

**FORT STEWART/ HUNTER ARMY AIRFIELD
HOME BASED BUSINESS (HBB)
APPLICATION CHECKLIST**

HBB Application (all sections complete)

USAG Housing Manager Approval/ Disapproval

RCI Community Manager Approval/Disapproval

Installation Safety Approval/Disapproval

Additional Offices (per SC/GC guidance)

Business Licenses (State and/or Local Licenses)

Business Liability Insurance

Forbidden Solicitation Practices Sheet- signed

Example Application for Home-Based Business Permit					
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. This checklist is designed as a template to be modified for use at each Army installation.					
Home-Based Business Owner					
Name (Last, First, MI)		Name of Business		Telephone Number	
Proposed Business Address:		Email Address:		Previously Approved?	
Installation if Previously Approved:				YES	NO
Briefly describe the proposed business activity:					
Business Category:		Spouse Owned and Operated?		Application Submission Date:	
<p>The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met:</p> <p><input type="checkbox"/> The HBB owner must obtain the requisite permissions, licenses (if applicable), and liability insurance prior to opening/operating.</p> <p><input type="checkbox"/> The HBB owner is responsible for any damages to third parties arising from the conduct of their business.</p> <p><input type="checkbox"/> HBB owners providing child care must register with the installation Child, Youth and School Services office as part of the Family Child Care (FCC) provider system.</p> <p><input type="checkbox"/> The HBB owner is required to comply with and is subject to inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.</p> <p><input type="checkbox"/> HBB's involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Customers may only patronize a HBB between the hours of 0600 and 2000.</p> <p><input type="checkbox"/> Noise, vibrations, or odors shall not be detectable beyond the property line.</p> <p><input type="checkbox"/> 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.</p>					
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		Date
Directorate, Family, Morale, Welfare and Recreation			Application Pick-up		
USAG Housing Manager			Approval	Disapproval	
RCI Community Manager (if applicable)			Approval	Disapproval	
Installation Safety			Approval	Disapproval	
Additional Offices (per SC/GC guidance)			Approval	Disapproval	
Directorate, Family, Morale, Welfare and Recreation			Application Turn-in		
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient	
Reason for Dissapproval					
Installation Approval Authority					
I have reviewed the above appication for HBB permit and I have decided to approve / disapprove same. circle one					
Expiration Date: _____ (3 years from date of signature unless otherwise indicated)			MANUEL F. RAMIREZ COL, MI Commanding		

Army Regulation 210-7, October 18, 2007
Personal Commercial Solicitation on Army Installations
Forbidden Solicitation Practices Sheet

2-9. Forbidden solicitation practices

The following practices are forbidden:

- a. Solicitation during enlistment or induction processing or during basic combat training, and within the first half of the one station unit training cycle.
- b. Solicitation of "mass," "group," or "captive" audiences.
- c. Making appointments with or soliciting Army personnel during their normally-scheduled duty hours.
- d. Soliciting without an appointment in areas used for housing or processing transient personnel, or soliciting in barracks areas used as quarters.
- e. Use of official military identification cards or vehicle decals by active duty, retired, or reserve members of the military services to gain access to Army installations for the purpose of soliciting. When entering the installation for the purpose of solicitation, solicitors with military identification cards and/or installation vehicle decals must present documentation issued by the installation authorizing solicitations.
- f. Offering of false, unfair, improper, or deceptive inducements to purchase or trade.
- g. Offering rebates to promote transaction or to eliminate competition. (Credit union interest refunds to borrowers are not considered a prohibited rebate.)
- h. Use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature. All financial products, which contain insurance features, must clearly explain the insurance features of those products.
- i. Any oral or written representations which suggest or appear that the Department of the Army sponsors or endorses the company or its agents, or the goods, services, and commodities offered for sale.
- j. The designation of any agent or the use by any agent of titles (for example, "Battalion Insurance Counselor", "Unit Insurance Advisor", "Servicemen's Group Life Insurance Conversion Consultant") that in any manner states or implies any type of endorsement from the U.S. Government, the Armed Forces, or any State or Federal agency or Government entity. AR 210-7 • 18 October 2007
- k. Making personal commercial solicitations or sales to personnel who are junior in rank or grade, or to the family members of such personnel, except as authorized in DOD 5500.7-R, sections 2-205 and 5-409.
- l. The use of Army personnel representing any insurer, dealing directly or indirectly on behalf of any insurer or any recognized representative of any insurer on the installation, or as agent or in any official or business capacity with or without compensation.
- m. The use of an agent as participant in any military service-sponsored education or orientation program.
- n. Entry into any unauthorized or restricted area.

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2-9. Forbidden solicitation practices, continued

- o.** Assignment or use of desk space for interviews, except for specific, prearranged appointments. During appointments, the agent must not display desk or other signs announcing the name of the company or product affiliation.
- p.** Use of the "Daily Bulletin" marquees, newsletter, Web page, or any other notice, official or unofficial, announcing the presence of an agent and his availability.
- q.** Distribution of literature other than to the person being interviewed.
- r.** Wearing of name tags that include the name of the company or product that the agent represents.
- s.** Offering of financial benefit or other valuable or desirable favors to military or civilian personnel to help or encourage sales transactions. This does not include advertising material for prospective purchasers (such as pens, pencils, wallets, and notebooks, normally with a value of \$1 or less).
- t.** Use of any portion of installation facilities, to include quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by regulations governing the operations of exchanges, commissaries, non-appropriated fund instrumentalities, and private organizations. This is not intended to preclude normal home enterprises, providing State and local laws are complied with.
- u.** Unauthorized advertising of addresses or telephone numbers used in personal commercial solicitation activities conducted on the installation, or the use of official position, titles, or organization names for the purpose of personal commercial solicitation, except as authorized in DOD 5500.7-R. Military grade and military service as part of an individual's name (for example, Captain Smith, U.S. Army) may be used in the same manner as conventional titles such as "Mr." or "Mrs."
- v.** Contacting Army personnel by calling a Government telephone, faxing to a Government fax machine, or sending e-mail to a Government computer, unless a pre-existing relation (that is, the Army member is a current client or requested to be contacted) exists between the parties and the Army member has not asked for the contact to be terminated.
- w.** Soliciting door to door or without an appointment

Applicant Signature: _____

Date: _____