



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

IMWR-M

JAN 08 2020

MEMORANDUM FOR All U.S. Army Installation Management Command (IMCOM) Garrisons

SUBJECT: IMCOM Policy Memorandum 215-1-14, IMCOM Garrison Home-Based Business (HBB) Implementation Guidance

1. References:

a. Army Directive (AD) 2018-29 (Non-Federal Entity Competition with Appropriated and Nonappropriated Fund Activities on Army Installations) (Encl 1).

b. Memorandum, Under Secretary of Defense for Personnel and Readiness, 26 Sep 18, Subject: Non-Federal Entity Competition with Appropriated and Non-appropriated Fund Activities on DoD Installations (Encl 2).

c. Army Regulation (AR) 608-10, 11 May 17, Child Development Services.

2. Reference 1.a. directed IMCOM to publish implementing guidance and develop uniform procedures for HBB owners to use when applying for approval to operate an HBB on an Army installation in accordance with new guidance for approving Non-Federal Entity (NFE) operation on an installation. HBBs are NFEs owned or operated by authorized residents on Army installations who offer sales or services from within their home.

3. Recognizing that for many military Families, spouse employment is an important component of financial readiness, no later than 45 days from publication of this policy memorandum, each garrison will designate the Directorate of Family and Morale, Welfare and Recreation (DFMWR) as the single point of entry for its HBB applications.

a. HBB applications are available to interested Family members at the DFMWR office and advertised & posted prominently on the garrison website. Garrisons will utilize the standard HBB application found at Enclosure 3.

b. The approval authority to operate an HBB on the installation is the Senior Commander (SC) or, when delegated, the Garrison Commander (GC). Garrisons must process HBB applications as consistently and expeditiously as possible, but not later than 60 calendar days following submission. SC/GCs are highly encouraged to approve requests for HBBs when the business owner demonstrates authority to operate the same business at a previous installation and they meet all local licensure and other

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legal requirements. The garrison will be prepared to provide periodic, as requested data on HBB operation. Data requirements include the number of HBBs operating on the installation, HBB type, the number of HBB applications, the number of HBBs approved, and the number of HBBs denied, to include the reasons for HBB denial. The DFMWR office, installation-housing office and the applicant will maintain the provided copy of approved application.

c. The HBB owner remains responsible for completing the application process, 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. For HBB owners who desire to operate legally in Europe, the Business Owner must first register with host nation authorities before seeking SC or GC approval to conduct business in U.S. Forces housing.

d. This policy does not pertain to on-post home childcare. Personnel desiring to provide childcare in on-post housing must register, receive training, complete background checks and home inspections, as well as receive certification by the installation Child, Youth, and School Services office as part of the Family Child Care (FCC) provider system (reference 1.c. for applicable requirements/procedures).

e. Garrisons will follow all other procedures and requirements stated in reference 1.a. above.

4. HQ IMCOM Point of Contact is Mr. Matthew Margotta, IMCOM G9 Mission Support Office, [matthew.t.margotta.naf@mail.mil](mailto:matthew.t.margotta.naf@mail.mil) or 210-466-1176.

FOR THE COMMANDER:

3 Encls  
as

  
J. RANDALL ROBINSON  
Executive Deputy to the Commanding General

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