



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JOHNSON
6661 WARRIOR TRAIL, WOODFILL HALL
FORT JOHNSON, LOUISIANA 71459-5339

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01 February 2024

MEMORANDUM FOR RECORD

SUBJECT: Garrison Policy Memorandum #19 – Home-Based Business Operations on the Joint Readiness Training Center and US Army Garrison Fort Johnson

1. References:

- a. Army Directive 2018-29 (Non-Federal Entity Competition with Appropriated and Non-Appropriated Fund Activities on Army Installations).
- b. Army Regulation 210-22 (Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations).
- c. Army Regulation 210-7 (Personal Commercial Solicitation on Army Installations).
- d. Department of Defense Instruction 1344.7 (Personal Commercial Solicitation on DoD Installation).
- e. Department of Defense Instruction 1000.15 (Procedures and Support for Non-federal Entities Authorized to Operate on DoD Installation).
- f. Technical Bulletin Medical (TB MED) 530, 8-301.12 Operations (Tri-Service Food Code).
- g. Corvias Resident Responsibility Guide, Revised Edition, 27 March 2023.
- h. HQ IMCOM memorandum (Policy Memorandum – IMCOM Home Based Business (HBB) Program), 12 June 2023.

2. Scope:

- a. This policy applies to all Active-Duty Soldiers, Family members, Civilians, and Retirees residing within the Fort Johnson government-controlled housing area. This policy applies to Home-based Businesses (HBB). Home-based businesses are non-federal entities (NFEs) that are authorized to operate and offer sales or services from within their residence on an Army Installation.
- b. This policy also applies to NFE owned by spouses of Active-Duty Soldiers, whose place of business is not their residence on an Army Installation.

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3. Purpose: This policy aims to protect Department of the Army military and civilian personnel from unsafe, fraudulent, or unethical business practices. Commanders at all levels must ensure all individuals and/or agents who have written permission to solicit on post follow the guidance outlined in AR 210-7 and this policy letter.

4. Home-based Business Policy:

a. Residents of Fort Johnson operating a HBB in on-post housing must have a letter of authorization from the Garrison Commander (GC).

b. The GC will exercise oversight authority and monitor HBBs operating on Fort Johnson and/or appoint an oversight authority.

c. The GC has determined that the following list of services are not eligible for approval as a HBB at Fort Johnson:

(1) Medical/Birthing: Physical Therapy, PTSD Treatments, Doula/Midwife. (Note: This prohibition does not apply to services offered outside one's own residence but prohibits the provision of such services from one's residence).

(2) Tattoo/Body Art (to include permanent make-up).

(3) Cottage Food HBBs that sell food products that contains greater than 1% alcohol by volume or sell alcoholic beverages.

(4) Cottage Food HBBs may not sell the following high-risk foods or low-risk foods: Honey (baked in a product is acceptable), home-canned vegetables, meats, or stews.

(5) Cottage Food providers residing off the installation.

d. The GC may deny or revoke a HBB permit if it is in the best interest of the command. Revocation grounds include, but are not limited to:

(1) Making false statements on the HBB packet.

(2) Engaging in any act in violation of the law, Army or USAG regulations or policy; any act threatening the health, safety or security of the installation or installation personnel. Must be in compliance with city, state, or federal agency, or department with applicable licenses, laws, codes, regulations, and/or requirements.

(3) Violations can be enforced by:

(a) Warning Letter.

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- (b) Cease and Desist Letter.
- (c) Revocation of Permit.
- (d) Removal from housing.
- (e) Revoking access to installation.

(4) Applicants that are denied will be notified in writing by the GC. Applicants may appeal in writing through the GC to the Commanding General.

e. Distribution of or posting flyers, business cards, or promotional materials anywhere on Fort Johnson is prohibited except for authorized paid advertising through the Directorate of Family and Morale, Welfare, and Recreation (DFMWR). Wrongful placement may result in loss of privileges.

f. All HBB requests are submitted for legal review to the Office of Staff Judge Advocate.

g. All HBBs are subject to inspections by federal regulatory authorities.

h. All HBBs may not encumber more than 25% of a 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.

i. All HBB signage is limited to what can be displayed in single window from the inside and may not be illuminated.

j. Customers may only patronize an HBB between the hours of 0600-2000.

k. Noise, vibrations, or odors shall not be detectable beyond the property.

l. Requester will be notified of approved permits in writing within 60 days of completed HBB packet submission.

m. Approved HBB permits will be valid for a period of one year from date of approval. Renewals must be submitted at least 90 days prior to expiration to ensure uninterrupted service.

n. The GC and MWR will hold a townhall meeting in the second and fourth quarter of the fiscal year with current HBBs.

5. Home-based businesses operating in on-post housing (Corvias). Prior to operating a HBB in on-post housing, individuals must submit an application to the office designated by

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the GC for processing. Applicants requesting permits must, at the minimum, submit the following:

- a. Completed Home-based Business Application Packet signed by:
 - (1) Corvias Community Center Manager.
 - (2) Sponsor's Battalion Commander.
 - (3) Sponsor's Battalion Command Sergeant Major.
 - (4) Environmental Health or Veterinary Clinic, if applicable.
 - b. Business information (catalogs, brochures, pamphlets, handouts, pictures, etc.).
 - c. Copy of current Liability Insurance Declaration Page. Liability Insurance is subject to verification at any time during the one-year permit period.
 - d. Copy of Specialty Service Licensure (for example, cosmetology, massage, etc.)
 - e. Cottage Food businesses must provide the following:
 - (1) Memorandum for Record from Environmental Health approving the business.
 - (2) A copy of the recipe for each food produced at the business location. Recipes shall identify all ingredients and a description of the production method and process controls, (for example, cooking equipment, products holding/storage, and packaging).
 - (3) The method of advertising.
 - (4) A copy of the label to be used on the packaging to include:
 - (a) The name, address, and phone number of the Cottage Food producer.
 - (b) Ingredients that are known food allergens, such as: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soybeans, or a food ingredient that contains a protein derived from a food specified in these known food allergens.
 - (c) A consumer notice that states, "This food was produced in a home kitchen not subject to a public health inspection."
6. Cottage Food is food produced in a private home or residence and is not a time/temperature controlled for safety (TCS) food. A TCS food is one that requires

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refrigeration to prevent microbial growth. Home-based businesses are required to follow regulations set forth by TB MED 530, regulated by Environmental Health.

7. Non-Federal Entities are self-sustaining organizations, incorporated or unincorporated, that are not an agency or instrumentality of the Federal Government.

a. Military spouses operating an HBB in their residence not within the physical boundaries of Fort Johnson are not HBBs and do not need approval to operate.

b. Military spouse owned NFEs referenced in subparagraph 7a are authorized to apply to participate in the DFMWR Marketplace events held monthly on the installation.

c. DFMWR Headquarters will exercise oversight authority and monitor military spouse owned NFEs operating on Fort Johnson and/or appoint an oversight authority.

d. For a military spouse NFE to participate in the DFMWR Marketplace, a completed military spouse owned NFE Application Packet must be submitted in advance of the event and approved. A completed packet will contain:

(1) Completed NFE Application signed by:

(a) Sponsor's Battalion Commander.

(b) Sponsor's Battalion Command Sergeant Major.

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

(3) Copy of Liability Insurance Declaration Page. Liability Insurance is subject to verification at any time during the one-year permit period.

(4) Copy of Specialty Service Licensure (for example, Cosmetology, massage, etc.).

e. The following list of military spouse owned NFEs will not be approved for Fort Johnson.

(1) Services involving Tattoo/Body Art (to include permanent makeup) cannot be provided at the DFMWR Marketplace.

(2) Cottage Food HBBs.

f. Approved military spouse owned NFEs will be authorized to participate in the DFMWR Marketplace for a period of one year from the date of application approval.

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8. Exclusions: This policy does not apply to:

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

b. Individuals providing authorized Family Child Care (FCC) Child Care. Personnel providing childcare in on-post housing must register with the installation Child, Youth, and School (CYS) service office. FCCs do not align within the HBB program.

c. Individuals or companies providing merchandise or services to Non-Appropriated fund activities through an authorized agreement.

d. Individuals participating in authorized yard sale activities as outlined in the Corvias lease agreement and Resident Responsibility Handbook.

e. Individuals who work remotely from their home (i.e., consultant, freelance artist, or teleworkers) or who operate their own business exclusively through online means (eBay or Etsy), are not considered an HBB and do not require approval to operate.

9. Proponent: The Directorate of Family and Morale, Welfare, and Recreation is the proponent for this policy.

10. This policy will remain in effect until superseded or rescinded.

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CLIFTON J. LOPEZ III
COL, SF
Commanding