



Home Based Business Application Process



Pick up Fort Polk Application Form at the Family Readiness Center, Employment Readiness Program Bldg 924. M-F 0800-1630



Fill out application in detail about your Home Based Business. Take to your housing area community center, and obtain approval. Documents you must include:



Housing Community Center Manager Approval



Application Packet



Liability Insurance Declaration Sheet



Signed Personal Commercial Solicitation Sheet



Return application packet to Employment Readiness.



Once returned, Employment Readiness processes it through MWR and other agencies prior to obtaining the Garrison Commanders approval or disapproval.



You are notified of decision



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT POLK
6661 WARRIOR TRAIL, BUILDING 360
FORT POLK, LA 71459**

AMIM-POG-ZA

FEB 23 2022

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison, Joint Readiness and Training Center and Fort Polk Policy #19 for Homebased Businesses and Homebased Cottage Food Businesses

1. References:

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

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

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

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

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

f. Technical bulletin Medical (TB MED) 530, 8-301.12 Operations, Tri-Service Food Code.

g. Corvias Residents Responsibility Guide, revised edition.

2. Scope: This policy applies to all Active Duty, Family Members, Civilian, and Retirees residing within the Fort Polk government controlled housing area. This policy applies to homebased business. Homebased businesses (HBBs) are non-federal entities that authorized residents own or operate to offer sales or services from within their residence on an Army Installation.

3. Purpose: This policy aims to protect Department of the Army (DA) military and civilian personnel from unsafe, 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.

4. Home Based Business Policy.

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a. Residents of Fort Polk operating a HBB in Government housing must have a letter of authorization from the Garrison Commander (GC).

b. The GC will exercise oversight authority and monitor HBBs operating on the U.S. Army Fort Polk Installation and/or appoint an oversight authority.

c. The GC has determined that the following list of HBBs will not be approved for Fort Polk;

(1) Automotive repairs of any kind.

**(2) Medical/Birthing: Physical Therapy, PTSD Treatments, Doula/Midwife.
(Note: this prohibition does not apply to services offered outside one's own residence, but prohibits the provision of such services from one's residence, see para. 3.e.**

(3) Tattoo/Body Art (to include permanent make-up).

(4) Cottage Food HBBs that sell food products that contains greater than 1% alcohol by volume or sell alcoholic beverages.

(5) Cottage Foods HBB may not sell the following High-risk foods or Low-Risk foods: Honey (baked in a product is acceptable), home-canned vegetables, meats or stews, cut fruit or fresh, raw vegetables/fruit cups, salads (thawed frozen commercially produced fruits are allowed), uncooked dairy/milk, cheese, cream cheese, yogurt, products that contain meat/seafood, any item which requires temperature control (must be kept hot or cold).

d. A List of approved HBB categories (see Appendix A).

e. The GC may deny or revoke a HBB permit if it is in the best interest of the command. Revocation grounds include, but are not limited to:

(1) Making false statements on the HBB packet.

(2) Engaging in any act in violation of the law, Army or USAG regulations or policy; any act threatening the health, safety or security of the installation or installation personnel. Must be in compliance with city, state or federal agency, or department with applicable licenses, laws, codes, regulations, and or requirements.

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(3) Violations can be enforced by:

- (a) Warning Letter.**
- (b) Cease and Desist Letter.**
- (c) Revocation of Permit.**
- (d) Removal from housing.**
- (e) Access to installation.**

(4) Applicants that are denied will be notified in writing by the Garrison Commander. Applicants may appeal in writing to the Garrison Commander.

f. Distribution of or posting flyers, business cards, promotional materials, etc., anywhere on Fort Polk is prohibited except for authorized paid advertising through the Directorate of Family and Morale, Welfare and Recreation (DFMWR). Wrongful placement may result in loss of privileges.

g. All HBB requests are subject to a legal review by the Office of Staff Judge Advocate (OSJA).

h. All HBB are subject to inspections by state and federal regulatory authorities.

i. Requester will be notified of approved permits in writing within 60 days of completed HBB packet submission.

j. Approved HBB permits will be valid for a period of one year from date of approval. Renewals must be submitted at least 60 days prior to expiration to ensure uninterrupted service.

5. Home Based Businesses operating in government housing (Corvias). Prior to operating a HBB in Government-owned or leased quarters, individuals must submit an application to the office designated by the GC for processing. Applicants requesting permits must, at the minimum, submit the following:

- a. Letter of Intent.**
- b. Completed Home Based Business Application Packet, and signed by**

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Battalion Commander, and the Corvias Community Center Manager.

- c. Business information (catalogs, brochures, pamphlets, handouts, pictures, etc.).**
 - d. Copy of Liability Insurance Declaration Page.**
 - e. Copy of Louisiana State License and a copy of the Louisiana State Salon/Shop Operator's License for Cosmetology type HBBs.**
 - f. Cottage Food businesses must provide, at a minimum, list of all the Cottage Foods produced at the business location.**
 - (1) A copy of the recipe for each food produced. Recipes shall identify all ingredients and a description of the production method and process controls, (for example, cooking equipment, products holding/storage, and packaging).**
 - (2) The method of advertising.**
 - (3) A copy of the label to be used on the packaging to include:**
 - (a) The name, address, and phone number of the Cottage Food producer.**
 - (b) Ingredients that are known food allergens, such as: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soy beans or a food ingredient that contains a protein derived from a food specified in these known food allergens.**
 - (c) A consumer notice that states, "This food was produced in a home kitchen not subject to a public health inspection."**
 - (4) Must be the original processor of the food. Foods from another producer cannot be repackaged.**
 - (5) Package or wrap the food using clean food containers or food-grade foils or plastic wrap.**
- 6. Exclusions. This policy does not apply to:**
- a. Authorized sales and fundraising activities by private organizations, units,**

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Soldiers and Family Readiness Groups as approved by or through other channels in the Directorate of Family, Morale, Welfare and Recreation (DFMWR) and/or the Garrison Commander or appointed designee.

- b. Individuals providing authorized Family Child Care (FCC) Child Care.**
- c. Individuals or companies providing merchandise or services to Non-Appropriated fund activities through an authorized agreement.**
- d. Individuals participating in authorized yard sales activities as outlined in the Corvias lease agreement and Resident Responsibility Handbook.**
- e. Business activities conducted outside one's residence on Fort Polk. Such businesses are regulated in accordance with reference 1.b.**
- f. Home Based Businesses may not encumber more than 25% of a homes' 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.**
- g. Home Based Businesses signage is limited to what can be displayed in single window from the inside and may not be illuminated.**
- h. Customers may only patronize a HBB between the hours of 0600-2000.**
- i. Noise, vibrations, or odors shall not be detectable beyond the property line.**

7. Proponent. The Directorate of Family, Morale, Welfare and Recreation Army Community Service Employment Readiness Program is the proponent for this policy.

8. This policy will remain in effect until superseded or rescinded.


SAMUEL P. SMITH, JR.
COL, MI
Commanding

Example Application for Home-Based Business Permit

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:

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	Date	Initials	Recommendation		Comments
Housing Manager			Approval	Disapproval	
Battalion Commander			Concur	Nonconcur	
Battalion CSM			Concur	Nonconcur	
Environmental Health			Approval	Disapproval	
Veterinary Clinic			Approval	Disapproval	
Staff Judge Advocate General			No Legal Objection	Legally Insufficient	
Employment Readines Program			Turn In		

Installation Approval Authority

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

//Signature//
 Samuel P. Smith, Jr.
 Colonel, U.S. Army
 Commanding

Sponsors Name:

Rank:

Unit:

Phone Number:

Battalion Commanders Name:

Battalion Command Sergeant Major (CSM) Name:

Army Regulation 210-7, 11 May 2021
Personal Commercial Solicitation on Army Installations

2-9. Forbidden solicitation practices

The following practices are forbidden:

- a. Solicitation during enlistment or induction processing or during basic combat training, and within the first half of the one station unit training cycle.
- b. Solicitation of "mass," "group," or "captive" audiences.
- c. Making appointments with or soliciting Army personnel during their normally-scheduled duty hours.
- d. Soliciting without an appointment in areas used for housing or processing transient personnel, or soliciting in barracks areas used as quarters.
- e. Use of official military identification cards or vehicle decals by active duty, retired, or reserve members of the military services to gain access to Army installations for the purpose of soliciting. When entering the installation for the purpose of solicitation, solicitors with military identification cards and/or installation vehicle decals must present documentation issued by the installation authorizing solicitations.
- f. Offering of false, unfair, improper, or deceptive inducements to purchase or trade.
- g. Offering rebates to promote transaction or to eliminate competition. (Credit union interest refunds to borrowers are not considered a prohibited rebate.)
- h. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature. All financial products, which contain insurance features, must clearly explain the insurance features of those products.
- i. Any oral or written representations which suggest or appear that the Department of the Army sponsors or endorses the company or its agents, or the goods, services, and commodities offered for sale.
- j. The designation of any agent or the use by any agent of titles (for example, "Battalion Insurance Counselor," "Unit Insurance Advisor," "Servicemen's Group Life Insurance Conversion Consultant") that in any manner states or implies any type of endorsement from the U.S. Government, the Armed Forces, or any State or Federal agency or Government entity. AR 210-7 • 18 October 2007 5
- k. Making personal commercial solicitations or sales to personnel who are junior in rank or grade, or to the family members of such personnel, except as authorized in DOD 5500.7-R, sections 2-205 and 5-409.
- l. The use of Army personnel representing any insurer, dealing directly or indirectly on behalf of any insurer or any recognized representative of any insurer on the installation, or as agent or in any official or business capacity with or without compensation.
- m. The use of an agent as participant in any military service-sponsored education or orientation program.
- n. Entry into any unauthorized or restricted area.
- o. Assignment or use of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display desk or other signs announcing the name of the company or product affiliation.
- p. Use of the "Daily Bulletin" marquees, newsletter, Web page, or any other notice, official or unofficial, announcing the presence of an agent and his availability.
- q. Distribution of literature other than to the person being interviewed.

- r. Wearing of name tags that include the name of the company or product that the agent represents.
- s. Offering of financial benefit or other valuable or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (such as pens, pencils, wallets, and notebooks, normally with a value of \$1 or less).
- t. Use of any portion of installation facilities, to include quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by regulations governing the operations of exchanges, commissaries, non-appropriated fund instrumentalities, and private organizations. This is not intended to preclude normal home enterprises, providing State and local laws are complied with.
- u. Unauthorized advertising of addresses or telephone numbers used in personal commercial solicitation activities conducted on the installation, or the use of official position, titles, or organization names for the purpose of personal commercial solicitation, except as authorized in DOD 5500.7-R. Military grade and military service as part of an individual's name (for example, Captain Smith, U.S. Army) may be used in the same manner as conventional titles such as "Mr." or "Mrs."
- v. Contacting Army personnel by calling a Government telephone, faxing to a Government fax machine, or sending e-mail to a Government computer, unless a pre-existing relation (that is, the Army member is a current client or requested to be contacted) exists between the parties and the Army member has not asked for the contact to be terminated.
- w. Soliciting door to door or without an appointment

Signature: _____ Date: _____

For Cottage Food Businesses additional steps are required. You must send your information and schedule your inspection by sending an email to

Lenoir Ross

lenoir.p.ross.civ@health.mil

In subject line: Cottage Food Approval for HBB

8-301.12 operations*†

Home businesses operating in government housing involving FOOD production and sale are not subject to public health inspection as a FOOD ESTABLISHMENT under the TSFC. However, there are specific requirements governing production and sale of COTTAGE FOODS.

(A) COTTAGE FOODS may not be sold in a FOOD ESTABLISHMENT or retail store operating on a military installation.

(B) COTTAGE FOODS produced in nongovernment housing are regulated by the State or local Health Department. COTTAGE FOOD operations occurring in privatized government housing are expected to meet the regulatory requirements specified by the State or local Health Department in addition to the contents of this provision.

(C) Service-specific policies apply governing the approved sale or restriction of COTTAGE FOODS at Farmers Markets operated on a military installation.

(1) For Army, Navy, and Marine Corps installations, Army Veterinary Service food protection requirements for Farmers Markets apply..

(2) For Air Force installations, consultation with the REGULATORY AUTHORITY is required.

(D) A home business operating in government housing or privatized government housing shall register as a COTTAGE FOOD operator through the REGULATORY AUTHORITY for review and approval of proposed COTTAGE FOODS prior to initiating the sale of such FOODS. The registration shall be a written document containing:

(1) The street address of the location where the COTTAGE FOOD will be produced;

(2) A list of the COTTAGE FOODS that will be produced;

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

(4) The method of advertising or point of sale location in which the COTTAGE FOOD will be provided to the consumer.

(E) The COTTAGE FOOD operator shall—

(1) Produce the COTTAGE FOOD in the kitchen or residence that was stated in the registration packet and is identified on the food label as specified in Subparagraph (E)(5)(a) of this section.

(2) Maintain a copy of each COTTAGE FOOD recipe and provide a copy to the

REGULATORY AUTHORITY upon request.

(3) Be the original processor of the FOOD. The FOOD may not be repackaged from another producer.

(4) Package or wrap the FOOD using clean food containers or food-grade foils or plastic wrap.

(5) Place a label on the PACKAGED FOOD to indicate—

(a) The name, address, and phone number of the COTTAGE FOOD producer;

(b) Ingredients that are known food allergens: milk, eggs, fish, crustacean, shellfish, tree nuts, wheat, peanuts and soy beans or a FOOD ingredient that contains a protein derived from a FOOD specified in this sentence; and

(c) (c) A consumer notice that specifies, “This food was produced in a home kitchen not subject to public health inspection.”

(F) Except as specified in ¶ (G) of this section, a home business may not sell HIGH-RISK FOODS or the following LOW-RISK FOODS:

(1) Honey.

(2) Home-canned vegetables, meats, or stews.

(3) Cream- or custard-filled bakery products (for example, pies and pastries) and cheesecake. These products are considered a TCS FOOD and shall be refrigerated.