

Solicitation Application Instructions

Home Based Business are required to obtain permission prior to commencing operations on POM. Point of contact is Wendy Reid or Yuki Celestino, NAF Support Division 4260 Gigling Road Room #8 or Room#10 Stillwell Community Center Seaside, CA 93955. By phone (831)242-6632/6631 or by email wendy.j.reid.naf@army.mil or yuki.h.celestino.naf@army.mil.

1. The Parks at Monterey Bay ETP submitted to Community Manager, application for Commercial Solicitation Permit, and the attached “forbidden solicitation practices” sheet must be completed/signed to initiate the business approval. It is your responsibility to obtain the necessary permissions, licenses (if applicable), and liability insurance. Also, in no instance will activities be authorized or continued when they will interfere with community tranquility or present safety hazards.

2. Requests must contain the following:

- a. The name of your business, a description and how you plan to conduct this business in family housing or a vendor.
- b. How you will solicit (contact) your customers (i.e. social media, parties, etc.)
- c. Price list of food/products/services you will be selling. Please include pictures if possible.
- d. Proof that you are an authorized agent for the company you wish to represent (i.e. Scentsy, Papparazzi) (Affiliation ID #)
- e. Hours of operation
- f. Provide a copy of all food recipes (if applicable) and ingredients.

3. You will need to obtain approval in the form of a signature from the Parks at Monterey Bay from the Community Manager at Housing Office. Complete and sign the Exception to Policy (ETP) and submit to the housing office.

4. Please return your ETP along with your Declaration Page from your insurance company stating you have acquired liability insurance to the Home Based Businesses. Point of contact is Wendy Reid or Yuki Celestino Celestino, NAF Support Division 4260 Gigling Road Room #8 or Room#10 Stillwell Community Center Seaside, CA 93955. By phone (831)242-6632/6631 or by email wendy.j.reid.naf@army.mil or yuki.h.celestino.naf@army.mil.

5. Upon receipt of your completed request, it will be reviewed and SJA for review/concurrences. Based on the nature of your business enterprise, it could take up to 3-5 weeks before final approval is obtained. The SJA process usually takes a considerable amount of time since they are responsible for ensuring that commercial endeavors are consistent with Federal, State, and local laws., local government licensing requirements, and that there are no potential government liability and illegal advertising practices.

Presidio of Monterey Application for Home-Based Business Permit

DATA REQUIRED by the PRIVACY ACT of 1974. Authority: Title 5 USC 552a; Title 10, USC 3013. Purpose(s): The requested information will be used by the Senior Commander or their designee to determine whether or not to grant this request. This checklist is designed as a template to be modified for use at each Army installation.

Home-Based Business Owner

<u>Name (Last, First, MI)</u>	<u>Name of Business</u>	<u>Telephone Number</u>
<u>Address of Proposed Business:</u>	<u>Email Address:</u>	<u>Previously Approved?</u>
<u>Installation if Previously Approved:</u>		YES NO

Briefly describe the proposed business activity:

<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>
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The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met:

- The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- The HBB owner is responsible for any damages to third parties arising from the conduct of their business.
- HBB owners providing child care must register with the installation Child, Youth and School Services office as part of the Family Child Care (FCC) provider system.
- The HBB owner is required to comply with and is subject to inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.
- HBB's involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions.
- The residential character of the property shall be maintained. The HBB may not occupy more than 25 percent of the home's gross floor area. Parts or materials related to the HBB shall be screened from public view and will be limited to the interior of the structure or the side and rear yards of the property. Signage is limited to what can be displayed in a single window from the inside and may not be illuminated.
- Customers may only patronize a HBB between the hours of 0600 and 2000.
- Noise, vibrations, or odors shall not be detectable beyond the property line.

The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting a request to the Senior or Garrison Commander.

Home-Based Business Owner: I certify that the above statements are true and that I have read and will abide by the rules above any additional guidance contained within the installation's HBB policy letter.

Signature: _____ Date: _____

Installation Coordination

Directorate / Office	Building	Telephone #	Recommendation		Initial	Date
Directorate, Family, Morale, Welfare and Recreation	BLDG 4260 OMC	831-242-6632	Application Pick-up			
RCI Project Manager	BLDG 4250 OMC	831-242-7984	Approval	Disapproval		
The Parks Community Director	3301 Monterey Road, Seaside	831-644-0400 ext 336	Approval	Disapproval		
Garrison Safety Office	BLDG 518 POM	831-242-6332/6353	Approval	Disapproval		
Additional Offices (per SC/GC guidance or Food)			Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	BLDG 4260 OMC	831-242-6632	Application Turn-in			
Staff Judge Advocate (SJA) (Legal Review)	BLDG 275 POM	831-242-6387	No Legal Objection	Legally Insufficient		

Reason for Dissapproval

Installation Approval Authority

I have reviewed the above application for HBB permit and I have decided to approve / disapprove same.

DANIEL S. ARTINO
COL, SF
Commanding USAG Presidio of Monterey

Expiration Date: _____

(3 years from date of signature unless otherwise indicated)



EXCEPTION TO POLICY REQUEST

In the event that a Resident wishes to ask for an exception to policy, the Resident will follow the procedure as outlined below:

1. Residents should bring all concerns and requests to the attention of the local management office.
 2. If the resident feels that there are special circumstances that warrant an exception to policy, the resident may submit a written request to be reviewed by the Community Director for final resolution.
 3. The resident will complete this form and attach supporting documentation, if applicable. All written submissions should contain only factual information. The request will be submitted to the Community Manager. The request will then be forwarded to the Community Director. The resident will receive written notification of the final decision.
 4. Residents may dispute a disapproved request by requesting a hearing with the Dispute Resolution Board (DRB). The DRB will be convened by the RCI Project Manager. The members of the DRB are as follows:
 - Community Director
 - Clark Realty Capital Asset Manager
 - RCI Project Manager
 - Garrison CSM
 - Deputy Dean of Students – Naval Post Graduate School
2. The DRB's decision is final and no further action will be taken.

Resident Name: _____

Address: _____

Contact Number: _____

Brief Description of Request (use additional sheet if necessary)

Home Based Business Application with DFMWR NAF Support Division POC:Wendy Reid, wendy.j.reid.naf@army.mil or 831-242-6332/6995 or Yuki Celestino, yuki.h.celestino.naf@army.mil or 831-242-6631.

Resident Signature: _____

MANAGEMENT OFFICE USE ONLY	
Decision (circle one): Approved / Denied	Decision Date:
Community Director Signature:	

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

2-9. Forbidden solicitation practices

The following practices are forbidden:

- a. Solicitation during enlistment or induction processing or during basic combat training, and within the first half of the one station unit training cycle.
- b. Solicitation of "mass," "group," or "captive" audiences.
- c. Making appointments with or soliciting Army personnel during their normally-scheduled duty hours.
- d. Soliciting without an appointment in areas used for housing or processing transient personnel, or soliciting in barracks areas used as quarters.
- e. Use of official military identification cards or vehicle decals by active duty, retired, or reserve members of the military services to gain access to Army installations for the purpose of soliciting. When entering the installation for the purpose of solicitation, solicitors with military identification cards and/or installation vehicle decals must present documentation issued by the installation authorizing solicitations.
- f. Offering of false, unfair, improper, or deceptive inducements to purchase or trade.
- g. Offering rebates to promote transaction or to eliminate competition. (Credit union interest refunds to borrowers are not considered a prohibited rebate.)
- h. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature. All financial products, which contain insurance features, must clearly explain the insurance features of those products.
- i. Any oral or written representations which suggest or appear that the Department of the Army sponsors or endorses the company or its agents, or the goods, services, and commodities offered for sale.
- j. The designation of any agent or the use by any agent of titles (for example, "Battalion Insurance Counselor," "Unit Insurance Advisor," "Servicemen's Group Life Insurance Conversion Consultant") that in any manner states or implies any type of endorsement from the U.S. Government, the Armed Forces, or any State or Federal agency or Government entity. AR 210-7 • 18 October 2007 5
- k. Making personal commercial solicitations or sales to personnel who are junior in rank or grade, or to the family members of such personnel, except as authorized in DOD 5500.7-R, sections 2-205 and 5-409.
- l. The use of Army personnel representing any insurer, dealing directly or indirectly on behalf of any insurer or any recognized representative of any insurer on the installation, or as agent or in any official or business capacity with or without compensation.
- m. The use of an agent as participant in any military service-sponsored education or orientation program.
- n. Entry into any unauthorized or restricted area.
- o. Assignment or use of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display desk or other signs announcing the name of the company or product affiliation.
- p. Use of the "Daily Bulletin" marquees, newsletter, Web page, or any other notice, official or unofficial, announcing the presence of an agent and his availability.
- q. Distribution of literature other than to the person being interviewed.

- r. Wearing of name tags that include the name of the company or product that the agent represents.
- s. Offering of financial benefit or other valuable or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (such as pens, pencils, wallets, and notebooks, normally with a value of \$1 or less).
- t. Use of any portion of installation facilities, to include quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by regulations governing the operations of exchanges, commissaries, non-appropriated fund instrumentalities, and private organizations. This is not intended to preclude normal home enterprises, providing State and local laws are complied with.
- u. Unauthorized advertising of addresses or telephone numbers used in personal commercial solicitation activities conducted on the installation, or the use of official position, titles, or organization names for the purpose of personal commercial solicitation, except as authorized in DOD 5500.7-R. Military grade and military service as part of an individual's name (for example, Captain Smith, U.S. Army) may be used in the same manner as conventional titles such as "Mr." or "Mrs."
- v. Contacting Army personnel by calling a Government telephone, faxing to a Government fax machine, or sending e-mail to a Government computer, unless a pre-existing relation (that is, the Army member is a current client or requested to be contacted) exists between the parties and the Army member has not asked for the contact to be terminated.
- w. Soliciting door to door or without an appointment

Signature: _____ **Date:** _____

Home Based Business Details Example

Totally Cool Stuff is a Home Based Business that sells handcrafted home décor. Such as;

- Hand painted wood signs
- Floral arrangements
- Wreaths and garland
- Floral enhanced candle holders

Most of my business is from word of mouth sales, and people seeing items in my home, but I would like to start attending the HBB events that I may be invited to, or am able as a HBB to attend. I also have a Facebook page, and Etsy page that I sell my items.

My Business hours are from 9-5, M-F,

My prices start off at \$5.00 for small items and increase to \$100.00 depending on the size of the article being sold