



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

19 Nov 21

AMIM-HMW-N

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #26, Home-Based Business (HBB) Program

1. References.

- a. Army Directive (AD) 2018-29, Non-Federal Entity Competition with Appropriated and Non-appropriated Fund Activities on Army Installations, 17 Dec 18.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 22.
- c. HQDA EXORD 224-19, HBB Approval Process, DTG 042044ZSEP19.
- d. DA Pamphlet (PAM) 40-11, Army Public Health Program, 18 May 20.
- e. Technical Bulletin (TB) MED 530, Tri-Service Food Code, 01 Mar 19.

2. Purpose. To establish procedures and provide guidance for military and civilian personnel and Family members assigned to USAG Humphreys.

3. Applicability. This policy applies to members of all Services, DoD civilian employees, and Family members assigned to USAG Humphreys.

4. Definitions.

- a. IAW AR 210-22, an HBB is a business whose primary office and operation is located inside the home on the installation. Examples of HBB include but are not limited to car repair service, hair salon services, pet grooming, and food services.
- b. Individuals who work remotely from their home (i.e., consultant, freelance artist, or teleworker) or who operate their own business exclusively through online means (eBay or Etsy), are not considered an HBB and do not require approval to operate.
- c. Personnel desiring to provide childcare in on-post housing must register with the installation Child, Youth and School (CYS) services office as part of the Family Child Care (FCC) provider system. FCCs do not align within the HBB program.
- d. Cottage Food is food that is produced in a private residence and is not time or temperature controlled for safety (TCS) food. A TCS food is one that requires refrigeration

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to prevent microbial growth. Characteristics of low and high-risk foods are defined in TB MED 530, Tri-Service Food Code.

5. General.

a. The Directorate of Family and Morale, Welfare and Recreation (MWR) is the single point of entry for HBB applications on USAG Humphreys. MWR offers HBB training for on-post residents the first Friday of each month in Building 12601, Room #G209. Pre-registration is not required.

b. The HBB application is available at Building 12601, Room #G258, DSN 755-2668, commercial 0503-355-2668, on the garrison website, and is enclosed with this policy letter. Application may be submitted in person or to [usarmy.humphreys.imcom.mbx.fmwr-hbb@army.mil](mailto:usarmy.humphreys.imcom.mbx.fmwr-hbb@army.mil).

c. The HBB owner is responsible for completing the application process, obtaining the necessary permissions, applicable licenses, and liability insurance. The HBB owner is also responsible for any damages to a third party arising from the conduct of the business.

d. The HBB owner is responsible for being aware of and operating in compliance with all references in paragraph 1.

e. The HBB owner is required to comply with and is subject to inspection by the appropriate installation authority in compliance with applicable laws, codes, regulations, and requirements.

f. Approved HBBs must operate within the physical boundaries of USAG Humphreys. HBB owners may request 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 upgrades required for meeting current safety or building codes. If required, the HBB owner will also bear the cost for restoring the housing unit to its original configuration.

g. The HBB owner will reimburse the Army for the cost of utilities at a rate jointly established by a command representative and the HBB owner. The installation may waive utility charges when they are minimal and do not warrant reimbursement.

h. Installations are prohibited from approving any HBBs as a tattoo or body art business. Body art operations as defined in DA PAM 40-1: "Body art businesses involving tattooing, application of permanent makeup, body piercing (except for ear piercing), Henna, and other invasive treatments." Ear piercing is an authorized service only through AAFES and may not be conducted as an HBB.

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6. Procedures for HBB Applications.

a. Members of the community residing in Army Family housing must complete HBB training and receive Garrison Commander (GC) approval to conduct business in their assigned housing unit on USAG Humphreys. All personnel desiring to operate an HBB must submit an application through Family and MWR to the GC for approval.

b. The request must include confirmation of HBB training, the HBB application at enclosure 1, and any supporting documents (such as licenses, certifications, sample pictures, etc.).


c. Family and MWR will review the application and route through applicable agencies to include the Housing Office, Environmental Health Program (MEDCOM) and Legal Office. After the application packet is approved by the applicable agencies, the packet will be routed to the GC for final approval. Family and MWR will share the approved packet with the HBB owner. HBB applications are processed as quickly as possible and should not take more than 60 days.

d. Individuals whose applications are disapproved may appeal in writing to the GC within 10 working days of notification. Requests for reconsideration will be submitted through Family and MWR.

7. This policy is not applicable to either appropriated or non-appropriated fund contracts with the US Government. This policy also does not apply to infrequent private transactions between individuals such as the sale of personally owned vehicles or household goods.

8. Point of contact is the DFMWR, Support Services Specialist at DSN 755-2668.

Encl  
HBB Application Form



RYAN K. WORKMAN  
COL, AR  
Commanding

DISTRIBUTION:  
USAG Humphreys Website



Application for Home-Based Business Permit  
USAG Humphreys

**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
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<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	<input type="checkbox"/>
<u>Briefly describe the proposed business activity:</u>				NO	<input type="checkbox"/>
<div></div> <div></div> <div></div>					
<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.

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☐ 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. - ***Not Applicable in USAG Humphreys***

**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	
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Directorate / Office	Building	Telephone #	Recommendation		Digital Signature	Date
Directorate, Family, Morale, Welfare and Recreation	12601		Application Pick-up			
USAG Housing Manager			Approval	Disapproval		
RCI Community Manager (if applicable)			Approval	Disapproval		
Installation Safety			Approval	Disapproval		
Environmental Health			Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation			Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient		

## Reason for Dissapoval

Installation Approval Authority

I have reviewed the above application for HBB permit and I have decided to approve / disapprove same.  
circle one

RYAN K. WORKMAN  
Colonel, U.S. Army  
Garrison Commander

Expiration Date: \_\_\_\_\_  
(3 years from date of signature unless otherwise indicated)