



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

IMDA-MWA

31 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #57, Home-Based Business (HBB) Application Approval Procedures

1. The proponent agency for this policy is the Army Community Service (ACS), Directorate of Family and Morale, Welfare, and Recreation (DFMWR).
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
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.
4. Applicability. This policy memo applies to members of all Services, DOD civilian employees, and Family members of all at USAG Daegu.
5. Purpose. To establish policies and procedures, assign responsibilities, and provide installation guidance for military and civilian personnel and their Family members assigned to or visiting USAG Daegu home based business (HBB).
6. General.
 - a. Home based business sales or services are customarily conducted in a domestic setting and do not directly compete with the installation's officially sanctioned commerce. AR 210-7, para. 2-1c.
 - b. Home based business cannot compete with AAFES and DFMWR. AR 210-7, Glossary: Home Business: AR 420-1, para. 3-17. AAFES and DFMWR are the "primary resale activity" on U.S. Army installations. Resolution of disagreements relating to the primacy of AAFES and DFMWR resale authority resides with the Garrison Commander. The Garrison Commander may delegate this resolution authority, in writing, no lower than the Deputy Garrison Commander.
7. Advertising for any approved home business is at the expense of the HBB permit holder. Any on-post advertising for a home business must be approved by the USAG Daegu DFMWR Marketing Division at DSN (315)768-7951 and Commercial (053) 470-7951.

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8. An approved HBB application from the Garrison Commander, no lower than the Deputy Garrison Commander, authorizes a commercial business activity at USAG Daegu. Approved HBB must operate within the physical boundaries of USAG Daegu and not at any other locations. When running a business off-post, applicants must strictly abide by Korean law and customs. The USAG Daegu & Area IV Office of the Staff Judge Advocate (OSJA) cannot advise applicants about Korea law. In those cases, applicants should consider consulting with an attorney licensed in Korea.

9. Before an applicant may apply for a HBB, the applicant must make an appointment with the Employment Readiness Program Manager at the Main ACS Building, 1103, Camp Henry. This is to ensure the applicant is briefed and made aware of the do's and don'ts that governs the HBB program, USAG Daegu.

10. A good health certificate, see enclosure 2, and a DA-approved food handler course completion certificate must accompany applications that require an applicant to handle food. Per AR 40-66, a completed DD Form 2870 must accompany the good health certificate for each Family member residing in the applicant's home.

11. ACS Responsibilities.

a. ACS will receive HBB applications, and route the proposal to applicable agencies for review. ACS will route these proposals to the following applicable agencies: DPW (Housing), AAFES, Preventative Medicine Services, and FMWR FMD.

b. FMWR FMD will prepare staff action packages, including the HBB application, a routing summary sheet for legal review prior to reaching the Garrison Commander or Deputy Garrison Commander for final approval/disapproval of the HBB application.

c. ACS will maintain a file of approved home business proposals. Approved proposals shall be in effect through the applicant's sponsor's DEROS date, which must be clearly stated on the application to be valid.

12. Point of contact is the undersigned, Employment Readiness Manager, Army Community Service at DSN (315) 768 – 7951 or Commercial (053) 470-7951.


JIM M. BRADFORD
COL, IN
Commanding

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