



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART  
942 DR BEN HALL PLACE, BUILDING HQ001  
FORT STEWART, GA 31314-5000

AFZP-CG

JUN 28 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #11: Home Based Business (HBB) Implementation Guidance

1. References.

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

b. Installation Management Command (IMCOM) Policy Memorandum 215-1-14, IMCOM Garrison Home Based Business Implementation Guidance, 8 January 2020.

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

2. Applicability. All Soldiers, Family Members, Civilian, and Retirees, residing on Fort Stewart, and Hunter Army Airfield, Georgia.

3. Purpose. This policy provides guidance to installation residents regarding the application process for HBBs on Fort Stewart and Hunter Army Airfield. HBBs are an important component of financial readiness for many military Families.

4. Policy.

a. I designate the Directorate of Family and Morale, Welfare and Recreation (DFMWR) as the single point of entry for Fort Stewart and Hunter Army Airfield HBB applications.

b. I delegate approval authority to operate a HBB to the Fort Stewart and the Hunter Army Airfield Garrison Commanders. I retain appellate authority.

5. Procedures.

a. HBB applications are available at the Fort Stewart DFMWR office (BLDG 443) and on the DFMWR website at [www.stewarthur.armymwr.com](http://www.stewarthur.armymwr.com).

b. The HBB owner remains responsible for completing the application process, obtaining necessary permissions, licenses (if applicable), and liability insurance. The

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HHB owner is also responsible for any damages to third parties arising from the conduct of the business.

c. This policy does not pertain to on-post home childcare. Personnel desiring to provide childcare in on-post housing must register, receive training, complete background checks and home inspections, as well as receive certification by the Installation Child, Youth, and School Services office as part of the Family Child Care (FCC) provider system. (reference 1.c. for applicable requirements/procedures).

6. Responsibilities.

a. DFMWR will ensure HBB applications as consistently and expeditiously as possible, but not later than 60 calendar days following submission. The installation is encouraged to approve requests for HBBs when the business owner demonstrates authority to operate the same business at a previous installation and they meet all local licensure and other legal requirements.

b. DFMWR will:

- (1) Verify completeness of the application package.
- (2) Coordinate with Staff Judge Advocate for a legal review.
- (3) Coordinate with local Command to obtain an approval.
- (4) Provide the applicant with an approval or denial letter.

7. The point of contact for this policy memorandum is the Directorate of Family and Morale, Welfare and Recreation at (912) 767-5139.

  
CHRISTOPHER R. NORRIE  
Major General, USA  
Commanding

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2d Armored Brigade Combat Team, 3d Infantry Division

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All tenant units and organizations on Fort Stewart

All tenant units and organizations on Hunter Army Airfield