



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

AMIM-WR (210a-22a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum – Home Based Business (HBB) Application Process

1. References:

- a. Army Directive (AD) 2018-29, Non-Federal Entity (NFE) Competition with Appropriated and Non-appropriated Fund (NAF) Activities on Army Installations.
- b. AR 210-22, Support for NFEs Authorized to Operate on DA Installations.
- c. HQDA EXORD 224-19, HBB Approval Process.
- d. DA Pamphlet (PAM) 40-11, Army Public Health (APH) Program.
- e. Technical Bulletin (TB) MED 530, Tri-Service Food Code.

2. Purpose. This policy supersedes all previous IMCOM HBB guidance and provides guidance for a standardized application process.

3. Applicability. This policy applies to all IMCOM installations.

4. Policy.

a. Senior Commanders (SCs) have the authority to permit HBBs in Government-owned or privatized Army Family housing on post, this includes OCONUS off installation housing that is managed/leased as military housing for soldiers and families. SCs may delegate this authority to the garrison commander (GC) but retain appellate authority. In all cases, the SC decision is final IAW Reference A.

b. Housing Managers or Privatized Housing Providers are responsible for HBB operations within their respective housing communities. SCs/GCs are encouraged to standardize installation application points of contact (POC) at the Installation Directorate of Family and Morale, Welfare and Recreation (DFMWR). Other operations, concerns, or problems regarding HBBs will fall under the authority of the appropriate staff element (ex. safety issues - safety office, illegal/unauthorized activity - law enforcement, sanitation/food safety - APH) IAW applicable regulations and guidance.

c. HBB owners residing in privatized on-post housing must obtain approval to operate from the Community Manager before submitting their application to the SC/GC. HBB owners residing in government managed housing (this includes government-owned

housing communities not within installation boundaries) must obtain approval to operate in writing from the Installation Housing Office (IHO) before submitting their application to the SC/GC.

d. IMCOM developed a standardized application template for installations to use in their internal HBB approval process. The application template may be modified based on SC/GC requirements. However, garrisons are highly encouraged to stay within Army Senior Leader intent to streamline and standardize the application process, making it easier for Soldiers and Families to operate an HBB, as well as ease transition from one installation to another. The standard for the approval process is less than 60 days. The application template is located at the following link: [https://armyeitaas.sharepoint-mil.us/sites/IMCOM-HQ-G9/SitePages/HBB Data Call.aspx](https://armyeitaas.sharepoint-mil.us/sites/IMCOM-HQ-G9/SitePages/HBB_Data_Call.aspx).

e. Including the installation Safety, Legal, or other offices as part of HBB approval process is optional. Decision for inclusion will be determined by the SC/GC.

f. Installations are prohibited from approving any HBBs as a tattoo or body art business. Body art operations as defined in DA PAM 40-1: “Body Art Operations: Body art businesses involving tattooing, application of permanent makeup, body piercing (except for ear piercing), Henna, and other invasive treatments.” Ear piercing is an authorized service only through Army & Air Force Exchange Service (AAFES) and may not be conducted as an HBB.

g. SCs/GCs should approve HBB requests that meet all local licensure or certifications, Status of Forces Agreements (SOFA)/Host Nation requirements if applicable and legal requirements, as well as those that operated at a previous duty station that meet all previously listed requirements for the incoming duty station. In no case will the SC/GC approve an HBB at the expense of the safety, community, tranquility, or good order and discipline of an Army installation.

h. Installation POCs will ensure the applicant meets all licensing and legal requirements before accepting the application for approval, to avoid delays caused by local, state, or host nation, in processing licensing, certifications, etc. Garrison staff should work together to determine a full list of requirements in order to provide applicants comprehensive information to complete their applications.

i. In order to support Soldiers and Families in the Permanent Change of Station (PCS) process, SCs/GCs will develop a local process for incoming military housing residents to gain a provisional transfer approval for their HBB, by submitting a new application package, to include all required approval documentation for the new installation, along with copies of all approved documentation for the current installation. The incoming installation will posture this transfer package for expedited approval upon the resident accepting a family housing unit and gaining community manager approval for HBB in the residence.

j. In order to support Soldiers and Families in the Permanent Change of Station (PCS) process, SCs/GCs should develop a local process for incoming military housing residents to gain a provisional transfer approval for their HBB, by submitting a new application package, to include all required approval documentation for the new installation, along with copies of all approved documentation for the current installation. The incoming installation will posture this transfer package for expedited approval upon the resident accepting a family housing unit and gaining community manager approval for HBB in the residence.

k. SC/GCs should only authorize Cottage Foods as defined in TB MED 530 for HBBs that are food based. Any deviations or exceptions will be managed and approved IAW TB MED 530, The Tri-Service Food Code (Reference e). Installation Public Health is the POC regarding these requirements.

l. Installations will have HBB application guidance and additional forms/resources to locate state, local or SOFA/Host Nation licensing, taxing, and customs/duty requirements, available and readily accessible on the garrison and MWR websites.

m. HBB application process information can be found on the MWR website at: <https://www.armymwr.com/homebasedbusiness>. This information will be made available at the garrison and MWR websites. The installation local HBB application will be available for download on the local HBB page: (garrison name.army.mwr.com/programs/home-based-business), below the standard copy provided by IMCOM DFMWR Marketing.

n. Marketing materials to promote the HBB application process can be found on MWR Brand Central at: <https://www.mwrbrandcentral.com/collections/13197>. Promotional materials will be utilized by garrisons to further advertise, market, and promote HBB.

5. Definitions.

a. IAW AR 210-22, an HBB is defined as a business whose primary office and operation is located inside the home on the installation. Examples of HBB include, but are not limited to, car repair service, hair salon services, pet grooming, and food services.

b. Individuals who work remotely from their home (i.e., consultant, freelance artist, or teleworker) or who operate their own business exclusively through online means (eBay, Etsy, etc.), are not considered an HBB and do not require approval to operate.

c. Family Child Care (FCC) homes do not align within the HBB program. Personnel desiring to provide childcare in on-post housing must register with the installation Child and Youth Services (CYS) office as part of the FCC provider system.

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d. Cottage Food is food produced in a private home or residence and is not a time/temperature controlled for safety (TCS) food. A TCS food requires refrigeration to prevent microbial growth. Characteristics of low and high-risk foods are defined in TB MED 530, the Tri-Service Food Code (Reference e).

6. Focal Point for questions regarding HBB Application process is HQ IMCOM DFMWR MSO. Point of contact is the Chief, Strategic Plans and Initiatives Branch, at (520) 674-1844.

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Lieutenant General, U.S. Army
Commanding

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