

APPLICATION FOR SOLICITATION PRIVILEGES ON FORT STEWART & HUNTER ARMY AIRFIELD

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, U.S.C. 3013; E.O. 9397 PRINCIPAL PURPOSE: Individual/company application for solicitation privileges is approved or disapproved by the Garrison Commander based upon information contained therein.

ROUTINE USE: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3) in accordance with the "Blanket Routine Uses" set forth at the beginning of the Army's compilation of system of records notices.

DISCLOSURE AND EFFECT: VOLUNTARY. Failure to provide all requested information will result in disapproval of individual's request.

NAME:	PERSONAL TELEPHONE:	PERSONAL EMAIL:
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HOME ADDRESS (STREET, CITY, STATE, ZIP):

BUSINESS NAME / POSITION TITLE:	BUSINESS TELEPHONE:	BUSINESS EMAIL:
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BUSINESS ADDRESS (STREET, CITY, STATE, ZIP):

TYPE OF SOLICITATION: COMMERCIAL <input type="checkbox"/> INSURANCE <input type="checkbox"/>	HOW WILL YOU SOLICIT?
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TYPE OF PRODUCT OR SERVICE:

HAVE YOU EVER HAD THE PRIVILEGE OF SOLICITATION WITHDRAWN, SUSPENDED, OR HAVE BEEN BANNED FROM ANY MILITARY INSTALLATION?

YES NO

IF YES, LIST ALL MILITARY INSTALLATION ON WHICH YOU HAVE BEEN GRANTED THE PRIVILEGE OF SOLICITATION TO INCLUDE DATE.

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

I understand that this permit will expire one year from the approval date, and reregistering is required.

I agree to provide each person solicited a DD Form 2885 during the initial appointment.

I understand that I, or the company I am employed with, will accept full responsibility for my compliance with AR 210-7.

I have attached a copy of my county business license and any other applicable licenses (food handlers, professional license, etc.)

The above information is true, complete, & made with full knowledge that false or incomplete information will result in termination of all solicitation privileges for myself and my employer.

SIGNATURE:	DATE:
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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 Email: usarmy.stewart.usag.mbx.dmwr-financemanagement@army.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.