



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-9001

AMIM-DAW-N (100)

OCT 15 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for the Application Process of Home Based Businesses and Off-Post Base Bound Business on U.S. Army Garrison (USAG) Daegu

1. References:

- a. AR 210-7, Personal Commercial Solicitation on Army Installations, 11 May 2021.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installation, 12 May 2022.
- c. AR 420-1, Army Facilities Management, 12 February 2008.
- d. USFK Reg. 643-2, Transfers of Duty-Free Items, 8 November 2017.
- e. DoD 4525.6-M, Department of Defense Postal Manual, 15 August 2002.
- f. AR 608-10, Child Development Services, 11 May 2017.
- g. Army Directive 2018-29, Non-Federal Entity Competition with Appropriated and Nonappropriated Fund Activities on Army Installations, 17 December 2018.
- h. DA Pamphlet (PAM) 40-11, Army Public Health (APH) Program, 18 May 2020.
- i. Policy Memorandum, IMCOM Home Based Business (HBB) Program, 09 June 2025.
- j. Policy Memorandum, Off-Post Base Bound Business (BBB) Approval to Operate.

2. Purpose: To establish the application and approval procedures HBBs and BBBs within USAG Daegu.

3. Applicability: This SOP applies to DFMWR, On Post Housing, Preventive Med, Safety, HBBs and BBBs.

4. Ethical Considerations:

- a. HBBs and BBBs 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.
- b. NFEs are not entitled to, and will not receive, Army endorsement by virtue of their contributions to the military community or installation. To prevent the appearance of official sanction or support by the DoD, NFEs will not use the seals, logos, or insignia of the DoD, or any DoD component, organizational unit, or installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities in accordance with AR 210-22.

- c. Under this SOP, HBB/BBB activities are limited to USAG-Daegu installations and facilities. HBB/BBB operations in the local economy are prohibited by SOFA and Korean law.

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 and BBBs are hailed by many military spouses as an answer to the employment issues facing them. AR 420-1, paragraph 3-19, encourages commanders to permit the limited use of military housing for commercial activities.
- b. Due to the Status of Forces Agreement (SOFA), operating HBB and BBB, must ensure compliance with all applicable local licensure, certification, and legal requirements, and operate the business from an approved on-post location.
- c. The sales or services generated by HBB and BBB generally do not compete with an installation's officially sanctioned commerce. When they appear to compete, the GC may consider HBBs and BBBs an acceptable 'supplement' to military exchanges and Family and Morale, Welfare and Recreation (FMWR) programs, or resale activities, as appropriate in the GC's discretion.
- d. Authorization to operate within the community of USAG Daegu is then granted for 3 years. A new application for renewal must be submitted 60 days before the expiration date of the current authorization. The Garrison Commander may revoke the HBB's and BBBs permission to operate at any time.

6. Responsibilities:

- a. DFMWR, USAG Daegu is the agency responsible for exercising staff oversight into the application process, on behalf of the Garrison Commander.
- b. DFMWR will:
 - (1) Initiate the route of all requests for the approval of all HBBs and BBBs and maintain a tracking system to ensure the timely approval/disapproval of all requests.
 - (2) Maintain an Activity Log for all requests for HBBs and BBBs to attend FMWR community-wide events on the Installation.
 - (3) DFMWR will make the HBB and BBB application guidance to include the SOP readily available for both employees and business owners on the Garrison and FMWR websites.
- c. HBB and BBB owners will:
 - (1) Request and receive written permission from the GC before operating on the Army Installation.
 - (2) Obtain the necessary local licensure or certifications (if applicable), and liability insurance. The HBB and BBB owner also is responsible for any damage to third parties arising from the conduct of the business.
 - (3) Comply with all Federal, State, Local, and Host Nation tax laws and codes. It is the HBB and BBB owner's responsibility to contact the proper tax officials to ensure compliance.
 - (4) Inform DFMWR of any major changes such as a change in address, PCSing, change in contact information, or the cessation of the operation.

7. Procedures:

- a. Permission to Operate: The application for all HBBs and BBBs can be found electronically on the USAG Daegu Garrison website and the USAG Daegu FMWR website. Applications can also be picked up manually at the DFMWR's headquarters building on Camp Walker.
- b. The application must be signed by the USAG Daegu's Housing Manager, Safety Officer, and Preventative Medicine (if the business involves food) before it can be turned back into DFMWR. In addition, the application must also have attached with it:

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(1) A Good Health Certificate if the business is to be selling food items.

(2) A Food Handler's Certificate if the business is to sell food items.

(3) A memo and a home inspection report from Preventive Med whether the business is to be selling high risk foods as outlined in (TB) MED 530.

(4) Permission from the Unit Commander if a service member is going to be operating the business.

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

8. General restrictions:

a. Installations are prohibited from approving any HBBs and BBBs as a tattoo or body art business. Body art operations as defined in DA PAM 40-1: "Body art operations. Body art businesses involving tattooing, application of permanent makeup, body piercing (except for ear piercing), Henna, and other invasive treatments." Ear piercing is an authorized service only through AAFES and will not be conducted as an HBB or BBB.

b. Childcare, as outlined in AR 608-10, is not to be performed by any HBBs or BBBS in USAG Daegu.

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

d. HBBs and BBBs will not be approved if the sponsor's DEROS date is within 3 months of receipt of the application.

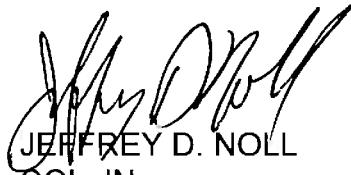
e. In accordance with DoD 4525.6-M, sending or receiving items through the Intra-theater Delivery Service (IDS) (Military Postal System) to advertise home or off-post based businesses, to sell merchandise, or to conduct business or for commercial purposes is prohibited.

9. The point of contact for further information regarding HBB and BBB is, Johanna Domingo, Business and Non-Profit Liaison at DSN: 763-6075 or email: johanna.l.domingo.naf@army.mil.

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10. The proponent for this SOP is Julie A. Kircher, NAF Support Manager at email: julie.a.kircher.naf@army.mil or DSN: 315-763-5940.



JEFFREY D. NOLL
COL, IN
Commanding

4 Encls

1. Home Based Business Application
2. Off-Post Base Bound Business Application
3. Good Health Certificate
4. DD Form 2870