



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

AMIM-DAG-ZA (100)

SEP 23 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Business (HBB) on U.S. Army Garrison (USAG) Daegu

1. PURPOSE: To provide SOP for the administrative management of HBBs operating within USAG Daegu.

2. APPLICABILITY: This SOP applies to NAF Support Management Division (NSMD), Directorate of Family and Morale, Welfare and Recreation (DFMWR) as well as all HBBs, having responsibility for the management of HBBs with USAG Daegu.

3. REFERENCES:

- a. AR 210-7, Personal Commercial Solicitation on Army Installations, 11 May 2021.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 2022.
- c. AR 420-1, Army Facilities Management, 12 February 2008.
- d. USFK Reg. 643-2, Transfers of Duty-Free Items, 8 November 2017.
- e. DoD 4525.6-M, Department of Defense Postal Manual, 15 August 2002.
- f. AR 608-10, Child Development Services, 11 May 2017.
- g. Army Directive 2018-29, Non Federal Entity Competition With Appropriated and Nonappropriated Fund Activities on Army Installations, 17 December 2018.
- h. OPOD 20-045, Installation Home Based Business Program Application and Process Enhancement and Quarterly Reporting Requirement, 11 May 2020.

4. ETHICAL CONSIDERATIONS:

a. HBBs are Non Federal Entities (NFEs) that authorized residents own or operate to offer sales or services from within their residence on an Army Installation in accordance with AR 420-1. A NFE is generally a self-sustaining, non-Federal person or organization, established, operated, and controlled by any individual(s) acting outside

AMIM-DAG-ZA (100)

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Business (HBB) on U.S. Army Garrison (USAG) Daegu

the scope of any official capacity as officers, employees, or agents of the Federal Government.

b. The sales or services generated by a HBB generally do not compete with an installation's officially sanctioned commerce. When they appear to compete, the Garrison Commander will consider HBBs an acceptable "supplement" to military exchanges and Family and Morale, Welfare and Recreation (FMWR) programs, or resale activities, as appropriated in the GC's discretion.

c. NFEs are not entitled to, and will not receive, Army endorsement by virtue of their contributions to the military community or installation, their promotion or support of Army goals and objectives, or for any other reason.

5. GENERAL:

a. Military spouses' ability to secure employment significantly impacts the quality of family life in the Armed Forces. Ultimately, unemployment and underemployment of spouses, resulting from frequent moves or unfavorable location factors, can influence Armed Forces retention. HBBs are hailed by many military spouses as an answer to the employment issues facing them. AR 420-1, paragraph 3-19, encourages commanders to permit the limited use of on-post, Government-controlled Family housing for limited commercial activities.

b. The Garrison Commander is authorized to permit limited commercial activities by sponsors and/or Family members, Government-controlled Family housing. The Garrison Commander does not have the authority to authorize residents' to operate a business off the installation. In foreign areas, Family housing resident may be subject to local host nation requirements as well as Status of Force Agreement (SOFA) and custom regulations. Residents seeking to make personal commercial solicitations on-post must first obtain permission from the Garrison Commander, IAW AR 210-7.

c. Authorization to operate within the community of USAG Daegu is then granted for 3 years and becomes transferrable to your next Garrison if it is still valid. A new application for renewal must be submitted 60 days before the expiration date of the current authorization. The Garrison Commander may revoke the HBBs permission to operate at any time.

6. RESPONSIBILITIES:

a. NSMD, DFMWR, USAG Daegu is the agency responsible for exercising staff oversight, on behalf of the Garrison Commander. NSMD, DFMWR will:

AMIM-DAG-ZA (100)

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Business (HBB) on U.S. Army Garrison (USAG) Daegu

(1) Act as the overall monitoring agency to ensure compliance with applicable regulations and directives.

(2) Initiate the route of all requests for the approval of all HBBs and maintain a tracking system to ensure the timely approval/disapproval of all requests.

(3) Review the status of all documents submitted while all validating the contents to ensure HBBs are operating within the confines of Army Regulations and Policies.

(4) Maintain an Activity Log for all requests for HBBs to attend FMWR community wide events on the Installation.

(5) Report no later than 5 Business days to IMCOM HQ on the HQ SharePoint site, https://army.deps.mil/army/cmds/imcom_G9/G9/MSO/SitePages/HBB_Data_Call.aspx, how many approved HBBs are on USAG Daegu.

(6) Make the HBB application guidance to include the SOP readily available for both employees and owners on the Garrison and FMWR websites.

(7) Process HBB applications as consistently and expeditiously as possible but the process should take no more than 60 days.

b. HBB owners will:

(1) Report to NSMD, DFMMWR, USAG Daegu on any major changes in the HBB activities, name of business, business location address, email address, and telephone number.

(2) Comply with all Federal, State, Local, and Host Nation tax laws, codes, and regulations. It is the HBB owner's responsibility to contact the proper tax officials to ensure compliance.

(3) Obtain the necessary permissions, licenses (if applicable), liability insurance, and any damages to third parties arising from the conduct of the business.

7. PROCEDURES:

a. Obtain the HBB Application: The application for all HBBs can be found electronically on the USAG Daegu Garrison website and the USAG Daegu FMWR website. Applications can also be picked up manually at the DFMMWR's headquarters building on Camp Walker. The application must also have attached with it:

AMIM-DAG-ZA (100)

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Business (HBB) on U.S. Army Garrison (USAG) Daegu

- (1) Pictures of the product example, if applicable.
- (2) Permission from the Sponsor's Unit Commander.
- (3) A Good Health Certificate, if applicable.
- (4) A Food Handler's Certificate, if applicable.

b. Complete the application:

(1) The application must be signed off by the Safety Officer, AAFES Manager, USAG Daegu's Housing Manager, and Preventative Med (Only if the business has food involved) in sequence.

(2) Each manager will review a detailed description of the proposed business and provide recommendations to the Garrison Commander.

c. Turn in the application: Once the application is turned in to DFMWR and all requirements are met, the packet will be routed to Staff Judge Advocate (SJA) for legal review and then ultimately the Garrison Commander.

8. GENERAL RESTRICTIONS:

a. Childcare, as outlined in AR 608-10, is not to be performed by any HBBs in USAG Daegu. Babysitting will not be approved without prior approval by Child Youth Services Division, DFWMR and the applicant is on the approved trained babysitters list.

b. In no case should the Garrison Commander approve a HBB at the expense of the safety, community tranquility, or good order and discipline of an Army installation, AR 210-22.

c. HBBs will not be approved if the sponsor or applicant's sponsor's DEROS date is within 3 months of application.

d. In accordance with DoD 4525.6-M, sending or receiving items through the Intra-theater Delivery Service (IDS) (Military Postal System) to advertise home businesses, to sell merchandise, or to conduct business or for commercial purposes is prohibited. This resale prohibition applies whether sale is to authorized MPS users or not, and regardless of the beneficiary of the proceeds; i.e., charitable organizations or non-appropriated welfare fund activities.

AMIM-DAG-ZA (100)

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Business (HBB) on U.S. Army Garrison (USAG) Daegu

11. The point of contact for further information regarding Home Based Business is, Kang, Po Kyong, Home Based Business Coordinator, at DSN: 763-6075 or email: pokyong.kang.ln@army.mil.

12. The proponent for this SOP is the NAF Support Manager, Julie A. Kircher at DSN: 763-5940, email: Julie.a.kircher.naf@army.mil.

Encl
Home-based Business Application



BRIAN P. SCHOELLHORN
COL, AR
Commanding

Example Application for Home-Based

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
<u>Briefly describe the proposed business activity:</u>			
<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>	

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	Camp Walker S-374	050-3363-6075	Application Pick-up			
Installation Safety	Camp Henry Bldg. 1211	050-3363-5990	Approval	Disapproval		
USAG Daegu Housing Manager	Camp Walker Bldg. 330	050-3363-4570	Approval	Disapproval		
Preventive Med (If the business has food involved)	Camp Walker Bldg. 303	0503-3337-4700	Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation	Camp Walker S-374	050-3363-6075	Application Turn-in			
Judge Advocate General (Legal Review)	Camp Henry Bldg. 1814	050-3363-4437	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.

BRIAN P. SCHOELLHORN
COL, AR
Commanding

Expiration Date: _____

(3 years from date of signature unless otherwise indicated)