



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-ZA

5 June 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Businesses (HBB) on US Army Garrison Daegu.

1. **PURPOSE:** To Provide an SOP for the administrative management of Home Based Businesses (HBBs) operating within USAG Daegu.

2. **APPLICABILITY:** This SOP applies to the NAF Support Management Division (NSMD), Directorate of Family and Morale, Welfare and Recreation (DFMWR) as well as all Home Based Businesses, having responsibility for the management of Home based Businesses with USAG Daegu.

3. **REFERENCES:**

- a. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 Oct 07
- b. AR 420-1, Army Facilities Management, 12 Feb 08.
- c. USFK Reg. 643-2, Transfers of Duty-Free Items, 14 July 03.
- d. DoD 4525.6-M, Department of Defense Postal Manual, 15 Aug 02.
- e. AR 608-10, Child Development Services, 11 May 17
- f. Army Directive 2018-29 (Non Federal Entity Competition With Appropriated and Nonappropriated Fund Activities on Army Installations)
- g. OPORD 20-045 Installation Home Based Business Program Application and Process Enhancement and Quarterly Reporting Requirement

4. **ETHICAL CONSIDERATIONS:** Non Federal Entities (NFEs) are self-sustaining organizations, incorporated or unincorporated, that are not an agency or instrumentality of the Federal Government. The membership of these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. HBBs are NFEs that authorized residents own or operate to offer sales or services from within their residence on an Army installation. The sales or services generated by an HBB generally cannot compete with an installation's officially sanctioned commerce. When they appear to compete, the

IMDA-ZA

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Businesses (HBB) on US Army Garrison Daegu.

Installation will consider the HBB a “supplement” to military exchanges, Family and Morale, Welfare and Recreation programs, or resale activities.

5. GENERAL:

a. Military spouses' ability to secure employment significantly impacts the quality of family life in the Armed Forces. Ultimately, unemployment and underemployment of spouses, resulting from frequent moves or unfavorable location factors, can influence Armed Forces retention. HBBs are hailed by many military spouses as an answer to the employment issues facing them. AR 420-1, para. 3-18, encourages commanders to permit the limited use of military and off post housing for commercial activities. However, parties interested in conducting a home-based enterprise are cautioned to consider the surrounding legal issues.

b. The Garrison Commander is vested by AR 420-1, para 3-18 a, with the authority to grant or deny permission to operate home-based businesses in government quarters or off post housing. In addition, anyone seeking to make personal commercial solicitations on post must first obtain permission from the Garrison Commander, AR 210-7, para. 2-1a(1).

c. Authorization to operate within the community of USAG Daegu is then granted for 3 years and becomes transferrable to your next Garrison if it is still valid. A new application for renewal must be submitted (60 days) before the expiration date of the current authorization. The Garrison Commander may revoke the HBBs permission to operate at any time.

6. RESPONSIBILITIES:

a. NSMD, DFMWR, USAG Daegu is the agency responsible for exercising staff oversight, on behalf of the Garrison Commander.

b. NSMD, DFMWR will:

(1) Act as the overall monitoring agency to ensure compliance with applicable regulations and directives

(2) Initiate the route of all requests for the approval of all HBBs and maintain a tracking system to ensure timely approval/disapproval of all requests

(3) Review the status of all documents submitted while all validating the contents to ensure HBBs are operating within the confines of army Regulations and Policies.

(4) Maintain an activity Log for all requests for HBBs to attend Family and MWR community wide events on the Installation.

IMDA-ZA

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Businesses (HBB) on US Army Garrison Daegu.

(5) Report no later than 5 Business days to IMCOM HQ on the HQ SharePoint site, https://army.deps.mil/army/cmds/imcom_G9/G9/MSO/SitePages/HBB_Data_Call.aspx, how many approved HBBs are on USAG Daegu.

(6) DFMWR Marketing will make the HBB application guidance to include the SOP readily available for both employees and business owners on the Garrison and MWR websites.

7. PROCEDURES:

a. **Permission to Operate.** The application for all HBBs can be found electronically on the USAG Daegu Garrison website and the USAG Daegu Family and MWR website. Applications can also be picked up manually at the DFMWR's headquarters building on Camp Henry.

b. The application must be signed off on by the USAG Daegu's Housing Manager, Safety Officer, AAFES Manager, and Preventative Med (Only if the business has food involved) before it can be turned back into DFMWR. In addition the application must also have attached with it:

(1) Pictures of what the business will selling (Examples or a business card is also fine)

(2) A "Good Health" Certificate if the business is to be selling food items

(3) A Food Handler's Certificate if the Business is to be selling food items

(4) Permission from the Sponsor's Unit Commander

c. Once the application is returned to DFMWR and all requirements are met, the packet will be routed to SJA and then ultimately the Garrison Commander for approval.

d. **Insurance.** The HBB owner is responsible for obtaining the necessary permissions, licenses (if applicable), and liability insurance. The HBB owner also is responsible for any damages to third parties arising from the conduct of the business.

e. **Taxes.** The HBB owner will comply will all Federal, State, Local, and Host Nation tax laws and codes. It is the HBB owner's responsibility to contact the proper tax officials to ensure compliance.

f. **General restrictions.**

(1) Childcare, as outlined in AR 608-10, is not to be performed by any home-based businesses in USAG Daegu. Babysitting will not be approved without prior approval by

IMDA-ZA

SUBJECT: Standard Operating Procedures (SOP) for Administrative Management of Home Based Businesses (HBB) on US Army Garrison Daegu.

(2) Activities that "interfere with community tranquility or present safety hazards" will not be approved, AR 420-1, para. 3-19 b(1).

(3) Home-based businesses will not be approved if the sponsor or applicant's sponsor's DEROS date is within 3 months of application

(4) In accordance with DoD 4525.6-M, Sending or receiving items through the IDS to advertise home businesses, to sell merchandise, or to conduct business or for commercial purposes is prohibited.

8. The Point of contact for further information regarding Home Based Businesses is, Pae, Hui Chong, Home Based Business Coordinator, DSN: 315-763-2259, huichong.pae.ln@mail.mil

9. The proponent for this SOP is the NAF Support Manager, Julie Kircher at 315-763-5940, Julie.a.kircher.naf@mail.mil



JOHN K. DELANEY

Director, Family and Morale, Welfare and Recreation



EDWARD J. BALLANCO

COL, AR
Commanding