



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

AMIM-HMW-N

11 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

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

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 US Army Garrison (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.

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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 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. Individuals wishing to operate a HBB must first send an email to usarmy.humphreys.imcom.mbx.fmwr-hbb@army.mil to receive a link to the online training. Upon completion of the training, individuals are required to send an email with name and completion date to the HBB group mailbox.

b. The HBB application is available on the garrison website and is enclosed with this policy letter. Applications and supporting documents should be emailed to 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,

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and other invasive treatments." Ear piercing is an authorized service only through AAFES and may not be conducted as an HBB.

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 apply 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.). Businesses involving food require an approved DD Form 2970, Application for Temporary Food Establishment at enclosure 2.

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. Limitations on Army personnel support is available in AR 210-22, chapter 4-3.

9. Point of contact is the Directorate of Family and MWR, NAF Support at DSN 755-1058.

2 Encls

1. HBB Application Form
2. DD Form 2970



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Commanding

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USAG Humphreys MWR Website