



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-HR

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #4, Insurance and Investment Solicitation

1. The proponent for this policy is the Directorate of Human Resources.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.

AR 210-7, Personal Commercial Solicitation on Army Installations, 18 Oct 07.

4. Insurance and Investment agents or brokers are authorized to sell insurance or securities within USAG Humphreys only with prior approval by the Garrison Commander or designated representative. For the sale of life insurance policies, only companies accredited by DOD for solicitation on military basis overseas will be considered for approval. The Directorate of Human Resources (Solicitation Officer) is responsible for processing any such solicitation request.
5. There are a number of restrictions on insurance agents and security brokers designed to protect potential clients. Insurance solicitation is a privilege that can be revoked if insurance agents are not complying with pre-established guidelines. The standards of conduct and limitations are clearly identified in the solicitation agreement, and signed and agreed upon by each Insurance Agent.
6. Any violations of these rules must be reported immediately to the Solicitation Officer. IAW AR 210-7, violations will be reported through the chain-of-command in official memorandum format to the Garrison Commander. The Solicitation Officer will inquire into the allegation, take those steps necessary to resolve the issue, and make an appropriate recommendation to the Garrison Commander as to whether solicitation privileges should be revoked. Upon receipt of a complaint, solicitation privileges may be immediately revoked pending the outcome of the inquiry. Regardless of the method utilized, the agent, broker, or parent company will be notified and given an opportunity to respond.

IMHM-HR

SUBJECT: United States Army Garrison Humphreys Policy Letter#4, Insurance and Investment Solicitation

7. Point of contact is the USAG Humphreys Solicitation Officer at 753-6736.

3 Encls

1. Letter of Authorization
2. Solicitation Agreement
3. Insurance Checklist

  
DARIN S. CONKRIGHT  
COL, SF  
Commanding

DISTRIBUTION:

A&B



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS**  
**UNIT #15228**  
**APO AP 96271-5228**

REPLY TO  
ATTENTION OF:

IMKO-ACH-HR

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Authorization Memorandum to Solicit in USAG Humphreys

1. References AR 210-7 and USFK Regulation 210-7.
2. Mr./Ms. \_\_\_\_\_, representing \_\_\_\_\_ Insurance/ Investment Company is authorized to sell insurance, mutual funds, securities and/or \_\_\_\_\_.
3. The authorization is not valid unless Mr./Ms. \_\_\_\_\_ has the signed original copy of this memorandum in his possession and:
  - a. The Solicitation Agreement required by the Garrison Commander that bears the signature of the agent and is witnessed by the Solicitation Officer, with
  - b. A valid temporary Tradesman Identification Card issued by the Republic of Korea, and a valid pass and/or ID issued by the USAG Humphreys Pass & ID Section.
4. This memorandum is valid until: (Not to exceed 1 year).
5. If further information is required please contact Director, DHR at 753-6736.

FULL NAME  
GRADE, Branch  
Commander

Encl 1

Date: \_\_\_\_\_

## SOLICITATION AGREEMENT

1. I have read and understand AR 210-7 and USFK Reg 210-7 governing solicitation within USAG Humphreys. I will comply with all the provisions of the above directives, to include the following:

a. I will solicit only on an individual basis by specific prearranged appointment and only in a conference room environment provided by the unit. This excludes all living quarters' spaces.

b. I will not solicit service members in an "on duty" status.

c. I will not possess, or attempt to assist with/or coordinate the administrative processing of DD Form 2558, JUMPS-Army Allotment Authorization.

**AGENTS DISCOVERED HAVING ALLOTMENT FORMS IN THEIR POSSESSION WILL BE IMMEDIATELY SUSPENDED FROM ACCESS TO ALL USAG HUMPHREYS INSTALLATIONS AND PERMANENTLY BARRED FROM ENTERING ANY USFK INSTALLATIONS.**

d. I will not wear name tags or carry or otherwise display the name of the company or the product I represent. Similarly, there will be no product or company identification visibly displayed on or within my Privately Owned Vehicle (POV).

e. I will not distribute literature or make literature available for distribution to other than the person being interviewed.

f. I will not use bulletin boards, marquees, newsletters, webpages, notices, posters, formations or any other media to announce my presence or availability.

g. I will not procure or attempt to procure rosters of Department of Army personnel.

h. I will not solicit mass groups or captive audiences (three or more persons).

i. (For Life Insurance only), I will determine if enlisted service members being solicited are in pay grades E1-E4. If personnel in these grades apply for insurance, I will complete DA Form 2056 (Commercial Insurance Solicitation Record) and provide a copy to the service member and the Solicitation Officer within 24 hours of date of application. I will allow seven days to lapse from the signing of the contract or policy and acceptance/certification of the allotment of military pay to allow the Soldier time to obtain unit financial counseling. I understand that an E1-E4 can withdraw from the purchase or contract within those seven days.

Encl 2

Date: \_\_\_\_\_

## **SOLICITATION AGREEMENT**

j. I will complete the remarks section of DA Form 2056, with information considered pertinent and will include a clear statement that dividends are not guaranteed if the presentation refers to dividends.

k. I will not offer any free gifts to encourage the sale. I can offer advertising material with a nominal value no greater than one dollar.

2. In addition, to the above prohibitions:

a. I agree to:

(1) Complete Part II - Full Disclosure, and Part III - Certificate of Compliance for each sale of a commodity, service, or real property for which I extend consumer credit. A copy of this or any other document signed by the client will be provided to the client at the time of sale.

(2) Furnish copies of sales slips or cards covering commodities or services offered for sale to designated officers when so requested, and a copy of a business reply card, if applicable.

(3) Insure delivery of items sold.

(4) Provide each potential customer a DD Form 2285 during the initial appointment with instructions to return to the Solicitation Officer. The form will have the name, address, and phone number of the USAG Humphreys Solicitation Officer.

(5) Provide all potential customer's of the rank of E4 and below with a written reminder to obtain legal advice and financial counseling before enter into any written agreement to purchase. I will also provide them written notice of the seven day cooling off period and their right to withdraw from the purchase during those seven days.

b. I understand that:

(1) I am authorized to accept direct payment in Won only. I am not authorized to accept payment in US dollars (does not apply to Life Insurance Agents).

(2) I will be permitted entry onto an installation only after being authorized by the Installation Commander or authorized agent.

(3) I am to remain in the area only long enough to complete business with the individual with whom I have a prearranged appointment.

Date: \_\_\_\_\_

## SOLICITATION AGREEMENT

**A POST/BASE PASS WILL BE ISSUED WITH AUTHORIZED ACCESS 1500-2100 WEEKDAYS, WEEKENDS AND HOLIDAYS. IT WILL ALLOW ENTRY TO A USAG HUMPHREYS INSTALLATION SOLELY FOR THE PURPOSE OF SOLICITATION. ENTRY TO THE INSTALLATION BEFORE OR AFTER THESE DESIGNATED TIMES WILL RESULT IN SUSPENSION OF PRIVILEGES. POSSESSION OF A MILITARY ID CARD DOES NOT CONSTITUTE AUTHORIZATION TO SOLICIT OUTSIDE OF THE ESTABLISHED GUIDELINES.**

(4) I will not use this authorization to solicit sales for any company or item which I have not been authorized to sell.

(5) I will not permit Insurance Agency Trainees to accompany me while engaged in solicitation, nor will I allow unauthorized personnel to accompany me.

(6) I will not provide fraudulent documentation to gain authorization to solicit on military installations.

(7) I will not use a military ID card to gain entrance to any USAG HUMPHREYS Installation for the purpose of solicitation.

(8) I am not permitted to solicit in areas in which personnel congregate, including, but not limited to, Recreation Centers, Community Activity Centers, Community Clubs, Theaters, Bowling Centers, Open Messes, Clubs, Snack Bars or Canteens, Army and Air Force Exchanges, Day Rooms and Barracks.

(9) I am not allowed to conduct any type of group briefings, education classes, or lectures. When asked by any member of the chain of command, I will inform them that AR 210-7, Chap 2, Para 2-9b forbids such practices.

(10) Solicitation **will not** be:

(a) Conducted in a manner which indicates official sponsorship or approval of the product by the US Government, Department of Veterans Affairs or any other element of government.

(b) In competition with Military Exchanges or their Concessions.

(c) Given logistical support by US Forces.

3. I also understand that a violation of, or noncompliance with any of the items stated above or the regulations governing my business activities in USAG Humphreys will be sufficient reason for the immediate revocation of the privilege

Date: \_\_\_\_\_

**SOLICITATION AGREEMENT**

to solicit for myself or my company or both, on all USFK installations and the revocation of the USAG Humphreys solicitation authorization letter.

COMPANY NAME AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

AGENT'S LOCAL OFFICE ADDRESS/TELEPHONE NUMBER: \_\_\_\_\_  
\_\_\_\_\_

AGENT'S INSURANCE IDENTIFICATION NUMBER: \_\_\_\_\_

NAME, SIGNATURE AND DATE: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_  
JON E. GRAYSON, SOLICITATION OFFICER, 753-6736

## INSURANCE CHECKLIST

1. The following information must be supplied to the Solicitation Officer in order to complete the packet required to solicit within USAG Humphreys:

- a. State license or a valid waiver.
- b. Valid Passport/Visa (original)
- c. Residency Book/Current company (original)
- d. Letter of Employment (original)
- e. 3 – 4 passport-sized photos
- f. USFK Form 82, Application for Temporary Post Pass (typewritten)
- g. USFK Form 225EK, Personal Background Statement (if current is over 5 yrs old)
- h. Signed Solicitation Agreement (original)
- i. Turn-in old Solicitation Agreement (when new one is issued, if applicable)
- j. Turn-in old Post/Base Pass (when new one is issued, if applicable)
- k. Photocopy of Military ID card, if applicable.
- l. A copy of the contract for the sale of insurance or securities that meets the requirements of AR 210-7, para. 2-2.
- m. State of incorporation for the parent company.

2. If further information is needed contact POC at 753-6736.

FULL NAME (Director, DHR)  
Solicitation Officer

**NOTE: Access to the installation will not be granted until the complete solicitation packet is approved by the Garrison Commander or designated representative.....**

**TEMPORARY PASSES/STAMPS WILL NOT BE AUTHORIZED**

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