



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMWB-ZA

17 July 2020

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)  
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #18, On-Post Commercial  
Solicitation, Home-Based Business Activities and Advertising

1. Reference.

- a. Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations.
- b. Army in Europe Regulation (AER) 210-70, On-Post Commercial Solicitation.
- c. AER 27-9, Misconduct by Civilians.
- d. DoD Directive 5122, subject: Stars and Stripes (S&S) Newspaper Business Operations.

2. Purpose. This policy memorandum establishes local procedures for companies and individuals who engage in Commercial Solicitation, Home-Based Business (HBB) Activities on USAG Wiesbaden installations, and restricts specific activities. It also sets procedures relating to advertising for commercial and non-commercial events.

3. Applicability.

a. This policy applies to all Civilian, Military, Family members and contract personnel residing in the USAG Wiesbaden community that have Status of Forces Agreement (SOFA).

b. This policy does not apply to the S&S newspaper.

4. Policy. Only those companies and individuals who comply with the requirement set forth in AER 210-70 shall be permitted to engage in commercial solicitation and HBB activities within the USAG Wiesbaden community. Companies and individuals must show written documentation that they are in compliance with Host Nation (HN) laws and regulations regarding business licenses and work permits needed to engage in trade or business. Individuals may be held personally liable for payment of all HN taxes and fees arising from their commercial enterprise.

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a. Authorized Vendors. Vendors maybe companies or individuals and their agents, employees or representatives properly registered in accordance with applicable HN and United States laws and regulations covering commercial business activities.

b. SOFA 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 HBB on a USAG Wiesbaden installation, to include government-owned or funded/leased housing. This restriction applies even if the SOFA employee receives no compensation for his or her services. SOFA 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.

c. Prohibited Practices. The following solicitation practices are specifically prohibited within the USAG Wiesbaden community:

(1) Door-to-door soliciting. Solicitation, from any type of business, of residents in government-owned or funded/leased housing without prior personal invitation from the resident is prohibited. This includes barracks, unit areas and areas used for processing or housing transient personnel. Authorized solicitors, who have been issued a USAG Wiesbaden memorandum "Authorization for Commercial Solicitation" along with AE Form 210-70F or AE Form 210-70G, are permitted to access on post housing areas only at the personal invitation of the resident. AE Form 210-70F, AE Form 210-70G, and letters of authorization are not installation passes. If an individual is not otherwise entitled to enter an installation, the customer must sign the individual onto the installation before the appointment and is responsible for the individual's conduct while on the installation. Unauthorized solicitor(s) will immediately be reported to the Military Police at 548-7777 or 0611-143-548-7777. The solicitor(s) will be processed and released to the local authorities.

(2) Contacting DOD personnel by calling a Government telephone, faxing to a Government fax machine, or by sending e-mail to a Government computer, unless a relationship already exists between the parties (for example, the DOD member is a current client or requested to be contacted) and the DOD member has not asked for contact to be terminated.

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

(4) Distributing, displaying, or placing advertising materials on the installation, in offices, in residences, post boxes, or on vehicles. Advertising materials include flyers,

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poster, banners, billboards, car-top advertising boards, product literature, and all similar items.

(5) Solicitation of residents residing in open military housing areas in USAG Wiesbaden (Aukamm, Crestview and Mainz Finthen) are also prohibited without prior personal invitation of the resident. Authorized solicitors must have the same documentation as listed in paragraph 4 c.

(6) Other prohibited activities listed in section eight paragraph eight AER 210-70.

d. Regulated Activities.

(1) Solicitation for insurance, securities and real estate products and services will be permitted only after the company, agent or individual has received written approval from Director, IMCOM-Europe (IMEU-HRD-M) and subsequent commercial solicitation authorization by the Garrison Commander.

(2) The following organizations are permitted to display advertising signs, posters, or banners in the immediate vicinity of their business; AAFES Shoppettes, Barber Shops/Beauty Salons, Food Court Concessionaires, DFMWR Activities, and the Thrift Store. There is no liability on the part of the garrison for sign damage or removal. Signs not securely attached will be removed. No cups in fencing are authorized.

(3) Individuals or organizations desiring to displays signs and banners of a non-advertising nature may request permission in writing to the Deputy Plans Training Mobilization and Security (DPTMS), Attn: Non-Commissioned Officer in Charge (NCOIC). This includes personal messages, welcome home signs, support to the troops, etc. The DPTMS NCOIC will make a judgment in the spirit of this policy and the appropriateness of the message content. The NCOIC DPTMS will also determine location of signs and banner. Signs, posters or banners approved under this paragraph will not be displayed longer than 30 days, and the removal is the responsibility of the requesting individual or organization. This includes removal of all ribbons, tape, balloons, etc from the area to which they were affixed. The NCOIC DPTMS will designate where the sign, banner, or poster may be displayed. These items will not block the guard's line of sight or create a blind spot or traffic hazard.

(4) Authorized private groups and volunteer organizations who request to conduct fund raising activities will be required to list desired signs and advertising in the request to conduct the fund raising event.

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(5) Signs that advertise garage, yard, and basement sales must specify the day and time of the event. The signs may be posted one day prior to the sale. Once the sale has concluded, the signs must be removed by the end of that same day. No written permission is required to hold these events.

e. Responsibilities.

(1) The Garrison Commander will:

(a) Determine whether commercial solicitation or HBB activities will be permitted on any installation within USAG Wiesbaden, and shall approve requests that comply with AER 210-70.

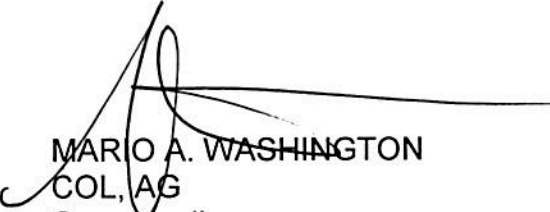
(b) Appoint an IACO.

(c) Inquire or direct an inquiry into complaints about companies and individuals engaging in commercial solicitation or home-based business activities within the AOR.

(2) ICAO will perform all day-to-day administrative requirements set forth in AER 210-70.

(3) The DPTMS will coordinate the placing of all non-advertising signage in accordance with this policy.

5. Point The point of contact for this action is Mr. Rick Iglesias, DSN: 548-1003, COMM: 0611-143-548-1003, email: Ricardo.iglesias.civ@mail.mil.

  
MARIO A. WASHINGTON  
COL, AG  
Commanding