



THE BEST HOMETOWN IN EUROPE

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# HOME-BASED BUSINESS: Is it for YOU?

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Military personnel, DOD civilian employees and their family members can operate home-based businesses (HBBs), and other commercial solicitation to provide goods and services to other U.S. forces members and affiliates.

Family members stationed in Europe may want to work out of their home and try their hand at starting a business in or out of their government quarters.

Some examples of supported businesses and services are tutoring, singing and dancing lessons, photography, crafts, some cosmetic services, accounting and tax services, word processing and similar enterprises. In addition, multi-level sales activities (i.e. Avon, Tupperware and Mary Kay) are typical HBB activities.

Private organization fundraising activities, approved by MWR, are not considered HBBs.

Products and services that come into direct competition with on-post providers, such as Army and Air Force Exchange Service, Family and MWR, and other non-appropriated fund activities, are evaluated on a case-by-case basis and are generally not permitted. Additionally, the sale of goods and services against the morale and good order of the community are strictly prohibited.

Services involving hair styling, cutting and coloring; baking and food preparation; and party activities are heavily regulated by German law.

Individuals interested in operating an HBB related to these activities must comply with host nation and

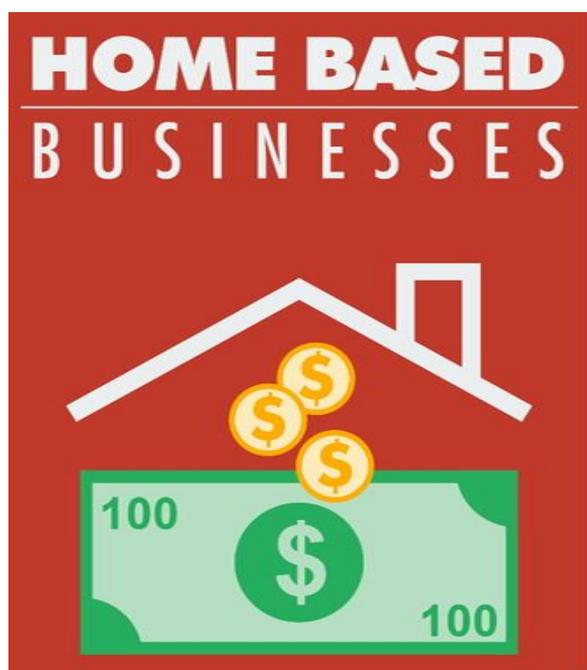
local laws regarding licensure and work permits. Business owners may also be subject to host nation taxes and fees.

All HBB owners, regardless of business or location, are subject to in-person sanitation reviews conducted by the Army and the German government.

DOD-sponsored personnel who operate unauthorized HBBs or violate Army regulation may be face disciplinary action, loss of individual logistic support, denial of access to Army installations in Europe and removal from housing.

To report unauthorized businesses or commercial activities, contact the USAG Ansbach Customs Office at DSN 314-468-7842, CIV 0981-183-7842.

**If you have any questions,  
please contact the  
Administrative Services  
Division (ASD)  
at DSN 314-467-2107,  
CIV 09802-83-2107.**



## PROCEDURES TO REQUEST AN HBB

### STEP 1:

*Know your business.* Review the On-Post Commercial Solicitation Regulation (AER 210-70) and develop a business plan to present to the ASD. Pick up a hardcopy packet outside the ASD Office located at Katterbach Kaserne, Bldg. 5817, Rm. 231 or download the USAG Ansbach HBB Application. Follow the instructions listed on the Steps for the Applicant Handout.

### STEP 2:

*Make an appointment with the ASD.* Your application will be reviewed for completeness and you will be assisted with the process. Additionally, the ASD will send an e-mail to the Commissar, AAFES, and MWR to obtain their approval of your business.

### STEP 3:

*Submit the application.* The review process can take anywhere from three to eight weeks, depending on the nature and location of the business. The ASD will send the packet for a Legal Review and staff the packet through the DHR to the Garrison Commander (GC) for approval.

### STEP 4:

*Pick up the approval packet.* You will be contacted once your HBB is approved by the GC and you will be given the final approval packet, authorizing operation of the HBB or commercial solicitation.

***IMPORTANT NOTE: Take a photo of the approval letter with your phone so you will have it with you at all times, which is required.***

### STEP 5:

*Renewal.* The HBB or commercial solicitation must be approved every 2 years or the date indicated in the authorization packet.

- ❖ *Go to the USAG Ansbach website.*
- ❖ *Get information about the Home-Based Business (HBB) process along with a downloadable and fillable HBB application.*
- ❖ *Reach it from the newcomer's page under EMPLOYMENT, from the Garrison PHONE BOOK, and through the "Search" function.*