



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1514

IMNE-MIL-MW

29 October 2008

USAG WEST POINT POLICY #13

SUBJECT: Commercial Solicitation, West Point, New York 10996

1. REFERENCE: AR 210-7, Commercial Solicitation on Military Installations, HQDA, 18 October 2007.

2. PURPOSE: To provide guidance on the Garrison Commander's policy for Commercial Solicitation on West Point.

3. APPLICABILITY: This is applicable to all individuals and businesses entering the United States Military Academy installation for the purposes of selling, delivering, or providing services. All individuals and businesses must be registered and granted solicitation privileges by the Installation Commander.

4. PROCEDURES:

a. In order to initiate the authorization process, contact the Directorate of Family and Morale, Welfare, and Recreation (DFMWR), Commercial Solicitation Officer, Building 681, 2nd Floor, West Point, New York, 10996, at (845) 938-8455.

b. Each authorized/registered activity will receive a letter granting solicitation privileges from the Office of the Garrison Commander. Authorization is good for one year and must be revalidated 30 days prior to the expiration date. The following are some examples of the types of businesses that may request authorization through DFMWR to conduct solicitation activities on the installation.

(1) Any off-post business with the intent to sell, deliver or provide services on the installation (including off-post catering and food and beverage delivery service).

(2) Insurance agents, brokers, financial advisors, investment companies and individuals licensed within the state of New York and are authorized to conduct any of the before mentioned services.

(3) Home cleaning and maid services (inclusive of individually contracted individuals).

c. All on-post home-based businesses must be granted solicitation privileges by Balfour Beatty Communities in addition to the Installation Commander. In order to initiate the authorization

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process contact the Balfour Beatty Communities, Community Manager, 132 Bartlett Loop, West Point, New York, 10996, at (845) 446-6407. Balfour Beatty Communities will route the request through the DFMWR Commercial Solicitation Officer for approval by the Garrison Commander.

d. Once approved/disapproved a letter will be sent granting or denying solicitation privileges from Balfour Beatty Communities. Authorization is good for one year and must be revalidated 30 days prior to the expiration date.

5. The above list is not all inclusive. For further details and requirements regarding on-post home-based businesses, please contact the Balfour Beatty Community Manager, Ms. Shari Roosa, at (845) 446-6407. For all other inquiries, please call the DFMWR Commercial Solicitations Officer, Ms. Tara McCormick, at (845)938-8455.



DANIEL V. BRUNO
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Garrison Commander