

Visiting Military Installations



Effective:

Applicability

This policy applies to Drexel University and all of its subsidiaries and affiliates

Issuing Office

Office of the Provost

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I. Policy Statement

Certain contacts by Drexel University with a United States service member for the purpose of asking or encouraging the service member to sign up for or enroll in a Drexel academic program (assuming the program has some fee or cost) are considered personal commercial solicitations and require Drexel to comply with Department of Defense (“DOD”) Instruction 1344.07. It is the policy of Drexel to comply with DOD Instruction 1344.07. Failure to follow the DOD policy may limit or deny the opportunity for Drexel to recruit military students, particularly on military installations.

II. Policy Implementation

A. Drexel Requirements

Drexel University is required to:

- Provide a written request to visit the military installation to the installation education advisor, who will review and analyze these requests on behalf of the installation commander. The time and place of such meetings is at the discretion of the installation commander

- Make specific appointment for each meeting with service member(s) concerned.
- Hold meeting in the family quarters or other areas designated by the installation commander.
- Provide each Service member solicited with the personal commercial solicitation evaluation during the initial meeting.
- Provide DOD personnel with a written reminder, prior to their making a final commitment, that free legal advice is available from the Office of the Staff Judge Advocate.
- Review and avoid all prohibited practices.

B. Prohibitions

Drexel University is prohibited from:

- Solicitation of recruits, trainees, and transient personnel in a group setting or "mass" audience and solicitation of any DOD personnel in a "captive" audience where attendance is not voluntary.
- Making appointments with or soliciting military or DOD civilian personnel during their normally scheduled duty hours.
- Soliciting in barracks, day rooms, unit areas, transient personnel housing, or other areas where the installation commander has prohibited solicitation.
- Use of official military identification cards or DOD vehicle decals by active duty, retired, or reserve members of the Military Services to gain access to DOD installations for the purpose of soliciting. When entering the installation for the purpose of solicitation, solicitors with military identification cards and/or DOD vehicle decals must present documentation issued by the installation authorizing solicitation.
- Procuring, attempting to procure, supplying, or attempting to supply non-public listings of DOD personnel for purposes of commercial solicitation, except for releases made in accordance with DOD Directive 5400.7. This directive allows for release of information that would be available via the Freedom of Information Act.
- Offering unfair, improper, or deceptive inducements to purchase or trade.
- Using promotional incentives to facilitate transactions or to eliminate competition.
- Using manipulative, deceptive, or fraudulent devices, schemes, or artifices, including misleading advertising and sales literature.

- Using oral or written representations to suggest or give the appearance that the Department of Defense sponsors or endorses any particular company, its agents, or the goods, services, and commodities it sells.
- DOD personnel making personal commercial solicitations or sales to DOD personnel who are junior in rank or grade, or to the family members of such personnel, except as authorized in Section 2-205 and 5-409 of the Joint Ethics Regulation, DOD 5500.7-R
- Entering into any unauthorized or restricted area.
- Using any portion of installation facilities, including quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by DOD Directive 1330.17 and DOD Instructions 1015.10, 1000.15, and 1330.21
- Soliciting door to door or without an appointment.
- Unauthorized advertising of addresses or telephone numbers used in personal commercial solicitation activities conducted on the installation, or the use of official positions, titles, or organization names, for the purpose of personal commercial solicitation. Military grade and military service as part of an individual's name (e.g., Captain Smith, U.S. Marine Corps) may be used in the same manner as conventional titles, such as "Mr.", "Mrs.", or "Honorable."
- 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 pre-existing relationship (i.e., the DOD member is a current client or requested to be contacted) exists between the parties and the DOD member has not asked for contact to be terminated.

C. Noncompliance

Any violation of this Policy and procedure or failure to timely cooperate in complying with its provisions by faculty or professional staff may result in disciplinary action up to and including dismissal.