



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

AMIM-HMW

18 AUG 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #29, Home-Based Business (HBB)/Community Participation Approval

1. References.

- a. DoD Instruction 1330.21, Armed Services Exchange Regulations, 14 July 2005.
- b. DoD 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) is single point of entry for HBB applications on USAG Humphreys. 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, Maude Hall Building 6400.

- a. Members of the community residing in Army Family housing must have HBB training and Garrison Commander (GC) authorization to conduct business in their assigned housing units on USAG Humphreys. All personnel desiring to operate a

AMIM-HMW

SUBJECT: Command Policy #29, Home Based Business (HBB)/Community Participation Approval

HBB must submit their application thru DFMWR Financial Management Branch (FMB) to GC for approval. Personnel whose applications are disapproved may appeal in writing to the GC 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 FMB, Building 12601, DSN 755-2289 or commercial 0503-355-2289.

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 12601, DSN 757-1640 or commercial 0503-357-1640.

c. HBB applications are available to interested Family members at the DFMWR office and posted prominently on the garrison website. Garrison will utilize the standard HBB application enclosed.

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

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 USA installations. Resolution of disagreements relating to the primacy of AAFES and DFMWR resale authority resides with the GC. Services where AAFES has primary 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.

AMIM-HMW

SUBJECT: Command Policy #29, Home Based Business (HBB)/Community Participation Approval

7. Point of contact is the DFMWR, NAF Support Manager at DSN 755-2686.

Encl
Humphreys HBB Application Form



SETH C. GRAVES
COL, AG
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

<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 NO

Briefly describe the proposed business activity:

<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.

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			Application Pick-up			
USAG Housing Manager			Approval	Disapproval		
AAFES Manager			Approval	Disapproval		
Installation Safety			Approval	Disapproval		
Additional Offices (per SC/GC guidance)			Approval	Disapproval		
Directorate, Family, Morale, Welfare and Recreation			Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient		

Reason for Dissapproval

Installation Approval Authority

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

///Signature///
SETH C. GRAVES
COL, AG
Commanding

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