



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

AMIM-LDG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy #32 Home Based Businesses (HBB) and Home Based Cottage Food Businesses (HBCFB)

1. References:

- a. Army Directive (AD) 2018-29 (Non-Federal Entity (NFE) Competition with Appropriated and Non-Appropriated Fund Activities on Army Installations), 17 December 2018.
- b. Army Regulation (AR) 210-7, Personal Commercial Socialization 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 of the 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, Technical Bulletin Medical (TB MED) 530, 1 March 2019

2. Scope: This policy applies to all Military, Civilian personnel and their Family members who reside on Fort Leonard Wood.

3. Exclusions: This policy does not apply to:

- a. Authorized sales and fundraising activities by private organizations, units, Soldier and Family Readiness Groups (SFRG) as approved through other channels within the Directorate of Family and Morale, Welfare, and Recreation (DFMWR) and the Garrison Commander or appointed designee.
- b. Individuals providing authorized child care through the Family Child Care (FCC) program of Child Youth Services (CYS), DFMWR.
- c. Persons who reside on the installation and work remotely from their residence (such as a consultant, freelance, artist, or teleworker) or who operate their own

business exclusively through online means only (i.e. eBay or Etsy type businesses), with the exception of food sales.

d. Individuals or companies providing merchandise or service to Non-Appropriate Fund activities through an authorized agreement.

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

f. Persons with a valid commercial solicitation permit.

4. Purpose: This policy aims to protect the 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 the installation follow the guidance outlined in AR 210-7 and this policy letter. For the purposes of this letter HBCFB are a category of HBB and subject to additional regulations. All references to HBB include HBCFB.

5. Home Based Businesses are Non Federal Entities (NFE) owned or operated by authorized residents on Army Installations. Personal businesses offered by spouses or dependents of Active Duty Service Members who reside off the installation will also comply with the requirements of this policy, AR 210-7, and AD 2018-29 if they desire to solicit on the installation or participate in any event offered by any NFEs or the Garrison on the installation.

6. Fort Leonard Wood has designated DFMWR Headquarters, as the single point of entry for HBB applications and inquiries.

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

b. HBB applications will be available at the headquarters office of the DFMWR, 13486 Replacement Ave, Ste 1103 (bldg. 470) Fort Leonard Wood, MO. 65473.

c. HBB applicants will utilize the Application for Home Based Business Permit, FLW Form 120, revised December 2020. (encl 1)

d. HBB application packets must include:

(1) Letter of Intent

(2) Completed Application, FLW Form 120.

(3) Business Information (catalog, brochures, handouts, website, etc.)

(4) Copy of Liability Insurance Declaration Page and/or business registration number (if applicable)

(5) HBB Business Lease Addendum, signed by Balfour Beatty. (encl 2)

7. HBCFB (Cottage Food Businesses) are also subject to the following additional requirement of written documentation containing:

a. The street address where the food will be produced.

b. A list of food items that will be produced, with a copy of the recipe for each food item produced. The recipe will identify all ingredients and a description of the production method and process controls (i.e. equipment used, product holding/storage/packaging).

c. Copies of both the applicants' Food Handlers certificate of completion and the inspection from the Preventative Medicine

d. Point of sales location

8. Applicate must submit the method of advertising the business.

9. The HBB owner is responsible for:

a. Completing all application submission requirements outlined in this policy.

b. For any damages to third parties arising from the conduct of the business.

10. Distribution of posters, flyers, business cards, promotional materials, etc. anywhere on Fort Leonard Wood is prohibited except for authorized paid advertising through the installation newspaper, DFMWR Commercial Sponsorship and Advertising office.

11. Approval of HBB applications will be valid for one year from the date signed.

12. Point of contact for this policy is the office of the Chief of Services and Support Division, 573-596-5367.

JEFFREY O. PAINE  
COL, AR  
Commanding