



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

10 Nov 22

MEMORANDUM FOR All Military Personnel, Family Members, Department of Defense (DoD) Civilian Employees and Retirees within U.S. Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-48, Home-Based Businesses (HBBs) and Home-Based Businesses-Cottage Food (HBB-CF)

1. References.

a. IMCOM Policy Memorandum 215-1-14, IMCOM Garrison Home-Based Business Implementation Guidance, 08 Jan 20.

b. Department of Defense Instruction (DoDI) 1344.07, Personal Commercial Solicitation on DoD Installations, 30 Mar 06.

c. Army Directive (AD) 2018-29, Non-Federal Entity Competition with Appropriated and Nonappropriated Fund Activities on Army Installations, 17 Dec 18.

d. Memorandum, Under Secretary of Defense for Personnel and Readiness, Non-Federal Entity Competition with Appropriated and Non-appropriated Fund Activities on DoD Installations, 26 Sep 18.

e. Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations, 11 May 21.

f. Technical Bulletin Medical (TB MED) 530, Tri-Service Food Code, 01 Mar 19.

g. Policy memorandum USAG-HI-13, Animal Control Policy, 1 Jul 21.

h. Island Palm Community (IPC) Resident Guide, 24 Sep 19.

2. Purpose. To establish the policy and procedures to use in the administration of all HBBs and HBB-CF operating on USAG-HI Installations. HBBs and HBBs-CF are Non-Federal Entities (NFE) owned or operated by authorized residents on USAG-HI Installations and are subject to regulations and supervision.

3. Scope. This policy institutes and reinforces the following:

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a. The approval authority to operate a HBBs and HBBs-CF on the installation is the Senior Commander (SC) or, when delegated, the Garrison Commander (GC).

b. This policy applies to all Active Duty, Family Members, Civilian and Retirees residing on USAG-HI Installations, to include on-post and off-post government controlled housing areas.

c. Individuals seeking to conduct a HBBs/ HBBs-CF or advertise their products / services on any property controlled by USAG-HI, to include on-post housing, must do so adhering to regulated standards.

d. All HBBs and HBB-CF applicants are responsible for completing the application process, which includes obtaining permission, licenses (if applicable), and liability insurance.

4. Exclusions. This policy does not apply to:

a. Personnel desiring to provide childcare in on-post housing. Those individuals must register, receive training, complete background checks, undergo home inspections, and receive certification by the installation Child and Youth Services (CYS) office as part of the Family Child Care (FCC) provider program.

b. Individuals who reside in family housing located on USAG-HI Installations that work remotely out of their residence and who lawfully operate their own business exclusively through online means are not considered HBBs and do not require approval. Examples of these types of businesses include but are not limited to:

(1) Etsy and eBay.

(2) Bookkeeping and tax preparation.

(3) Personal training & pet sitting (when conducted outside the home).

(4) Photography, graphic design, and advertising services.

(5) Tutoring and music instruction.

(6) Housecleaning and lawn care.

c. Individuals and/or companies delivering products on USAG-HI Installations as requested by individuals working or residing on the installation, such as deliveries of food, laundry, newspapers, and related services to personal residences on the installation.

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- d. Residents participating in authorized yard sale activities.
 - e. Solicitors or vendors who desire to meet with Army Contracting (procurement) Office representatives or its nonappropriated fund activities to sell or deliver day to day goods and services through established contracting and procurement channels.
5. Home-Based Businesses policy.
- a. Residents operating HBBs in Government housing on USAG-HI Installations must have a letter of authorization from the GC, (See Enclosure 1).
 - b. The GC will exercise oversight authority and monitor HBBs operating on U.S. Army Hawaii Installations.
 - c. The GC may deny or revoke a HBB permit if it is in the best interest of the command. Revocation grounds include, but are not limited to:
 - (1) Making false statements on the HBB Packet.
 - (2) Engaging in any act in violation of the law, Army or USAG regulations or policy, or any act threatening the health, safety or security of the Installation or Installation personnel. Must be in compliance with city, State or Federal agency, or department with applicable license, laws, codes, regulations, and/or requirements.
 - d. HBB applicants whose requests or privileges are denied/revoked may appeal in writing to the GC.
 - e. Distribution of or posting flyers, business cards, promotional materials, etc., anywhere on USAG-HI Installations is prohibited except for authorized paid advertising through the Directorate of Family and Morale, Welfare and Recreation (DFMWR).
 - f. Unapproved advertisement will be removed at the discretion of the DFMWR or any Installation agency when discovered. Return of removed advertisement is at the discretion of the approving official. Wrongful placement may result in loss of privileges.
 - g. Approved advertisements must contain disclaimers indicating the activities of the HBB is not endorsed by the Department of Defense, Department of the Army or USAG-HI. All HBBs must post a similar disclaimer, clearly visible, at the site where HBB sales/commercial activity takes place.
 - h. All HBBs requests are subject to a legal review by the Staff Judge Advocate (SJA) office.

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i. Active duty members applying for a HBB permit are required to have approval to conduct a business from their Unit Commander.

j. Requester will be notified of approved permits in writing within 60 days of HBB packet submission.

k. Approved permits will be valid for a period of three years from date of approval. Renewals must be submitted at least 60 days prior to expiration to ensure uninterrupted service.

6. Home-Based Businesses operating in government housing.

a. Prior to operating a HBB in Government-owned or leased quarters, individuals must submit an application to the office designated by the applicant's community housing manager, (See Enclosure 2).

b. HBB owners may require minor modifications to their housing unit to facilitate successful operation of their business. The HBB owner will bear the costs of such modifications except when the requested modifications match the upgrades required for meeting current safety or building codes. If required, the HBB owner will bear the cost for restoring the housing unit to its original configuration. Any planned modification to a housing unit to conduct a HBB activity must be approved in advance by the Housing Office.

c. HBBs may not encumber more than 25 percent of a 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.

d. HBBs signage is limited to what can be displayed in a single window from the inside and may not be illuminated.

e. Customer may only patronize a HBB between the hours of 0600 and 2000.

f. Noise, vibrations, or odors shall not be detectable beyond the property line.

g. Solicitation during Private Events and Functions held in a DFMWR Facility require a copy of the authorization letter from GC and a vendor agreement permit , (See Enclosure 3).

h. IPC residents operating pet grooming and/or pet sitting within their home must comply with Policy Memorandum, USAG-HI-13, Stray and Feral Animal Control Policy and IPC Resident Guide.

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i. HBBs must register with The Hawaii Business Registration (BREG) Division, Department of Commerce & Consumer Affairs (DCCA) at [Hawaii Business Express | BREG DCCA \(ehawaii.gov\)](#).

j. HBBs must obtain a General Excise Tax License visit website at <https://tax.hawaii.gov>

7. HBB-CF, applicants are also subject to the following additional requirements:

a. HBB-CF must be food produced in a private home or residence and is not a Time, Temperature, Control Safety (TCS) food.

b. HBB-CF applicant must register through the Tripler Army Medical Center, Environmental Health (TAMC-EH) for review and approval of proposed HBB-CF prior to initiating the sales of foods.

c. The registration must be a written document containing:

(1) The street address of the location where the HBB-CF will be produced.

(2) A list of the HBB-CF that will be produced.

(3) A copy of the recipe for each food produced. Recipes shall identify all of the ingredients and a description of the production method and process controls (for example, cooling equipment, product holding/storage, and packaging).

(4) The method of advertising or point of sale location in which the HBB-CF will be provided to the consumer.

d. HBB-CF will:

(1) Produce the HBB-CF in the kitchen or residence that was stated in the registration packet and is identified on the food label as above.

(2) Maintain a copy of each HBB-CF recipe and provide a copy to the TAMC-EH upon request.

(3) Must be the original processor of the food. Foods from another producer cannot be repackaged.

(4) Package or wrap the food using clean food containers or food-grade foils or plastic wrap and follow State guidelines.

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(5) Place a label on the packaged food to indicate the following:

(a) The name, address, and phone number of the CF producer.

(b) Ingredients that are known food allergens such as such as: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soy beans or a food ingredient that contains a protein derived from a food specified in these known food allergens.

(c) A consumer notice that specifies. "This food was produced in a home kitchen not subject to public health inspection."

(d) Complete ServSafe Food Managers Training or food manager training from an accredited program

8. HBB may not sell HIGH-RISK FOODS or the following LOW-RISK FOODS:

a. Honey.

b. Home-canned vegetables, meats, or stews

9. Prohibited practices.

a. The following solicitation practices are prohibited on USAG-HI Installations, per AR 210-7, paragraph 2-9:

(1) Solicitation during any large (captive) audience such as enlistment or induction ceremonies.

(2) Making appointments, promoting a HBB, or soliciting personnel while on-duty in any capacity (verbal, e-mail, etc.)

(3) Soliciting in a Government housing, workplace, unit dayroom, dining facility, or barracks areas.

(4) Soliciting door to door or without an appointment.

(5) Use of official government identification (ID) cards by retired, United States Army Reserve (USAR) personnel or government service employees to gain access to USAG-HI Installations to solicit.

(6) Use of any manipulative, deceptive, or fraudulent practice, including misleading advertisement or sales literature.

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(7) Any oral or written representations to suggest or appear that the Army sponsors or endorses any HBB, its agents, or any item offered.

(8) Improper use of official workspace for appointments, business cards, or desk signs displaying the name of any HBB company or product.

(9) Procuring, attempting to procure, or supplying roster listings of DoD personnel for purposes of commercial solicitation except for releases granted in accordance with DoD Directive 5400.7. website down to verify.

(10) Use of Government e-mail or communication channels, the "Daily Bulletin" or any other notice, official or unofficial, announcing the presence of a HBB or advertising its products outside of authorized paid advertising methods.

9. HBBs / HBBs-CF applicants will complete all prerequisite requirements on the checklist, (See Enclosure 4) and schedule an appointment with the designated Business and Nonprofit Liaison. Incomplete packets will be returned without further processing.

10. Penalties for noncompliance. Those who violate or continue to disregard the Army and USAG-HI HBB / HBB-CF policy, may have their HBB privileges suspended and/or be barred from the installation by the Garrison Commander.


11. Military personnel, Family members, Civilians and Retirees with questions about the HBB process are encouraged to seek assistance from the Business and Nonprofit Liaison. Assistance is also available through the Installation Legal Assistance Office or Housing Community Office.

12. This policy supersedes Policy Memorandum USAG-HI-48, SAB, dated 19 Nov 20 and remains in effect until superseded or rescinded in writing.

13. Point of Contact. Proponent for this policy is the MWR Business and Nonprofit Liaison at, (808) 656-0104 or usarmy.wheeler.imcom-pacific.mbx.business-liaison@army.mil.

Encls 4
as

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Date: 2022.11.10 14:31:13 -10'00'

STEVEN B. MCGUNEGLE
COL, AR
Commanding

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Enclosure 1

DEPARTMENT OF THE ARMY

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745 WRIGHT AVENUE, BLDG 107, WHEELER ARMY AIRFIELD,
SCHOFIELD BARRACKS, HAWAII 96857-5000**

Office of the Garrison Commander

HBB Applicant
123 Lane
Schofield Barracks, HI 96786

Dear HBB Applicant

This letter is in response to your Home Based Business request to operate ABC Company on United States Army Garrison- Hawaii (USAG-HI).

Your request to provide this service on USAG-HI has been carefully reviewed. I am happy to inform you that your application has been approved for one year from the date of this letter with the following stipulations:

Compliance with all Federal and State of Hawaii regulations and laws is required. The exercise of the privileges herein granted shall constitute acceptance and full responsibility of the foregoing conditions of this permit which must be in your possession to conduct business on USAG-HI. The Garrison Commander has the right to revoke permission to conduct business on USAG-HI at any time.

If you have any questions, you may contact Business and Nonprofit Liaison, at usarmy.wheeler.id-pacific.mbx.business-liaison@mail.mil or (808)-656-0104.

Sincerely,

NAME
Colonel, U.S. Army
Commanding

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Enclosure 2

Application for Home-Based Business Permit U.S. Army Garrison-Hawaii (USAG-HI)					
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.					
Home-Based Business Owner					
Name (Last, First, MI)		Name of Business		Telephone Number	
Address of Proposed Business:		Email Address:		Previously Approved?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Installation Name (If Previously Approved):					
Briefly describe the proposed business activity:					
Business Category:		Spouse Owned and Operated?		Application Submission Date:	
General Excise Tax (GETax) Number:					
<p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating. <input type="checkbox"/> The HBB owner is responsible for any damages to third parties arising from the conduct of their business. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Customers may only patronize a HBB between the hours of 0600 and 2000. <input type="checkbox"/> Noise, vibrations, or odors shall not be detectable beyond the property line. <input type="checkbox"/> The HBB owner residing in privateized on-post housing must obtain an acknowledgement to operate in writing from the housing community manager, before submitting a request to the Senior or Garrison Commander. 					
<p>Home-Based Business Owner: I certify that the above statements are true and that I have read and will abide by the rules above and any additional guidance contained within the installation's HBB policy letter.</p> <p>Signature: _____ Date: _____</p>					
Installation Coordination					
Directorate / Office	Building	Telephone #	Status	Initial	Date
Directorate, Family, Morale, Welfare and Recreation		656-0104/0129	Application Pick-up <input type="checkbox"/>		
IPC Community Manager			Acknowledge <input type="checkbox"/> Housing: <input type="checkbox"/>		
TAMC- Environmental Health			Concur <input type="checkbox"/> Non-Concur <input type="checkbox"/>		
Additional Office _____			Concur <input type="checkbox"/> Non-Concur <input type="checkbox"/>		
Directorate, Family, Morale, Welfare and Recreation		656-0104/0129	Application Turn-in <input type="checkbox"/>		
Judge Advocate General (Legal Review)			No Legal Objection <input type="checkbox"/> Legally Insufficient <input type="checkbox"/>		
Installation Approval Authority					
I have reviewed the above application for HBB permit and I have decided to <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove (Select One)					
Valid for Three Years/ Expiration Date: _____ (3 years from date of signature unless otherwise indicated)				<p style="text-align: center;">///Signature/// FIRST M. LAST NAME Rank, Branch Commanding</p>	

USAG-HI FORM 2 JUN 2022 (Previous edition of JUN 2020 is obsolete)

Enclosure 3, Page 1 of 2

COMMERCIAL VENDOR AGREEMENT
Home-based Business at Approved
Private Nonprofit Sponsored Events on the Installations

The following rules will govern space(s) at approved private nonprofit sponsored events on United States Army Garrison, Hawaii.

1. The contractor shall pay the Installation Morale, Welfare and Recreation Fund (IMWRF) an annual non-refundable flat fee includes a six-foot table, covered with a tablecloth, two chairs and the ability to participate in an approved private nonprofit sponsored events.

Options for Events:

a. One Event	\$45.00
b. Five Events	\$75.00
c. Ten Events	\$150.00

2. The Contractor is responsible to provide all labor, materials, equipment, merchandise, supplies and support necessary to present a commercial exhibition and is also responsible to install and dismantle exhibit.

3. The Contractor must have a General Excise Tax Number (GET).

4. Contractor must be in place during the open hours of the event (event specific). Contractor is responsible for cleanup of their area and must remove all items and materials when leaving. All waste material must be taken to the dumpster provided.

5. Solicitation of business and the selling of merchandise are allowed within the exhibitor's own space of those goods handled or manufactured by the contractor. Solicitation of business by others within the space is not authorized.

6. The Contractor is not authorized to sublet in whole or in part his space to any other exhibitor unless authorized by the Director of Family and Morale, Welfare and Recreation or his/her authorized representative.

7. Electrical and plumbing facilities are not available at Contractor's spaces.

8. The IMWRF reserves the right to restrict an exhibit that might be considered objectionable under USAG-HI standards for on-post conduct, attire, or acceptable materials for sale. This restriction includes articles, conduct, dress of models, printed materials or other items. Violation of any restriction herein will, at the discretion of the IMWRF, REQUIRES EXPULSION FROM THE AREA.

9. The USAG-HI IMWRF will not be responsible for theft, damage, or loss of sales. Income derived from sales at the event is not subject to any commission. They remain the property of the Contractor.

10. The registration agreement cannot be changed, altered, modified or otherwise transferred by either party without written consent of the parties, and will not be considered a joint venture nor partnership between contractor and the IMWRF.

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Enclosure 3, Continued, 2 of 2

11. Contractors are responsible for all taxes, whether excise, income or any other levies relating to income from the event:

STATEMENT OF LIABILITY: I agree to release and hold harmless the USAG-HI, Community and Family Activities, Nonappropriated Fund Support Division and the United States Government from any liabilities for any injuries, damages, or losses incurred by me or my property, caused by government negligence, while being present on, entering into, and leaving the premises designated as Schofield Barracks for the purpose of participating in the approved private nonprofit sponsored event(s). This release is binding on my heirs, executors and assigns. In addition, I agree to indemnify the U.S. Government for any damages I cause while participating in said event.

12. We the undersigned, have read, understand, and agree to the proceeding articles.

FOR THE CONTRACTOR:

Select Event:

- (1) Event for \$45.00
- (5) Events for \$75.00
- (10) Events for \$150.00

FOR THE NAFI:

Signature of Contractor

Signature of NAFI Representative

Type or Print Name

Type or Print Name

Address

Business & Nonprofit Liaison

Phone Number

350 Eastman Rd. Bldg. 547 WAAF
Schofield Barracks, HI 96857

Address

General Excise Tax Number

(808) 656-0104

Phone Number

HBB Permit Number

Date Signed

Date Signed

Vendor Contract Number

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Enclosure 4



HOME-BASED BUSINESSES & COTTAGE FOOD (HBB)/ (HBB-CF)
CHECKLIST- 3 YEAR ACCESS

- NAME: _____
- BUSINESS NAME: _____
- HOUSING COMMUNITY NAME: _____
- COMPLETED APPLICATION (including community managers signature sponsor's information, signature, initials and date)
 - BUSINESS INFORMATION (catalogs, brochures, pamphlets, handouts, pictures, website link, etc.)
 - REGISTRATION: Department of Commerce & Consumer Affairs (DCCA)
 - GENERAL EXCISE TAX LICENSE VERIFIED
 - INSURANCE LICENSE (if applicable)
 - CERTIFICATES or LICENSE (if applicable)
 - MILITARY ID VERIFIED

ONLY: HBB-CF MUST ALSO INCLUDE THE FOLLOWING:

- BUSINESS PROPOSAL TO INCLUDE (a-d)
 - a. A statement that reads "Made in a home kitchen not routinely inspected by the Department of Health".
 - b. The common name of the product or a descriptive name.
 - c. Ingredient list if made from two or more ingredients, listed in descending order or predominance by weight.
 - d. The name and contact information of the homemade food product operator.
- FOOD SAFETY CERTIFICATE – American National Standard Institute (ANSI) accredited courses will meet the Department of Health requirement. Visit: [Food Safety Branch | Food Safety Education \(hawaii.gov\)](#)

NOTES: _____
