



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
IMCOM-TRAINING  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
1 KARKER STREET, BUILDING 4, SUITE 5900  
FORT BENNING, GEORGIA 31905-5000

Policy Memorandum 2018-29-1

AMIM-BEW-A (608)

SEP 07 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Home Based Businesses and Home Based Cottage Food Businesses

1. REFERENCES:

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

b. Department of Defense Instruction 1000.15 (Procedures and Support for Non-Federal Entities to Operate on Department of Defense Installation).

c. Army Regulation 608-10 (Child Development Services).

d. Technical Bulletin MED 530 (Tri-Service Food Code).

2. PURPOSE: To provide policy and procedures for authorized residents of on-post government-owned/government-leased and privatized Army Family Housing when applying to operate a Home Based Business (HBB) within the Fort Benning installation boundaries.

3. EXCLUSIONS: This policy does not apply to:

a. Authorized sales and fundraising activities by private organizations, units, and Soldiers and Family Readiness Groups as approved through other channels in the Directorate of Family, Morale, Welfare and Recreation (DFMWR) and the Garrison Commander (GC) or appointed designee.

b. Individuals providing authorized Family Child Care (FCC).

c. Persons who reside on the installation and work remotely out of their residence (such as consultants, freelance artist, or telework) or who operate their own business exclusively through on-line means (for example, eBay or Etsy).

d. Individuals or companies providing merchandise or services to nonappropriated fund activities through an authorized agreement.

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e. Individuals participating in authorized yard sale activities as outlined in the Villages of Benning lease agreement and Resident Handbook.

f. Persons with a valid personal commercial solicitation permit.

#### 4. POLICY:

a. The Army Community Service (ACS), Information, Referral and Follow-up (IR&F) is the single point of entry for HBB. The HBB application is at enclosure 1 and is available for pick-up at the IR&F office located at 7117 Baltzell Avenue, Building 7, Room 141. The application process is at enclosure 2.

b. The approval authority to operate a HBB on the installation is the Senior Commander (SC) or, when delegated, the GC. The SC retains appellate authority and is final decision authority in all cases. Applicants can expect their approval/disapproval no later than 60 calendar days following their submission.

c. Policies, directives and/ or regulations are constantly changing due to the nature of the COVID-19 pandemic. It is the responsibility of the HBB owner to be in compliance with all policies, directives and or regulations promulgated by the Department of Defense and/or Fort Benning.

d. Authorized residents/applicants must submit the following for consideration for a HBB:

(1) Completed HBB Application. Application and pertinent HBB information may be accessed at <https://benning.armymwr.com>.

(2) Business information (catalogs, brochures, pamphlets, handouts, pictures, etc.).

(3) Copy of Liability Insurance Declaration Page and/or Business Registration Number (if applicable).

(4) Cottage Food businesses must provide a written document containing:

(a) The street address of the location where the food will be prepared/produced.

(b) A list of the Cottage Foods that will be produced.

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(c) A copy of the recipe for each food produced. Recipes shall identify all ingredients and a description of the production method and process controls, (example, cooking equipment, product holding/storage, and packaging).

(d) The method of advertising or point of sales location in which the Cottage Food will be provided to the consumer.

e. Applicant is responsible for obtaining approval/disapproval recommendation from on-post organizations/agencies required on the application. Note: In addition to agencies listed on the application, Home Based Cottage Food Businesses owners must also coordinate with Environmental Health, and are subject to home inspections.

5. The HBB owner is responsible for any damages to third parties arising from conducting their business.

6. In accordance with MCoE Policy Memorandum 210-7-13, Outside Employment, Active Duty members applying for outside employment must first obtain approval from the appropriate individual in their chain of command and provide a copy of the approval to ACS.

7. The HBB owners/operators must notify ACS in writing, preferably via e-mail, when they terminate their HBB for any reason (including permanent change of station).

8. Distributing or posting flyers, business cards, and promotional materials on Fort Benning is prohibited. Paid advertising is available/authorized through the post online newspaper, DFMWR, or other approved media.

9. Upon application approval/disapproval, ACS will notify the applicant. Approved applications are valid for a period of 3 years. It is the HBB owner's responsibility to renew their permit.

10. PROPONENT: The DFMWR, Mr. Albert Lee Jr., ACS IR&F, 706-545-6934/2707, or albert.lee10.civ@mail.mil

2 Encls

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ALEXIS RIVERA ESPADA  
COL, AR  
Garrison Commander

DISTRIBUTION:

ADMIN-L, MCoE BN CDR, MCoE CSM/SGM, and MCoE DCO Lists

**Application of Home-Based Business Permit  
Fort Benning, GA 31905**

DATA REQUIRED by the PRIVACY ACT of 1974. Authority: Title 5 USC 552a; Title 10, USC 3013. Purpose(s): The requested information will be used by the Senior Commander or their designee to determine whether or not to grant this request.

**Home-Based Business Owner**

<u>Name (Last, First, MI)</u>		<u>Name of Business</u>	<u>Telephone Number</u>
<u>Address of Proposed Business:</u>		<u>Email Address:</u>	<u>Previously Approved?</u>
<u>Installation if Previously Approved:</u>		YES	NO
<u>Briefly describe the proposed business activity:</u>			
<u>Business Category:</u>	<u>Spouse Owned and Operated?</u>	<u>Application Submission Date:</u>	

The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline on Fort Benning. The business owner acknowledges that the following conditions must be met:

- The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.
- The HBB owner is responsible for any damages to third parties arising from the conduct of their business.
- HBB owners providing child care must register with the installation Child and Youth Services office as part of the Family Child Care (FCC) provider system.
- The HBB owner is required to comply with and is subject to inspection by FB/MWR Safety, Fire, Veterinary Services, and Preventive Medicine for compliance with applicable laws, codes, regulations and requirements.
- An HBB involved in food preparation needs Martin Army Community Hospital Preventive Medicine approval. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions.
- The residential character of the property shall be maintained. The HBB may not occupy more than 25 percent of the home's gross floor area. Parts or materials related to the HBB shall be screened from public view and will be limited to the interior of the structure or the side and rear yards of the property. Signage is limited to what can be displayed in a single window from the inside and may not be illuminated.
- Customers may only patronize a HBB between the hours of 0800 and 2000.
- Noise, vibrations, or odors shall not be detectable beyond the property line.

The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting a request to the Senior or Garrison Commander.

**Home-Based Business Owner:** I certify that the above statements are true and that I have read and will abide by the rules above any additional guidance contained within the installation's HBB policy letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Installation Coordination**

Directorate / Office	Building	Telephone #	Recommendation		Initial	Date
Information, Referral and Follow-up Office, ACS	7	706-545-6934	Application Pick-up			
RCI Community Manager (if applicable)	280	706-545-3803	Approval	Disapproval		
Installation Safety Office	16	706-545-4844	Approval	Disapproval		
Fire Services	80	706-545-0283	Approval	Disapproval		
MACH preventive Medicine	3415	706-545-1446	Approval	Disapproval		
Veterinary Services	265	706-545-5438	Approval	Disapproval		
Information, Referral and Follow-up Office, ACS	7	706-545-6934	Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient		

Reason for Dissapproval

**Installation Approval Authority**

I have reviewed the above application for HBB permit and I have decided to approve / disapprove same.  
(circle one)

Expiration Date: \_\_\_\_\_  
(3 years from date of signature unless otherwise indicated)

ALEXIS RIVERA ESPADA  
COL, AR  
Garrison Commander  
Date

# Home Based Business

## Application Process

