



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON SCHWEINFURT  
Unit 25850, BOX 10  
APO AE 09033

14 FEB 2012

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #01-08, Home-Based Business Activities and On-Post Commercial Solicitation

1. References.

- a. Army in Europe (AE) Regulation 210-70, On-Post Commercial Solicitation, 5 July 2010.
- b. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008.
- c. Schweinfurt Regulation (SWF-R) 210-70-1,

2. Purpose. This policy memorandum establishes local procedures for individuals who engage in commercial solicitation and home-based business activities on United States Army Garrison (USAG) Schweinfurt installations.

3. Applicability. This policy applies to all individuals desiring to engage in commercial solicitation or home-based business activities within the USAG Schweinfurt Area of Responsibility (AOR).

4. Policy. Only those individuals who comply with requirements set forth in AE Regulation 210-70, AR 420-1, SWF-R 210-70-1 and this policy memorandum shall be permitted to engage in commercial solicitation and home-based business activities within USAG Schweinfurt AOR.

5. Procedures.

a. The garrison commander is the sole approving authority and will determine whether commercial solicitation or home based business activities will be permitted on any installation within the USAG Schweinfurt AOR and will approve requests that comply with AE Regulation 210-70 and SWR 210-70-1.

b. Application packets can be obtained from the USAG Schweinfurt website or from Directorate of Human Resources, building 206, room 104. Application packets will be:

(1) Reviewed by legal for compliance with regulation and services. The legal advisor will make a recommendation and if disapproved provide the steps to bring the packet into compliance.

(2) Reviewed by AAFES-Europe and Family Morale, Welfare and Recreation (FMWR). AAFES and FMWR will review application packets to determine if the goods or services are already available and make recommendations to the garrison commander.

c. Companies and individuals must show written documentation that they are in compliance with host nation laws and regulations regarding business licenses and work permits needed to engage in a trade or business.

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SUBJECT: Policy Memorandum #01-08, Community Commander's Policy on Home-Based Business Activities, On-Post Commercial Solicitation and Advertising

d. Individuals may be held personally liable for payment of all host nation taxes and fees arising from their commercial enterprise.

e. Military personnel and Department of Defense (DoD) civilian employees may not directly or indirectly represent, be employed by, or act as an agent for any company or individual engaged in commercial solicitation or home-based business on a USAG Schweinfurt installation, to include government-owned or leased housing regardless of compensation. Military personnel and DoD civilian employees must comply with applicable federal and DoD regulations before engaging in outside paid employment. All employees, representatives, and agents of commercial enterprises must be at least 18 years old.

f. Permissible goods and services. Generally, goods and services that are not available from AAFES-Europe and other agencies on post will be authorized. However, permission to operate an HBB may be granted even though the products and services are available. AAFES-Europe and FMWR will state the availability of the goods and services and make recommendations to the garrison commander.

g. Prohibited activities. The following solicitation practices are specifically prohibited within the USAG Schweinfurt AOR:

(1) Door-to-door soliciting. Solicitation of any type of business activity from anyone residing in government-owned or government-leased quarters without prior personal invitation is prohibited.

(2) Unsolicited contacts made in person or by telephone.

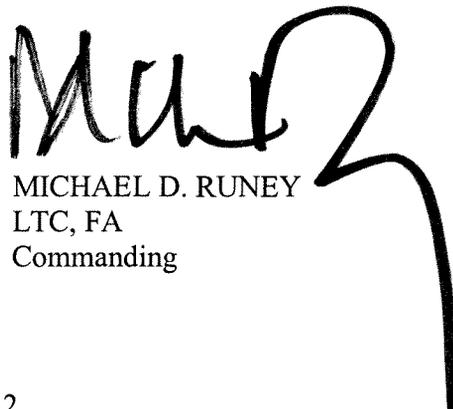
(3) Making appointments with or soliciting military or civilian personnel during their duty hours.

(4) Distributing, displaying or placing advertising materials on the installation, in offices, at residences (to include in post boxes) or on vehicles without prior written authorization from the installation commander or the Installation Access Control Office.

(5) Other prohibited activities listed in section 2, paragraph 8, AE Regulation 210-70.

(6) Individuals or organizations desiring to display signs and banners of a non-advertising nature must adhere to the Garrison Sign Policy, Policy Letter 6-9.

6. The proponent for this policy letter is the Administrative Services Branch, DHR, at DSN 354-1350 or CIV 09721-961350.

  
MICHAEL D. RUNEY  
LTC, FA  
Commanding

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