MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Employees, Authorized Home-Based Business (HBB), Commercial Solicitation and Authorized Private Organizations (POs) within United States Army Garrison-Hawaii (USAG-HI) Installations. This policy remains in effect until rescinded or Health Condition Level Alpha (HPCON).

SUBJECT: USAG-HI Temporary Policy Letter #06 - Resumes Operations Based on COVID-19 Mitigation Plan for HBB, Com. Sol., and POs

1. References.
   c. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.

2. Purpose.
   b. This memorandum provides policy regarding the re-opening for Non-Federal Entities (NFE) such as, HBB’s, Com. Sol., and POs on USAG-HI Installations.
This memorandum provides policy regarding fundraising on USAG-HI
Installations.

3. Policy. NFE’s and fundraising activities may resume operations only when approved
by the Garrison Commander on a case-by-case basis.

4. Compliance. Given changes in State and Federal, provisions related to re-opening
for businesses and permitted gathering, all NFE are responsible to comply and verify
current rules for permitted and prohibited activities. NFE must follow the public health
practices from the CDC and OSHA plus in compliance with relevant provisions of the
U.S. Army Pacific (USARPAC) General Order (GO), to limit the continuing spread of the
virus, and preserve the health and welfare of Service Members, DA Civilian employees,
their Families, and the local communities in which we live.

5. Noncompliance.
   a. Persons found violating Army and USAG-HI solicitation polices, may have their
      solicitation privileges suspended or be barred from the installation by the Garrison
      Commander.
   
   b. These provisions are punitive and violations by Soldiers may be punished under
      the Uniform Code of Military Justice (UCMJ).

6. Instructions. Prior to re-opening HBBs, Com. Sol., and POs are required to submit a
memorandum requesting to resume operation and a COVID-19 risk-mitigation operation
plan to the Business and Nonprofit Liaison via email at usarmy.wheeler.id-
pacific.mbx.business-liaison@mail.mil. The risk-mitigation plan must explain and list the
following:
   
   a. Operating hours
   
   b. Restart Readiness Checklist, a sample can be found within reference f, page 6.
   
   c. Guiding strategies for Social Distancing
   
   d. Sanitation Procedures to include a list of cleaning supplies/products plus step by
      step cleaning procedures during and after hours of operations.
   
   e. Visitors Log to assist with contract tracing.

7. Military personnel, Family members, and Retirees with questions concerning the
HBB or PO 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.
IMHW-ZA
SUBJECT: USAG-HI Temporary Policy Letter #06 - Resumes Operations Based on COVID-19 Mitigation Plan for HBB, Com. Sol., and POs

8. This memorandum is effective until Health Protection Conditions (HPCON) change from Bravo to Alpha for USAG-HI personnel.

9. Point of Contact. Proponent for this policy is the MWR Business and Nonprofit Liaison at, (808) 656-0084 or www.usarmy.wheeler.imcom-pacific.mbx.business-liaison.

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COL, AV
Commanding