



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459**

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MAR 10 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #19 – Home Based Businesses (HBB) and Home Based Cottage Food Businesses (HBCFB)

1. References:

a. Army Directive (AD) 2018-29 (Non-Federal Entity Competition With Appropriated and Non-Appropriated Fund Activities on Army Installations), 17 December 2018.

b. Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007.

c. Department of Defense Instruction (DoDI) 1344.7 Personal Commercial Solicitation on DoD installation, 30 March 2006.

d. Department of Defense Instruction 1000.15 Procedures and Support for Non-federal Entities Authorized to Operate on Department of Defense Installation. Office Secretary of Defense (Personnel & Readiness), 24 October 2008.

e. Army Regulation (AR) 608-10, Child Development Services, 11 May 2017.

f. Tri-Service Food Code, TB MED 530, 01 March 2019.

2. Scope: This policy applies to all military and civilian personnel and their family members who reside within the Fort Polk installation.

3. Exclusions: This policy does not apply to:

a. Authorized sales and fundraising activities by private organizations, units, Soldiers and Family Readiness Groups as approved through other channels in the Directorate of Family, Morale, Welfare and Recreation (DFMWR) and the Garrison Commander or appointed designee.

b. Individuals providing authorized Family Child Care (FCC) Care.

c. Persons who reside on the installation and work remotely out of their residence (such as consultants, freelance artist, or teleworker) or who operate their own business exclusively through online means (for example, eBay and Etsy).

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d. Individuals or companies providing merchandise or services to Non-Appropriated fund activities through an authorized agreement.

e. Individuals participating in authorized yard sale activities as outlined in the Corvias lease agreement and Resident Handbook.

f. Persons with a valid commercial solicitation permit.

4. Purpose: This policy aims to protect Department of the Army Military and Civilian personnel from fraudulent or unethical business practices. Commanders at all levels must ensure all individuals and/or agents who have written permission to solicit on post follow the guidance outlined in AR 210-7 and this policy letter.

5. Home Based Businesses are Non Federal Entities (NFEs) owned or operated by authorized residents on Army installations. Personal businesses offered by spouses or dependents of Active Duty Service Members who reside off post will also comply with the requirements of this policy, AR 210-7, and Army Directive (reference a) if they desire to solicit on the installation or participate in any event offered by NFEs or the Garrison on the installation.

6. Recognizing that for many military families, spouse employment is an important component of financial readiness, Fort Polk has designated the DFMWR Army Community Service (ACS), Employment Readiness Program (ERP) as the single point of entry for its HBB applications.

a. The approval authority to operate a HBB on the installation is the Senior Commander (SC) or, when delegated, the Garrison Commander (GC). Fort Polk will process HBB applications as consistently and expeditiously as possible, but no later than 60 calendar days following submission.

b. Home Based Business applications will be made available to interested Family members at the ERP office, located at 7960 Mississippi Avenue, building 924, Fort Polk, Louisiana 71459. Home Based Business applicants will utilize Fort Polk Revised Form 120 when submitting for approval/disapproval. Applicants requesting solicitation permits must, at a minimum, submit the following:

(1) Letter of Intent.

(2) Completed HBB Application Packet.

(3) Business information (catalogs, brochures, pamphlets, handouts, pictures, etc.).

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(4) Copy of Liability Insurance Declaration Page and/or business Registration Number (if applicable).

(5) Cottage Food businesses must provide a written document containing:

(a) The street address of the location where the Cottage Food will be produced.

(b) A list of the Cottage Foods that will be produced.

(c) A copy of the recipe for each food produced. Recipes shall identify all ingredients and a description of the production method and process controls, (example, cooking equipment, product holding/storage, and packaging).

(d) The method of advertising or point of sale location in which the Cottage Food will be provided to the consumer.

7. The HBB owner remains responsible for completing the application process, obtaining the necessary permissions, licenses (if applicable), and liability insurance. For HBCFB, owners must have prior approval from Environmental Health, and are subjected to inspections. The HBB owner also is responsible for any damages to third parties arising from the conduct of the business.

8. Distribution or posting of flyers, business cards, promotional materials, (etc.) anywhere on Fort Polk is prohibited except for authorized paid advertising through the post newspaper, DFMWR, or other approved media.

9. Requestors who are denied requests for commercial solicitation permits will be notified by writing by the Garrison Commander.

10. Approved commercial solicitation permits for installation Home Based Business will be valid for a period of one year.

11. Point of contact for this policy letter is Stacey Delgado, Employment Readiness Program Manager, Stacey.r.delgado.civ@mail.mil.



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Commanding

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