



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

23 MAR 2020

IMHD-MW

MEMORANDUM FOR RECORD

SUBJECT: Home-Based Business (HBB) Guidance and Procedures

1. References:

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

b. Memorandum, HQ IMCOM, IMWR-M, 08 January 2020, subject: IMCOM Policy Memorandum 215-1-14, IMCOM Garrison Home-Based Business (HBB) Implementation Guidance.

c. Operation Order HQ, III Corps and Fort Hood PW 19-10-0690 (Home-Based Business Approval Process), 16 October 2019.

d. FRAGORD 1 to Operation Order HQ, III Corps and Fort Hood PW 19-10-0690 (Home-Based Business Approval Process), 09 January 2020.

2. Purpose: To implement Home-Based Business (HBB) uniform guidance and procedures as directed by IMCOM HBB Implementation Guidance in support of Spouse Employment, a top Quality of Life priority of the Chief of Staff of the Army.

3. Scope and Applicability:

a. This guidance and procedures are applicable to on-post HBBs. This does not cover commercial solicitation, religious solicitation, and private organizations. On-post home child care must follow Child & Youth Services (CYS) policies and processes.

b. This guidance and procedures memorandum applies to all residents in U.S. Army Garrison Fort Hood (USAG-FH) housing who currently own or operate an HBB or plan to establish an HBB.

c. Exclusions. This memorandum does not apply to:

(1) Child care provided in on-post housing governed by AR 608-10 (Child Development Services), 11 May 2017. Residents of Fort Hood housing who desire to offer in-home child care should contact CYS Parent Central Services in Building 36000, 1st Floor.

(2) Residents in USAG-FH family housing who work remotely out of their residence (such as a consultant, freelance artist, or teleworker) or who operate their own business exclusively through online means (for example, eBay and Etsy) are not considered HBBs, and do not require approval to operate.

(3) Military, Civilians or Family members who sell personal property advertised through the Fort Hood or area approved media, or through authorized yard sales.

(4) Individuals and/or companies delivering products on USAG-FH that were requested by individuals working or residing on the installation.

(5) Authorized sales and fundraising activities by approved private organizations, units, family readiness groups, or schools.

4. Home-Based Business (HBB) Definitions:

a. HBBs are Non-Federal Entities (NFE) owned or operated by authorized residents on Army installations who offer sales or services from within their own home with the express consent of the senior commander or designated authority.

b. 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. NFEs include State, interstate, Indian tribal, or local government, as well as private organizations.

c. HBBs act solely outside the scope of any official position that they may occupy in the U.S. Government or its instrumentalities. Neither Department of the Army, Installation Management Command, nor USAG-FH will assume liability for any HBB's actions and/or debts.

5. Guidance:

a. To operate a HBB within Fort Hood privatized housing and Liberty Village housing units, the HBB requestor can retrieve all current applicable guidance, procedures and application from the HBB link on the Fort Hood FMWR website at <https://hood.armymwr.com>. HBB contact information is also on the site.

b. Once completed, the HBB requestor must submit the completed HBB application, all supporting documentation, and a copy of her/his valid DoD Military ID to the HBB Single Point of Entry (SPE). The USAG-FH SPE is located at Financial Management Branch (FMB), NAF Support Services (NAFSS) Division, Directorate of Family and MWR, Building 194, 37th Street, Room 114, Fort Hood.

c. The SPE coordinates with all required Fort Hood representatives and Fort Hood Family Housing (FHFH) and Liberty Village representatives, prior to the Staff Judge Advocate (SJA) review for legal sufficiency.

d. Once the HBB application completes the legal review, the SPE routes it to the Garrison Commander for approval / disapproval. The Senior Commander always retains appellate authority, and is the final decision on approval/disapproval.

e. HBB approvals must be renewed every three years. HBB owners/operators are responsible for obtaining and maintaining all licenses and/or certifications required by local and state governments. The HBB owner/operator will maintain active liability insurance, and provide SPE office with current paperwork. If licenses, insurance, or other requirements have earlier expiration dates, the HBB owner/operator is solely responsible for renewing and providing the required documentation to the SPE.

f. The HBB owner/operator agrees to an inspection of all required documents used for HBB approval, and to a background check for the owner/operator and all HBB employees. The SPE will retain all HBB applications and related paperwork, regardless of status, and contact the HBB owner/operator when the primary HBB renewal are due.

g. HBB owners/operators must notify SPE in writing (via email) when they terminate their HBB for any reason (including permanent change of station).

h. The HBB owner is responsible for any damages to third parties arising from the conduct of the business.

i. Any modifications to the housing unit shall be coordinated and approved in advance by FHFH and Liberty Village Project Director or Deputy Project Manager in accordance with applicable policies.


j. HBB owners may request minor modifications to their housing unit to facilitate successful operation of their business. The HBB owner will bear the costs of such modifications except when the requested modifications match upgrades required for meeting current safety or building codes. If required, the HBB owner also will bear the cost for restoring the housing to its original configuration.

k. In FHFH and Liberty Village housing, the HBB owner will reimburse FHFH and Liberty Village for the cost of utilities at a rate jointly established by FHFH and Liberty Village representatives and the HBB owner.

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6. The point of contact for HBB applicants is found at Fort Hood FMWR website at <https://hood.armymwr.com>.



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