



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

12 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-12, Operation of Non-Federal Entities (NFE) and Home Based Businesses (HBB)

1. References:

a. Army Directive 2018-29, Non-Federal Entity Non-Federal Competition with Appropriated and Non-Appropriated Fund Activities on Army Installations, 17 December 2018.

b. Army Regulation 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007.

2. Supersession: This policy supersedes and replaces Installation Policy Memorandum 19-12, Personal Commercial Solicitation on the Fort Drum Installation, 17 September 2019.

3. Purpose: To advise Soldiers, Family members and NFE of the rules and policies regarding the operation of HBB and NFE on the installation.

4. Concept: The Garrison Commander is the approval authority for all HBB, and NFE requesting to conduct business on Fort Drum. A commercial solicitation permit authorizes the NFE or HBB to solicit and conduct business on the installation. The Directorate of Human Resources (DHR) Employee Readiness Branch, Army Community Service (ACS) Financial Readiness Program process permit applications for approval by the Garrison Commander.

5. Applicability: This policy pertains to all Soldiers, Family members and NFE desiring to conduct personal commercial business on Fort Drum.

6. General:

a. No person, business or enterprise will solicit or conduct commercial business on the installation as a matter of right. Only the Garrison Commander may authorize operations for such purpose. Those authorized to operate on Fort Drum for the purpose of conducting personal commercial solicitation or a business must comply with current installation gate access procedures.

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b. Persons who reside in installation Family housing and work remotely out of their residence (such as a consultant, freelance artist, or teleworker) or who operate their own business exclusively through on-line means are not considered HBB and do not require approval to operate.

c. Soliciting in Family housing and/or barracks areas without a specific appointment is prohibited.

d. Soliciting Army personnel during regularly scheduled business hours is prohibited; personnel must be in a non-duty status during meetings.

e. Personal commercial solicitation will only occur by appointment and in areas designated by the Garrison Commander. The following locations have been designated appropriate for commercial personal solicitation meetings/appointments:

(1) Soldiers and their Families residing in Family housing may meet with solicitors in their home.

(2) Soldiers will not meet with solicitors in their barracks room. The preferred location for appointments is the Commons or Clark Hall.

(3) Soldiers may meet with solicitors in their unit conference rooms between 1700-2100 on duty days, 0800-2100 on Saturdays and holidays, and 1200-2100 on Sundays, provided the rooms are available.

f. If approved, HBB may operate from their homes. The HBB owner is responsible for obtaining the necessary permissions, licenses (if applicable), and liability insurance.

g. Personnel desiring to provide child care in on-post housing must register with Child and Youth Services as part of the Family Child Care provider system.

7. The point of contact for this policy is the Employee Readiness Branch at (315) 772-1090.



MILFORD H. BEAGLE, JR.
Major General, USA
Commanding

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