



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**2405 GUN SHED ROAD**  
**JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223**

AMIM-WR (210a-22a)

12 June 2023

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum – IMCOM Home Based Business (HBB) Program**

**1. References:**

- a. Army Directive (AD) 2018-29, Non-Federal Entity Competition with Appropriated and Non-appropriated Fund Activities on Army Installations, 17 Dec 18.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 22.
- c. HQDA EXORD 224-19, HBB Approval Process, DTG 042044ZSEP19.
- d. DA Pamphlet (PAM) 40-11, Army Public Health Program, 18 May 20.
- e. Technical Bulletin (TB) MED 530, Tri-Service Food Code, 01 Mar 19

**2. Purpose.** This policy supersedes IMCOM OPORD 22-061 and mandates an HBB program that promotes entrepreneurship and spouse employment that is easily obtainable and transferable (IAW local, state or Host Nation requirements) throughout the Army.

**3. Applicability.** This policy applies to all IMCOM installations.

**4. Policy.**

- a. Senior Commanders (SC) or Garrisons Commanders (GC) (if delegated IAW AR 210-22) are the approval authority for HBBs on Army installations.
- b. Installation Directorate of Family, Morale, Welfare and Recreation (FMWR) will serve as the installation Point of Contact (POC) for HBB operations.
- c. Installations will use the IMCOM application template (Encl 1) in their internal HBB approval process. The application template may be modified based on SC/GC requirements. However, garrisons are highly encouraged to stay within Army Senior Leader intent to streamline and standardize the application process, making it easier for Soldiers and Families to operate an HBB. The standard for the approval process is less

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than 60 days. The application template is located at the following link:

[https://armyeitaas.sharepoint-mil.us/sites/IMCOM-HQ-G9/SitePages/HBB\\_Data\\_Call.aspx](https://armyeitaas.sharepoint-mil.us/sites/IMCOM-HQ-G9/SitePages/HBB_Data_Call.aspx).

d. Including the installation Safety and Legal offices as part of HBB approval process is optional. The installation Public Health authority will be included in the review process when appropriate. Decision for inclusion will be determined by the SC/GC.

e. HBB owners residing in privatized on-post housing must obtain approval to operate in writing from the Community Manager before submitting a request to the SC/GC.

f. Installations are prohibited from approving any HBBs 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 may not be conducted as an HBB.

g. SCs/GCs should approve HBB requests that meet all local licensure or certifications, Status of Forces Agreements (SOFAs)/Host Nation requirements if applicable and legal requirements, as well as those that operated at a previous duty station that meet all previously listed requirements for the incoming duty station. In no case will the SC/GC approve an HBB at the expense of the safety, community, tranquility, or good order and discipline of an Army installation.

h. Installation POCs will ensure the applicant meets all licensing and legal requirements before accepting the application for approval, to avoid delays caused by local, state, or host nation, in processing licensing, certifications, etc.

i. SC/GCs will only authorize preparation of Cottage Foods as defined in TB MED 530 for HBBs that are food based HBBs. The HBB application must be carefully reviewed to ensure compliance with TB MED 530 requirements, such as food prepared in a private home, including Cottage Foods, may not be used or offered for human consumption in a food establishment. SC/GCs will consult with the installation Public Health authority for assistance with TB MED 530 compliance as appropriate.

j. Installations will have HBB application guidance and additional forms/resources to locate state, local or SOFA/Host Nation licensing, taxing, and customs/duty requirements, available and readily accessible on the garrison and MWR websites.

k. HBB application process information can be found on the MWR website at <https://www.armymwr.com/homebasedbusiness>. This information will be made available

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at the garrison and MWR websites. The installation local HBB application will be available for download on the local HBB page: (garrison name.army.mwr.com/programs/home-based-business), below the standard copy provided by IMCOM G9 Marketing.

l. Marketing materials to promote the HBB application process can be found on MWR Brand Central at <https://www.mwrbrandcentral.com/collections/13197>. Promotional materials will be utilized by garrisons to further advertise, market and promote HBB.

m. Installations will continue reporting IAW IMCOM Command Guidance recurring report requirements. Reporting data is submitted at the following link: [https://armyeitaas.sharepoint-mil.us/sites/IMCOM-HQ-G9/SitePages/HBB\\_Data\\_Call.aspx](https://armyeitaas.sharepoint-mil.us/sites/IMCOM-HQ-G9/SitePages/HBB_Data_Call.aspx).

## 5. Definitions.

a. IAW AR 210-22, an HBB is defined as a business whose primary office and operation is located inside the home on the installation. Examples of HBB include, but are not limited to, car repair service, hair salon services, pet grooming, and food services.

b. Individuals who work remotely from their home (i.e., consultant, freelance artist, or teleworker) or who operate their own business exclusively through online means (eBay, or Etsy), are not considered an HBB and do not require approval to operate.

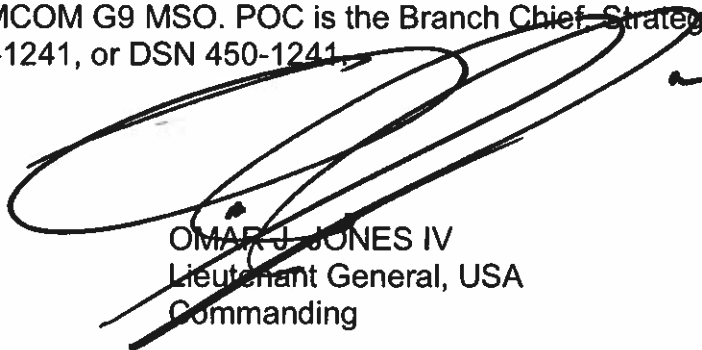
c. Personnel desiring to provide childcare in on-post housing must register with the installation Child, Youth and School (CYS) services office as part of the Family Child Care (FCC) provider system. FCC providers contribute directly to unit readiness. Accordingly, the installation should expedite FCC applications whenever possible. FCCs do not align within the HBB program.

d. Cottage Food is food which is produced in a private home or residence and is not a time/temperature controlled for safety (TCS) food. A TCS food is one that requires refrigeration to prevent microbial growth. Characteristics of low and high-risk foods are defined in TB MED 530, Tri-Service Food Code.

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6. Proponent for this policy is IMCOM G9 MSO. POC is the Branch Chief, Strategic Plans and Initiatives at 210-466-1241, or DSN 450-1241.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

OMAR J. JONES IV  
Lieutenant General, USA  
Commanding

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