



Home Based Business Procedure Check List

Please complete the following documents and provide to the POC below:

Letter of Intent. Include Product/Service Details. If a Consultant or Representative of a company, proof of affiliation is required.

Application for Permit (pages 2-3)

Commercial Solicitation Permit Acknowledgment (page 4)

Authorization of Release of Information (page 5)

Business and Insurance License *(when applicable, if selling insurance a copy of the insurance license is required)*

Point of Contact (POC):

Email: usarmy.gregg-adams.id-training.mbx.dfmwr-hq@army.mil

DFMWR Office: (804) 734-7195

Directorate Family and Morale, Welfare and
Recreation 3312 Adams Avenue, Building 12010, Suite 110
Fort Gregg-Adams, VA 23801

Individuals requesting Solicitation on Fort Gregg-Adams are required to comply with the rules and restrictions under Army Regulation 210-7.

If packet is approved, Solicitor will receive:

Signed Authorization to Solicit Letter

Permit Number Details

Solicitation approval is valid for 3 years. Please contact us if you have any questions.

Thank you!



APPLICATION FOR HOME BASE BUSINESS PERMIT



Purpose: To obtain data on individuals who seek Home Base Business privileges on Fort Gregg-Adams Army Installation.

Routine Use: information provided will be used by authorized personnel to determine granting of solicitation privileges, may be used in hearings, to locate individuals In case of possible violation of regulations.

Disclosure: Voluntary Permits will not be granted if information is not provided.

SECTION I - IDENTIFICATION

Name
(Last, First, MI)

DOB

Home Address

Phone:

Email:

Are you currently in the military service or a civilian employee of the Federal Government? Yes No

If Yes, give organization:

Are you a Military Spouse? Yes No

SECTION II- BUSINESS INFORMATION

Name of Company Representing:

Type of Business (i.e., Insurance):

Company Address:

Short description of product or service. (As applicable, include, cost, method of payment, interest, guarantees, copy of contract and whether credit is extended, etc.) Further details should be included in Letter of Intent.

Are you affiliated with any Private Organization on post? Yes No

If Yes, name of Organization(s):

All states in which licensed to sell:

Do you represent any companies other than the one for which you are now applying for a permit? Yes No

If Yes, name the company:



APPLICATION FOR HOME BASED BUSINESS PERMIT



SECTION II – BUSINESS INFORMATION (Continued)

Please List Employment for the past five years:

<i>FROM (mm/yy)</i>	<i>TO (mm/yy)</i>	<i>Name & Address of Employer</i>	<i>Supervisors Name</i>	<i>Reason for Leaving</i>

Have you previously solicited on any military installation? Yes No

If Yes, please list the installations and dates in which you solicited:

<i>FROM (mm/yy)</i>	<i>TO (mm/yy)</i>	<i>Name of Installation</i>	<i>Reason for Termination</i>

Is your company presently prohibited from conducting business at any Department of Defense (DoD) Installation? Yes No

If Yes, where and what were the circumstances?

Are you now prohibited from conducting business at any DoD Installation? Yes No

If Yes, explain:

Have you ever had solicitation privilege withdrawn, suspended or banned on any military installation? Yes No

If Yes, explain:

Have you ever been arrested for any offense, other than a traffic violation? Yes No

If Yes, complete the following:

<i>MONTH (Jan)</i>	<i>YEAR (2018)</i>	<i>Nature of Offense</i>	<i>Location of Hearing</i>	<i>Disposition of Cash</i>

COMMERCIAL SOLICITATION ACKNOWLEDGEMENT

1. I have read Army Regulation 210-7, Personal Commercial Solicitation on Army Installations dated 18 October 2007 and fully understand the conditions under which I am authorized solicitation privileges.
2. I understand that any violation or noncompliance with regulations may result in withdrawal of the privilege of solicitation for me and my employer.
3. I understand that my solicitation privileges will be revoked or suspended if I engage in any prohibited practice/practices, some of which are:
 - a. Solicit without an appointment (coming onto the post to solicit appointments is a prohibited practice). AR 210-7, Chapter 2, paragraph 2-1, a (3), specifically requires the personal commercial solicitor to make specific appointments for each meeting with the individual concerned. When establishing the (appointment, agents must identify themselves to the prospective purchaser as an agent for a specific insurer or (investment/securities company). Each meeting will be conducted only in Family quarters or in other areas designated by the Garrison Commander." Note: to date the Garrison Commander has not designated any areas other than Family quarters for sales presentations.
 - b. Have in my possession allotment forms or facsimiles thereof.
 - c. Assist or attempt to assist in the administrative processing of allotment forms.
 - d. Solicit personnel during enlistment or induction processing, during basic combat training or during the first half on one-station unit training.
 - e. Solicit mass, group or captive audiences (two or more persons constitute a group for the purpose of solicitation).
 - f. Make appointments with or solicit military personnel who are in "on-duty" status.
 - g. Enter into an unauthorized or restricted area.
 - h. Solicitation of Advanced Individual Training (AIT) Soldiers on post.
4. I understand additional requirements specific to the sale of life insurance and/or securities are set forth in AR 210-7, paragraphs 2-2, 2-3, 2-4, 2-S, 2-9 and 2-12. Note: a letter of request from the company's president or vice-president is required per paragraph 2-S (see back of form for address).
5. I understand it is my responsibility to determine whether enlisted members being solicited are in grades E-1, E-2 or E-3 and responsibilities thereof.
6. I understand that under Federal Trade Commission Rule (12 CFR 226), the consumer has a 3-day "cooling off" period during which the contract may be cancelled on merchandise purchased on contracts amounting to more than \$25.
7. I understand that Department of Defense personnel are prohibited from acting in any capacity, directly or indirectly, as liaison with agents to arrange appointments.
8. I understand that any misrepresentation of information requested on this form is grounds for immediate suspension of solicitation privileges on Fort Gregg-Adams.

Printed/Typed Name of Applicant

Signature

Date



**DEPARTMENT OF THE ARMY
 US ARMY INSTALLATION MANAGEMENT COMMAND HEADQUARTERS,
 UNITED STATES ARMY, GARRISON, FORT GREGG-ADAMS
 3312 ADAMS AVENUE SUITE 208
 FORT GREGG - ADAMS VA 23801-1720**

Authorization of Release of Information

Carefully read this authorization, then sign and date in ink.

I authorize any investigator, special agent, Law Enforcement Officer, or other duly accredited representative of the authorized Federal agency conducting a background investigation, to obtain information relating to my activities from individual criminal justice agencies and other sources deemed necessary to obtain criminal history and driver license history record information.

I authorize the Federal agency conducting my investigation to disclose the record of my background investigation to the requesting agency, in accordance with the law, for the purpose of making a determination of suitability or eligibility for entrance and/or temporary visitation onto Fort Gregg - Adams.

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, Law Enforcement Officer, or previous agreement to the contrary.

I understand that the information released by the records custodian and the sources of information is for official use by the Federal Government for determining entry eligibility or determining eligibility for child care positions.

Printed Name	Signature	Date
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Personnel information

Driver's License #	DOB (YYYYMMDD)
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State of Issue	Gender	Male	Female
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PERSONAL COMMERCIAL SOLICITATION ON FORT GREGG-ADAMS



Entrance to an Army Installation to conduct personal commercial solicitation is not granted as a matter of right. Solicitation is limited by Army Regulation (AR) 210-7.

The Fort Gregg-Adams Garrison takes seriously its responsibility to enforce the limits and prohibitions provided by AR 210-7; all entities conducting commercial solicitation on Fort Gregg-Adams are responsible for being complying with that Regulation. All entities and individuals are specifically reminded of the following requirements:

Any oral or written representations or suggestions that the Department of the Army sponsors or endorses a company or its agents, or the goods, services, and commodities offered for sale is prohibited.

Solicitors may not possess allotment, direct deposit, or any other form or device used by the Army to direct pay to a third party. This includes using or assisting a Service Member with his or her "MyPay" account. AR 210-1. para.2-11a(6).

Solicitation of any personnel in a "captive audience" is prohibited. AR 210-1, para. 2-9b.

Insurance products may not be marketed as investments. Additionally, commercial life insurance products must contain written notices informing personnel of the availability and cost of Government-subsidized Servicemen's Group Life Insurance (SGU), as well as notice that the Government has not sanctioned, recommended, or encouraged the product being offered. AR 210-7, para. 2-2d.

Additional specific limitations apply to entities contracting for life insurance or securities, including involvement of the unit financial counselor to enforce a 7-day cooling-off period, and encouraging personnel to seek legal assistance or advice prior to entering into such contracts. Agents must provide personnel with written reminders of the availability of free legal advice from the Office of the Staff Judge Advocate prior to making financial commitments. AR 210-1, para 2-15c.

Solicitors may not contact personnel by way of a Government phone, fax, or computer (including e-mail) absent a pre-existing business relationship. Military personnel may ask for such contact to be terminated at any time, and the solicitor will be obligated to comply with that request. AR 210-1, para. 2-9v.

Commercial sponsorship of MWR programs or events may not be used as a means to obtain personal contact information for solicitation purposes, without individual written permission. AR 210-7, para. 2-13.

Approved on-post financial institutions and non-Government noncommercial organizations may provide financial education programs to military personnel only under the procedures described by the Regulation. AR 210-1.para. 2-14.

This list is not all-inclusive of the restrictions provided in AR 210-7. All entities and individuals are again reminded that they are responsible for complying fully with every applicable limitation in AR 210-7. The Fort Gregg-Adams Garrison will strictly enforce these limitations. Any entity or individual found to be in violation may have their access privileges immediately suspended.