



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

AMIM-DAG-ZA (1b)

24 SEP 2021

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY
GARRISON (USAG) DAEGU AND AREA IV

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-53, Home Based Business (HBB) Application Approval Procedures

1. The proponent agency for this policy is the NAF Support Management Division (NSMD), Directorate of Family and Morale, Welfare, and Recreation (DFMWR), and USAG Daegu.
2. This policy is effective immediately. It remains in effect until rescinded or superseded by DFMWR.
3. References:
 - a. AR 210-7, Personal Commercial Solicitation on Army Installations, 11 May 2021.
 - b. AR 420-1, Army Facilities Management, 12 February 2008.
 - c. USFK Reg. 643-2, Transfers of Duty-Free Items, 8 November 2017.
 - d. DoD 4525.6-M, Department of Defense Postal Manual, 15 August 2002.
 - e. AR 608-10, Child Development Services, 11 May 2017.
 - f. Army Directive 2018-29, Non Federal Entity Competition With Appropriated and Nonappropriated Fund Activities on Army Installations, 17 December 2018.
 - g. OPORD 20-045 Installation Home Based Business Program Application and Process Enhancement and Quarterly Reporting Requirement, 11 May 2020.
4. Purpose: To provide an SOP for the administrative management of Home Based Businesses (HBBs) operating within USAG Daegu.
5. Applicability: This policy applies to NSMD, DFMWR as well as all HBBs, having responsibility for the management of HBBs within USAG Daegu.
6. Ethical Considerations: Non Federal Entities (NFEs) are self-sustaining organizations, incorporated or unincorporated, that are not an agency or instrumentality

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of the Federal Government. The membership of these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. HBBs are NFEs that authorized residents own or operate to offer sales or services from within their residence on an Army installation. The sales or services generated by an HBB generally cannot compete with an installation's officially sanctioned commerce. When they appear to compete, the Installation will consider the HBB a "supplement" to military exchanges, Family and Morale, Welfare and Recreation (FMWR) programs, or resale activities.

7. 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 3-18, encourages commanders to permit the limited use of military and off post housing for commercial activities. However, parties interested in conducting a home-based enterprise are cautioned to consider the surrounding legal issues.

b. The Garrison Commander is vested by AR 420-1, paragraph 3-18a, with the authority to grant or deny permission to operate HBBs in government quarters or off post housing. In addition, anyone seeking to make personal commercial solicitations on post must first obtain permission from the Garrison Commander, AR 210-7, paragraph 2-1a(1).

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.

8. Responsibilities:

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

b. NSMD, DFMWR will:

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

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(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) DFMWR will make the HBB application guidance to include the SOP readily available for both employees and business owners on the Garrison and FMWR websites.

9. Procedures:

a. Permission to Operate: 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 DFMWR's headquarters building on Camp Walker.

b. The application must be signed off on by the USAG Daegu's Housing Manager, Safety Officer, AAFES Manager, and Preventative Med (Only if the business has food involved) before it can be turned back into DFMWR. In addition the application must also have attached with it:

(1) Pictures of what the business will selling (Examples or a business card is also fine).

(2) A Good Health Certificate if the business is to be selling food items.

(3) A Food Handler's Certificate if the Business is to be selling food items.

(4) Permission from the Sponsor's Unit Commander.

c. Once the application is returned to DFMWR and all requirements are met, the packet will be routed to Staff Judge Advocate (SJA) and then ultimately the Garrison Commander for approval.

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d. Insurance: The HBB owner is responsible for obtaining the necessary permissions, licenses (if applicable), and liability insurance. The HBB owner also is responsible for any damages to third parties arising from the conduct of the business.

e. Taxes: The HBB owner will comply with all Federal, State, Local, and Host Nation tax laws and codes. It is the HBB owner's responsibility to contact the proper tax officials to ensure compliance.

f. General restrictions:

(1) 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.

(2) Activities that "interfere with community tranquility or present safety hazards" will not be approved, AR 420-1, paragraph 3-19 b(1).

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

(4) 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.

10. 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@mail.mil.

11. The proponent for this Policy Letter is the NAF Support Manager, Julie A. Kircher at DSN: 763-5940 or email: Julie.a.kircher.naf@mail.mil.

Encls
Home-based Business Application



BRIAN P. SCHOELLHORN
COL, AR
Commanding

USAG Daegu Home-Based Business Permit

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

| | | |
|---|-------------------------|-----------------------------|
| Name (Last, First, MI) | Name of Business | Telephone Number |
| Address of Proposed Business: | Email Address: | Previously Approved? |
| Installation if Previously Approved: | | YES NO |
| Briefly describe the proposed business activity: | | |

Business Category: _____ **Spouse Owned and Operated?** _____ **Application Submission Date:** _____

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 Bldg. 374 | 050-3363-5942 | Application Pick-up | | | |
| USAG Daegu Housing Manager | Camp Walker Bldg. 330 | 050-3363-4570 | Approval | Disapproval | | |
| AAFES Manager | Camp Walker Bldg. S340 | 050-3364-4638 | Approval | Disapproval | | |
| Installation Safety | Camp Henry Bldg. 1211 | 050-3363-5990 | Approval | Disapproval | | |
| Preventive Med (If Applicable) <small>*also need a "Good Health Certificate attached"</small> | Camp Walker Bldg. 303 | 050-3373-4700 | Approval | Disapproval | | |
| Directorate, Family, Morale, Welfare and Recreation | Camp Walker Bldg. 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 Disapproval

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)