



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LA 71459**

AMIM-POG-ZA

FEB 23 2022

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison, Joint Readiness and Training Center and Fort Polk Policy #19 for Homebased Businesses and Homebased 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. Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations.

c. Department of Defense Instruction (DoDI) 1344.7 Personal Commercial Solicitation on DoD installation.

d. Department of Defense Instruction (DoDI) 1000.15 Procedures and Support for Non-federal Entities Authorized to Operate on DoD Installation. Office Secretary of Defense (Personnel & Readiness).

e. Army Regulation (AR) 608-10, Child Development Services.

f. Technical bulletin Medical (TB MED) 530, 8-301.12 Operations, Tri-Service Food Code.

g. Corvias Residents Responsibility Guide, revised edition.

2. Scope: This policy applies to all Active Duty, Family Members, Civilian, and Retirees residing within the Fort Polk government controlled housing area. This policy applies to homebased business. Homebased businesses (HBBs) are non-federal entities that authorized residents own or operate to offer sales or services from within their residence on an Army Installation.

3. Purpose: This policy aims to protect Department of the Army (DA) 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.

AMIM-POG-ZA

SUBJECT: United States Army Garrison, Joint Readiness and Training Center and Fort Polk Policy #19 for Homebased Businesses and Homebased Cottage Food Businesses

- a. Residents of Fort Polk operating a HBB in Government housing must have a letter of authorization from the Garrison Commander (GC).
- b. The GC will exercise oversight authority and monitor HBBs operating on the U.S. Army Fort Polk installation and/or appoint an oversight authority.
- c. The GC has determined that the following list of HBBs will not be approved for Fort Polk;
 - (1) Automotive repairs of any kind.
 - (2) 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, see para. 3.e.
 - (3) Tattoo/Body Art (to include permanent make-up).
 - (4) Cottage Food HBBs that sell food products that contains greater than 1% alcohol by volume or sell alcoholic beverages.
 - (5) Cottage Foods HBB 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, cut fruit or fresh, raw vegetables/fruit cups, salads (thawed frozen commercially produced fruits are allowed), uncooked dairy/milk, cheese, cream cheese, yogurt, products that contain meat/seafood, any item which requires temperature control (must be kept hot or cold).
- d. A List of approved HBB categories (see Appendix A).
- e. 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.

AMIM-POG-ZA

SUBJECT: United States Army Garrison, Joint Readiness and Training Center and Fort Polk Policy #19 for Homebased Businesses and Homebased Cottage Food Businesses

(3) Violations can be enforced by:

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

(4) Applicants that are denied will be notified in writing by the Garrison Commander. Applicants may appeal in writing to the Garrison Commander.

f. Distribution of or posting flyers, business cards, promotional materials, etc., anywhere on Fort Polk 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.

g. All HBB requests are subject to a legal review by the Office of Staff Judge Advocate (OSJA).

h. All HBB are subject to inspections by state and federal regulatory authorities.

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

j. Approved HBB permits will be valid for a period of one year from date of approval. Renewals must be submitted at least 60 days prior to expiration to ensure uninterrupted service.

5. Home Based Businesses operating in government housing (Corvias). Prior to operating a HBB in Government-owned or leased quarters, individuals must submit an application to the office designated by the GC for processing. Applicants requesting permits must, at the minimum, submit the following:

- a. Letter of Intent.
- b. Completed Home Based Business Application Packet, and signed by

AMIM-POG-ZA

SUBJECT: United States Army Garrison, Joint Readiness and Training Center and Fort Polk Policy #19 for Homebased Businesses and Homebased Cottage Food Businesses

Battalion Commander, and the Corvias Community Center Manager.

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

d. Copy of Liability Insurance Declaration Page.

e. Copy of Louisiana State License and a copy of the Louisiana State Salon/Shop Operator's License for Cosmetology type HBBs.

f. Cottage Food businesses must provide, at a minimum, list of all the Cottage Foods produced at the business location.

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

(2) The method of advertising.

(3) 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 soy beans 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."

(4) Must be the original processor of the food. Foods from another producer cannot be repackaged.

(5) Package or wrap the food using clean food containers or food-grade foils or plastic wrap.

6. Exclusions. This policy does not apply to:


a. Authorized sales and fundraising activities by private organizations, units,

AMIM-POG-ZA

SUBJECT: United States Army Garrison, Joint Readiness and Training Center and Fort Polk Policy #19 for Homebased Businesses and Homebased Cottage Food Businesses

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 Garrison Commander or appointed designee.

- b. Individuals providing authorized Family Child Care (FCC) Child Care.
 - c. Individuals or companies providing merchandise or services to Non-Appropriated fund activities through an authorized agreement.
 - d. Individuals participating in authorized yard sales activities as outlined in the Corvias lease agreement and Resident Responsibility Handbook.
 - e. Business activities conducted outside one's residence on Fort Polk. Such businesses are regulated in accordance with reference 1.b.
 - f. Home Based Businesses may not encumber more than 25% of a homes' 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.
 - g. Home Based Businesses signage is limited to what can be displayed in single window from the inside and may not be illuminated.
 - h. Customers may only patronize a HBB between the hours of 0600-2000.
 - i. Noise, vibrations, or odors shall not be detectable beyond the property line.
7. Proponent. The Directorate of Family, Morale, Welfare and Recreation Army Community Service Employment Readiness Program is the proponent for this policy.
8. This policy will remain in effect until superseded or rescinded.


SAMUEL P. SMITH, JR.
COL, MI
Commanding