CHECKLIST/REQUIREMENTS FOR SOLICITATION APPLICATIONS**

### **INDIVIDUALS REQUESTING AUTHORIZATION TO SOLICIT ON FORT STEWART/HAAF MUST COMPLY WITH THE FOLLOWING:**

1. APPLICATION MUST IDENTIFY THE COMPANY BY NAME, HOME ADDRESS, HOME TELEPHONE NUMBER, BUSINESS ADDRESS AND BUSINESS TELEPHONE NUMBER.
2. A COPY OF YOUR COUNTY BUSINESS LICENSE TO INCLUDE THE NUMBER AND EXPIRATION DATE. IF COUNTY LICENSE IS NOT REQUIRED, A LETTER OF EXEMPTION FROM THE COUNTY/MUNICIPAL GOVERNMENT MUST ACCOMPANY THE APPLICATION.
3. THE APPLICATION MUST STATE THE TYPE OF SOLICITING THAT WILL TAKE PLACE ON THE INSTALLATION AND THE METHOD TO BE USED, IE. HOME PARTIES, MCSC FUNCTIONS AND PRIOR APPOINTMENTS, FLYERS.
4. THE APPLICATION MUST LIST ANY MILITARY INSTALLATIONS WHICH HAVE SUSPENDED THE INDIVIDUALS SOLICITATION PRIVILEGES.
5. THE APPLICATION WILL SPECIFY IN DETAIL THE PRODUCT AND OR SERVICES TO BE OFFERED BY THE SOLICITOR.