



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473**

AMIM-LDG-ZA (210-7ab)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy #32 Home Based Businesses and Home-Based Cottage Food Businesses

1. References:

- a. Army Directive (AD) 2018-29 (Non-Federal Entity (NFE) Competition with Appropriated and Non-Appropriated Fund Activities on Army Installations).
- b. Army Regulation (AR) 210-7, Personal Commercial Socialization on Army Installations.
- c. Department of Defense Instruction (DoDI) 1344.07 Personal Commercial Solicitation on DoD Installations.
- d. Army Regulation (AR) 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations.
- e. Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on Department of Defense Installation. Office of the Secretary of Defense (Personnel & Readiness).
- f. Army Regulation (AR) 608-10, Child Development Services.
- g. Tri-Service Food Code, Technical Bulletin Medical (TB MED) 530.

2. Scope: This policy applies to all Military and Civilian personnel, and their Family members who reside on Fort Leonard Wood.

3. Exclusions: This policy does not apply to:

- a. Authorized sales and fundraising activities by private organizations, units, and Soldier and Family Readiness Groups (SFRG) as approved through other channels within the Directorate of Family and Morale, Welfare, and Recreation (DFMWR) and the Garrison Commander or appointed designee.
- b. Individuals providing authorized childcare through the Family Child Care (FCC) program of Child Youth Services (CYS), DFMWR.

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c. Persons who reside on the installation and work remotely from their residence (such as a consultant, freelance artist, or teleworker) or who operate their own business exclusively through online means only (i.e., eBay or Etsy type businesses), with the exception of food sales.

d. Individuals or companies providing merchandise or service to Non-Appropriated Fund activities through an authorized agreement.

e. Individuals participating in authorized yard sale activities as outlined in the Balfour Beatty lease agreement and Resident Handbook.

f. Persons with a valid commercial solicitation permit.

4. Purpose: This policy aims to protect the Department of the Army, Military, and Civilian personnel from fraudulent or unethical business practices. Commanders at all levels must ensure all individuals and/or agents who have written permission to solicit on the installation follow the guidance outlined in AR 210-7 and this policy letter. For the purposes of this letter, Home Based Cottage Food Businesses (HBCFB) are a category of Home Based Businesses (HBB) and subject to additional regulations. All references to HBB include HBCFB.

5. Home Based Businesses are Non-Federal Entities (NFE) owned or operated by authorized residents on Army Installations. Personal businesses offered by spouses or dependents of Active-Duty Service members who reside off the installation will also comply with the requirements of this policy, AR 210-7, AR 210-22, and AD 2018-29 if they desire to solicit on the installation or participate in any event offered by any NFEs or the Garrison on the installation.

6. Fort Leonard Wood has designated DFMWR Headquarters, as the single point of entry for HBB applications and inquiries.

a. The approval authority to operate a HBB on the installation is delegated to the Garrison Commander (GC). Fort Leonard Wood will process HBB applications as consistently and expeditiously as possible, but no later than 60 calendar days following the submission of the completed packet.

b. HBB applications will be available at the headquarters office of the DFMWR, 13486 Replacement Ave, Ste 1103 (bldg. 470) Fort Leonard Wood, MO. 65473.

c. HBB applicants will utilize the Application for Home Based Business Permit, FLW Form 120, revised December 2020. (encl 1)

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d. HBB application packets must include:

(1) Completed application, FLW Form 120.

(2) Business information. (catalog, brochures, handouts, website, etc).

(3) Copy of Liability Insurance Declaration Page and/or business registration number (if applicable).

(4) HBB Business Lease Addendum (encl 2), signed by Balfour Beatty.

7. HBCFB (Cottage Food Businesses) are also subject to the following additional requirements of written documentation containing:

a. The street address where the food will be produced.

b. A list of food items that will be produced with a copy of the recipe for each food item produced. The recipe will identify all ingredients and a description of the production's method and process controls (i.e. equipment used, product holding/storage/packaging).

c. Copies of both the applicants' Food Handlers Certificate of Completion and the inspection from Preventative Medicine.

d. Point of sales location.

e. Must follow the Missouri Home Based Kitchen Food Production Guidance. (encl 3)

8. Applicant must submit the method of advertising the business.

9. The HBB owner is responsible for:

a. Completing all application submission requirements outlined in this policy.

b. For any damages to third parties arising from the conduct of the business.

10. Prohibited HBB's on Fort Leonard Wood include the following:

a. Tattoo / Body Art

b. Car Repair / Wash Service

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11. Distribution of posters, flyers, business cards, promotional materials, etc. anywhere on Fort Leonard Wood is prohibited except for authorized paid advertising through the installation newspaper and the DFMWR Commercial Sponsorship and Advertising office.

12. Approval of HBB applications will be valid for three years from the date signed.

13. The point of contact for this policy is the office of the Directorate of Family and Morale, Welfare, and Recreation, (573) 596-0118.

3 Encl

1. Application

2. Lease Addendum

3. Food Production Guidance

STEVEN S. BARTLEY

COL, MP

Commanding