



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

IMHM-MWN

JUL 31 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #78, Home Based Business (HBB)/Community Participation Approval

1. References.

- a. DoD Instruction 1330.21, Armed Services Exchange Regulations, 14 July 2005
- b. DoD Directive 5500.07-R, The Joint Ethics Regulation (JER), 17 November 2011
- c. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007
- d. AR 215-8, Army and Air Force Exchange Service Operations, 5 October 2012
- e. AR 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision, 24 August 2012).
- f. USFK Reg. 60-1, Ration Control Policy – Access to Duty Free Goods, 2 August 2013

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

3. Purpose. To establish policies and procedures, assign responsibilities, and provide installation guidance for military and civilian personnel and their Family members assigned to or visiting USAG Humphreys regarding HBB and Community Participation Approval.

4. General. Directorate of Family and MWR (DFMWR) offers HBB training via Army Community Services (ACS), for both on and off post residents. Requests for information can be made with ACS at DSN 757-2369, commercial 0503-357-2369, One Stop Building 6400.

a. Members of the community residing in Army Family housing must have HBB training and Garrison Commander authorization to conduct business in their assigned housing units on Camp Humphreys. All personnel desiring to operate a HBB must submit their application thru DFMWR Financial Management Branch to the Deputy to the Garrison Commander for approval. Personnel whose applications are disapproved may appeal in writing to the Garrison commander within 10 working days of notification that their application was disapproved. Requests for reconsideration will be submitted thru DFMWR FMB. Approved HBB's must operate within the physical boundaries of USAG Humphreys. Point of contact for on post application is Financial Management Branch (FMB), Building 12601, DSN 755-2289 or commercial 0503-355-2289.

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b. Members of the community residing outside the installation fall into the Community Participation category. These individuals whom wish to participate in USAG-H community events on the installation, must attend and provide proof of HBB training from ACS or have a Korean business license. Community Participants running a business off- post must strictly abide by Korean law. The Garrison cannot advise applicants on Korea laws and business requirements. In these cases, applicants should consider consulting with an attorney licensed in Korea. The point of contact for community participation in FMWR Special Events, Building B-110, DSN 757-1640 or commercial 0503-357-1640.

5. Per AR 210-7, para. 2-1c. HBB sales or services are customarily conducted in a domestic setting and do not directly compete with the installation's officially sanctioned commerce. AR 420-1, para. 3-17 states that AAFES and DFMWR are the "primary resale activity" on U.S. Army installations. Resolution of disagreements relating to the primacy of AAFES and DFMWR resale authority resides with the Garrison Commander. Services where AAFES has primacy and first right of refusal is codified in DoDI 1330.21.

6. This policy is applicable to neither appropriated nor non-appropriated fund contracts with the US government. Moreover, it is not applicable to infrequent private transactions between individuals such as sales of POVs or personally owned household goods.

7. Point of contact is the DFMWR, NAF Support Services Chief at DSN 755-2682.



MICHAEL F. TREMBLAY
COL/IN
Commanding

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USAG Humphreys Website