



U.S. ARMY®



Home-Based Businesses (HBBs)

Informational Briefing



Family and MWR Contact Information

Program Coordinator: Jamie Klepper

DSN: 596-2622

CIV: 09641-70-596-2622

Email: jamie.n.klepper.naf@mail.mil

NAF Support Division Chief: Andrea Stauffer

DSN: 596-3303

CIV: 09641-70-596-3303

Cell: 0173-315-6062

Email: andrea.g.stauffer.naf@mail.mil

Family and MWR Director: Joseph L. Johnson

DSN: 596-2089

CIV: 09641-70-596-2089

Email: joseph.l.johnson16.naf@mail.mil



8 December 2020



Agenda

- Purpose
- References and Regulations
- Policy Clarifications
- Rules for HBB Operation
- Application Process
- Discussion Period (Q&A)



8 December 2020



Purpose of Home-Based Businesses

- HBBs are an important way for spouses to work out of their homes while in Europe. They provide valuable services to members of the military community.
- Family and MWR is the conduit for collecting the paperwork and working with the legal center and the Garrison to get the HBB packets approved.
- Family and MWR is not an enforcement agency.
- It is the responsibility of the applicant to follow the rules and regulations and to complete the steps needed to get the application submitted.





References and Regulations

- Army in Europe Regulation (AER) 210-70 (On Post Commercial Solicitation), 21 January 2016.
- DoD 5500.7-R (The Joint ethics Regulation (JER)), 17 November 2011.
- Army Regulation 210-7 (Personal Commercial Solicitation on Army Installations), 18 October 2007.
- AER 600-17 (Retail Sales of Motor Fuel to Individuals in Germany), 22 August 2012.
- AER 190-1 (Driver and Vehicle Requirements and the Installation Traffic Code for the US Forces in Germany), 13 August 2010.
- AER 550-175 (US Forces Customs Controls in Germany), 15 July 2011.



8 December 2020



Policy Clarifications

- Definition of Commercial Solicitation is the conducting of ANY business on a military installation. This includes the sale of goods or services, advertising, calling, arranging appointments, distributing any materials, or delivering or discussing contracts.
- Home-Based Businesses include any business where the services or goods are sold outside your home. It includes any business that arranges personal demonstrations, advise customers on the use of goods, solicits orders at social gatherings (even if orders are mailed directly from a wholesaler to a customer).

THUS,

- Any person operating any private business, conducted out of their home, for profit or offering goods or services of any kind for sale, may not engage in commercial solicitation on a military installation until granted permission to do so.



8 December 2020



Policy Clarifications

- **Rules to operate an HBB in Europe are different than they are in the US (due to AER 210-70). No matter what your business is, if you conduct any form of business on a military installation, you **MUST** get written approval from the Garrison Commander.**



8 December 2020



Rules for HBB Operation

- Businesses shall not solicit individuals during the individual's duty day.
- Appointments shall be made using AE Form 210-70F and the letter of authorization from the Garrison Commander.
- All businesses will provide a DD 2885 (Personal Commercial Solicitation Evaluation) to each individual at their initial appointment.
- All retail contracts must contain the cancellation clause:

The buyer may cancel the contract within 14 days after the date of the contract without penalty or obligation. The contract must be canceled by giving written notice to [insert name and address of the commercial enterprise or self-employed vender] by mail, telegram, or personal delivery. Mailing the cancellation notice within 14 days meets the conditions of this term.
- It must also state that free legal advice is available from the Garrison Legal Center.
- Businesses shall not conduct cold-calling or door-to-door solicitation.



8 December 2020



Rules for HBB Operation Continued

- No federal endorsement of any kind can be implied.
- Government owed quarters shall not be used as a business showroom, warehouse or storage facility. Exterior parts of government owed quarters shall not be used to advertise products or services.



8 December 2020



Rules for HBB Operation

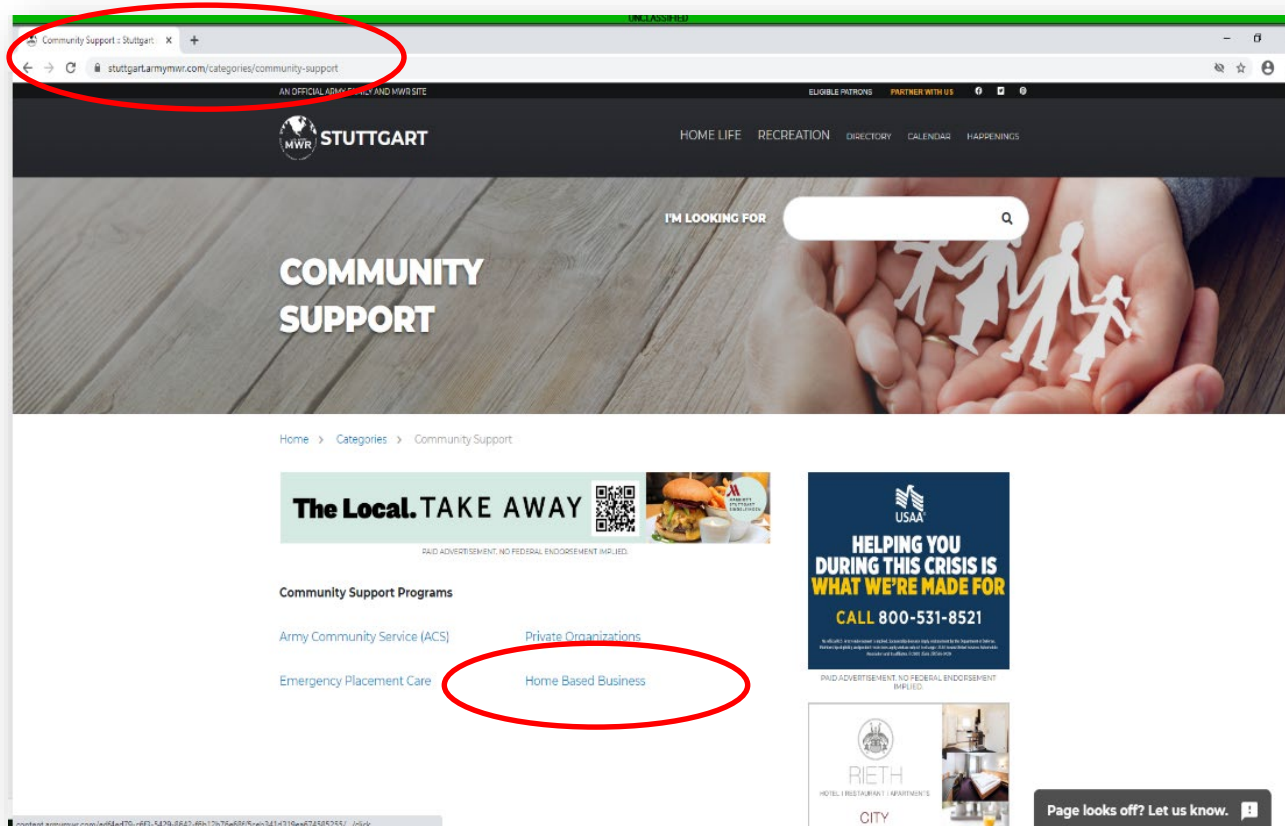
- Use of military postal service for business purposes is prohibited.
- Vehicles registered with the US Forces may not be used for commercial enterprises.
- AAFES, commissaries and VAT and tax free fuel entitlements shall not be used for commercial purposes.
- Businesses should not use government property such as computers, faxes, telephones or supplies to conduct business operations.
- Businesses should not utilize MWR facilities such as the crafts shops or recreation centers to support their business.
- Due to COVID-19, all businesses engaging in commercial solicitation will follow guidelines established by the Host Nation and Garrison authorities. Failure to do so could result in revocation of authorization to operate on the installation.





Application Process

- Go to www.stuttgart.armymwr.com, then the Home-Based Business page



- The application and links to additional resources are on the bottom of the Home-Based Business page.





Application Process

1. Fill out the front page of the application
2. Gather documents listed on the application (and in AER 210-70)
3. Turn in completed packet to Family and MWR HBB Coordinator listed on the second page of this briefing
4. Family and MWR will review packet and will forward packet, once completed, to the Legal Center for review.
5. Once reviewed by the Legal Center, the packet will be forwarded to the Garrison Commander for consideration/approval. This process could take up to 60 days.
6. Once packet is approved, Family and MWR will forward a copy of the approval letter to the applicant. The approval is good for up to three years.



8 December 2020



Question and Answer Period

- Are any processes confusing?
- How can we better support?



8 December 2020



Any Questions?

