DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-MWA 12 November 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Memorandum #78, Home Based Enterprise (HBE) Permit Approval Procedures

1. References.

a. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007.

b. AR 210-50, Housing Management, 3 October 2005.

c. AR 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision, 24 August 2012).

d. USFK Reg 60-1, Ration Control Policy – Access to Duty Free Goods, 2 August 2013.

2. The proponent agency for this policy is the Army Community Service (ACS), Directorate of Family and Morale, Welfare, and Recreation (DFMWR).

3. This policy is effective immediately. It remains in effect until rescinded or superseded.

4. Applicability. This policy memo applies to members of all Services, DOD civilian employees, and Family members of all at USAG Humphreys.

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 Humphreys regarding home based enterprises (HBE).

6. General.

a. Home based enterprise 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 enterprises cannot compete with AAFES or DFMWR. AR 210-50, para 3-25; AR 420-1, para 3-19. 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 enterprises is at the expense of the HBE permit holder. On-post advertising for a home enterprise must be approved by the USAG Humphreys DFMWR Marketing Division at DSN (315) 754-8257 and Commercial (031) 619-8257.

8. A HBE permit authorizes a commercial enterprise activity at USAG Humphreys. Approved HBE must operate within the physical boundaries of USAG Humphreys and is not valid at any other location. Furthermore, HBE permit holders are NOT authorized to use duty-free goods in the furtherance of their business as these services are only provided for personal use (e.g., commissary, PX, post office, etc.). When running an enterprise off-post, applicants must abide by Korean law and custom. The USAG Humphreys & Area III Consolidated Legal Center cannot advise applicants or permit holders about Korean law. In those cases, applicants should consider consulting with an attorney licensed in Korea.

9. Before an applicant may apply for a HBE permit, the applicant must attend the "Home Based Enterprise Course" at the Main ACS Building, S-311.

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 HBE applications, prepared in a memorandum format from members of the community, see enclosure 1. ACS will route these proposals to the following agencies: DPW (Housing), AAFES, OSJA, and DFMWR.

b. ACS will prepare staff action packages, including the HBE application, a routing summary sheet, and the accompanying legal review for final approval/disapproval of the HBE application.

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

12. Point of contact is the Army Community Service Employment Readiness Manager at DSN (315) 753-8321 and at Commercial (031) 690-8321.

JOSEPH C. HOLLAND
COL, AR
Commanding

3 Encls
1. Sample HBE Request Memorandum
2. Sample HBE Justification
3. HBE Good Health Certificate

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