



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS U.S. ARMY GARRISON
2218 6TH AVENUE
FORT NOVOSEL AL 36362-1100

GC Policy Memo 23-04
29 JUN 2023

AMIM-NOW (215)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commercial Solicitation on Fort Novosel

1. References:

a. Army Regulation (AR) 210-7 (Personal Commercial Solicitation on Army Installations).

b. AR 600-20 (Army Command Policy).

c. Department of Defense 5500.07-R (Joint Ethics Regulation (JER)).

2. The Directorate of Family and Morale, Welfare, and Recreation (DFMWR) is responsible for the implementation of AR 210-7 that governs solicitation and fundraising on Army installations. Solicitation is a privilege, not a right. No person or company may transact commercial business on Fort Novosel as a matter of right. This policy memorandum does not apply to:

a. Companies that furnish services to Fort Novosel when authorized by the Installation Commander (e.g., contractors or deliveries of milk, bread, laundry, etc.).

b. Any individual who sells their own personal property or privately-owned dwelling.

3. Solicitation is the conduct of any private business, including the offering and sale of insurance on a military installation whether initiated by the seller or the buyer.

4. Soldiers, Family members, and civilians employed on Fort Novosel should not be subject to fraudulent, unscrupulous, or unethical business practices by commercial companies or agents. The Department of the Army does not endorse any seller or product. Commanders, first sergeants, and cadre must be familiar with the contents of references above and ensure that all personnel are made aware of these established solicitation policies.

5. Commanders will designate a suitable location where salesperson may interview prospective purchasers. Agents will not be allowed in individual barracks or bachelor officer quarters rooms. Hours established for conducting business in the designated

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areas are as follows: 1800-2000 (weekdays), 1300-2000 (weekends), and 1300-2000 (holidays).

6. All salespersons must provide customers with a copy of Department of Defense Form 2885 (Personal Commercial Solicitation Evaluation). Customers may complete the form and send it to DFMWR, building 5700, room 310, ATTN: Commercial Solicitation Officer.

7. A solicitation permit Fort Rucker Form 44 (Application for Home-Based Business (HBB) Permit) will be in the possession of the authorized salesperson at all times while conducting business on Fort Novosel. Salespersons are required to present their permit to the person being solicited prior to the conduct of any business and may sell only the goods or services for which the permit was issued. Salespersons without a permit or with an expired permit will not be allowed to conduct business on the installation.

8. Solicitation by Family members, private organizations, and Family readiness groups on an occasional basis for fundraising events such as bazaars, fun runs, bake sales, etc., may be allowed. Any commercial solicitation involving fundraising is severely limited during the official Combined Federal Campaign (annually September-December) and official Army Emergency Relief campaign (annually March- May). All fundraising events must be submitted to DFMWR for approval 30 days prior to the event.

9. School students who reside on the installation may conduct fundraisers in support of their off-post school programs, provided:

a. Participants in the event are military Family members who reside on the installation.

b. The event is conducted in designated and approved areas, e.g., Post Exchange or Commissary.

c. Door-to-door fundraising/soliciting is prohibited.

d. Signage is present at the event to clearly indicate the beneficiary of the event (band, Junior Reserve Officer Training Corps, etc.) and the purpose of the event (trip, uniforms, unit party, etc.)

10. Individuals desiring to conduct business on the installation should visit the DFMWR Solicitation Office, located in the Soldier Service Center, building 5700, 3rd floor south, room 310, or call 334-255-9331.

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11. This memorandum supersedes Policy Memo 22-04, dated 31 January 2022, and will remain in effect until changed or formally rescinded.

A handwritten signature in black ink, appearing to read 'J P Miller', written in a cursive style.

JOHN P. MILLER
COL, AV
Garrison Commander

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