

Home-Based Businesses (HBBs)

Informational Briefing

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Agenda

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

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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.

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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.

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, advises customers on the use of goods, solicits orders at social gatherings (even if orders are mailed directly from a wholesaler to a customer).

Please note,

- Any person affiliated with the U.S. military installations in Stuttgart 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 until granted permission to do so.

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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 are affiliated with the U.S. military installations in Stuttgart and/or if you conduct any form of business on a military installation you MUST get written approval from the Garrison Commander.**

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, 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.

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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. Free legal advice is available from the USAG Stuttgart Garrison Law Center located on Kelley Barracks, Stuttgart, Germany.

- Businesses shall not conduct cold-calling or door-to-door solicitation.

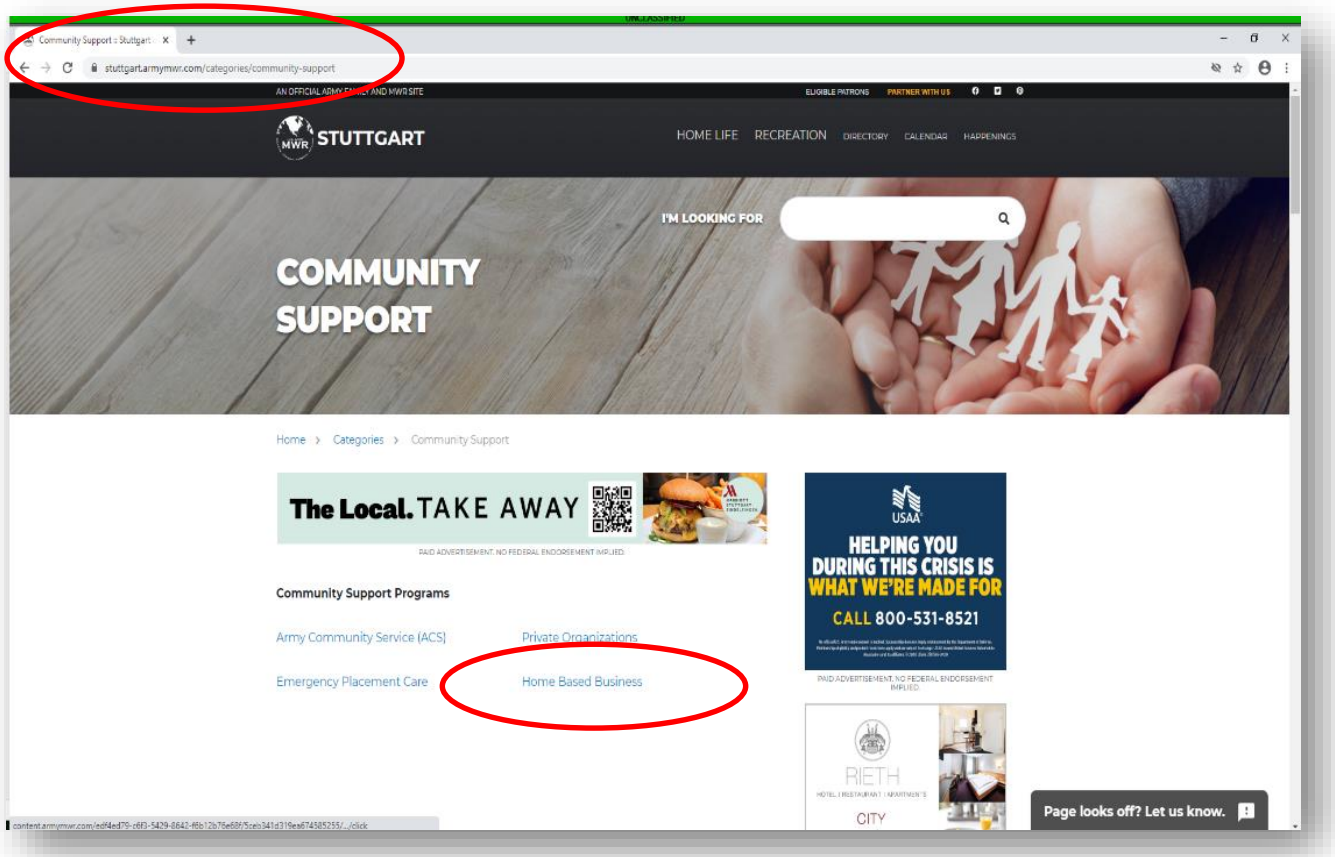
Rules for HBB Operation Continued

- No federal endorsement of any kind can be implied.

- Government-owned quarters shall not be used as a business showroom, warehouse or storage facility. Exterior parts of government-owned quarters shall not be used to advertise products or services.

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 (https://stuttgart.armymwr.com/programs/home-based-business).

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. We can't start reviewing the packet until all documents are submitted.

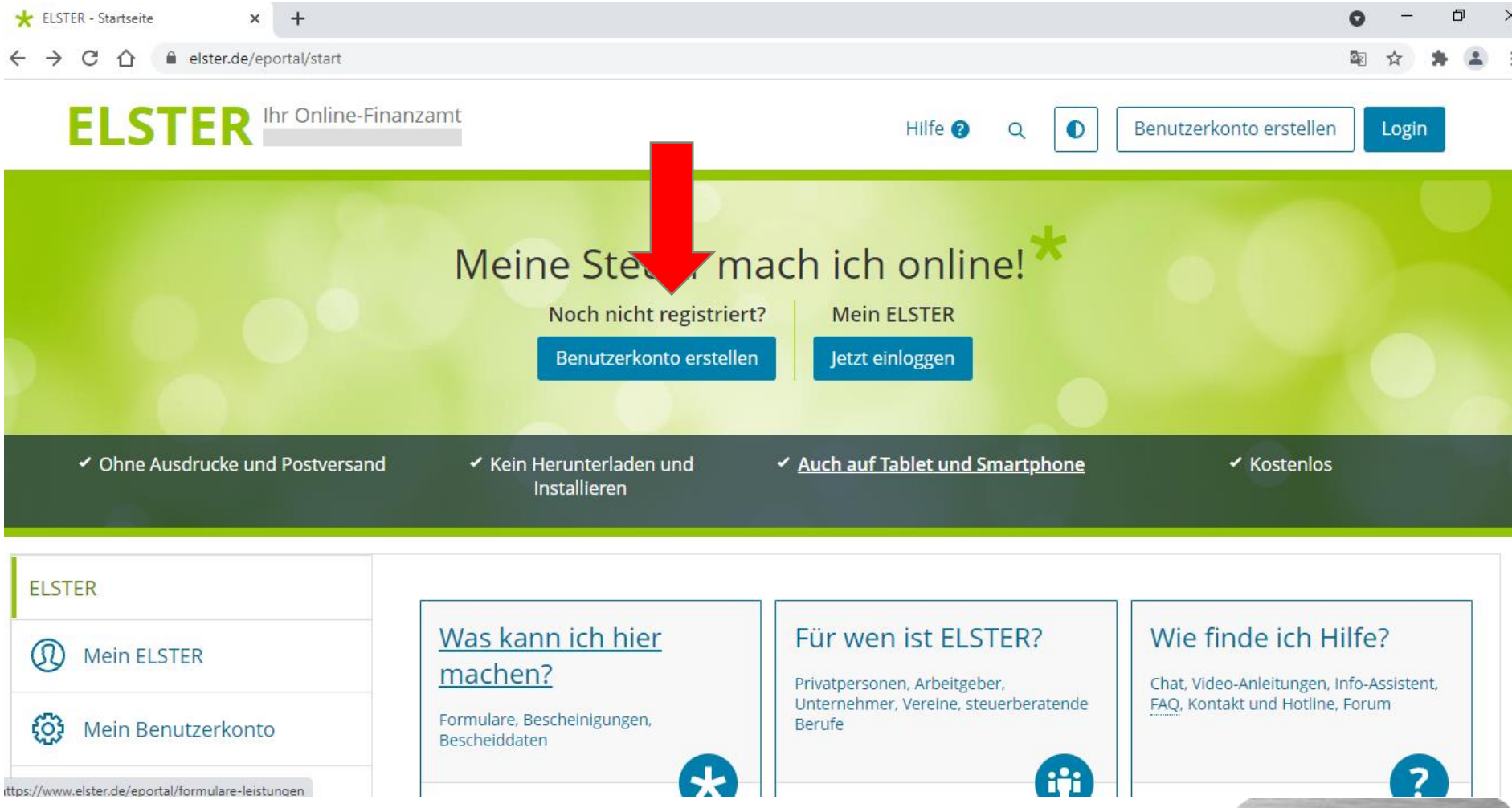
4. Family and MWR will review packet and will forward packet, once completed, to the Legal Center for review.

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 two years.

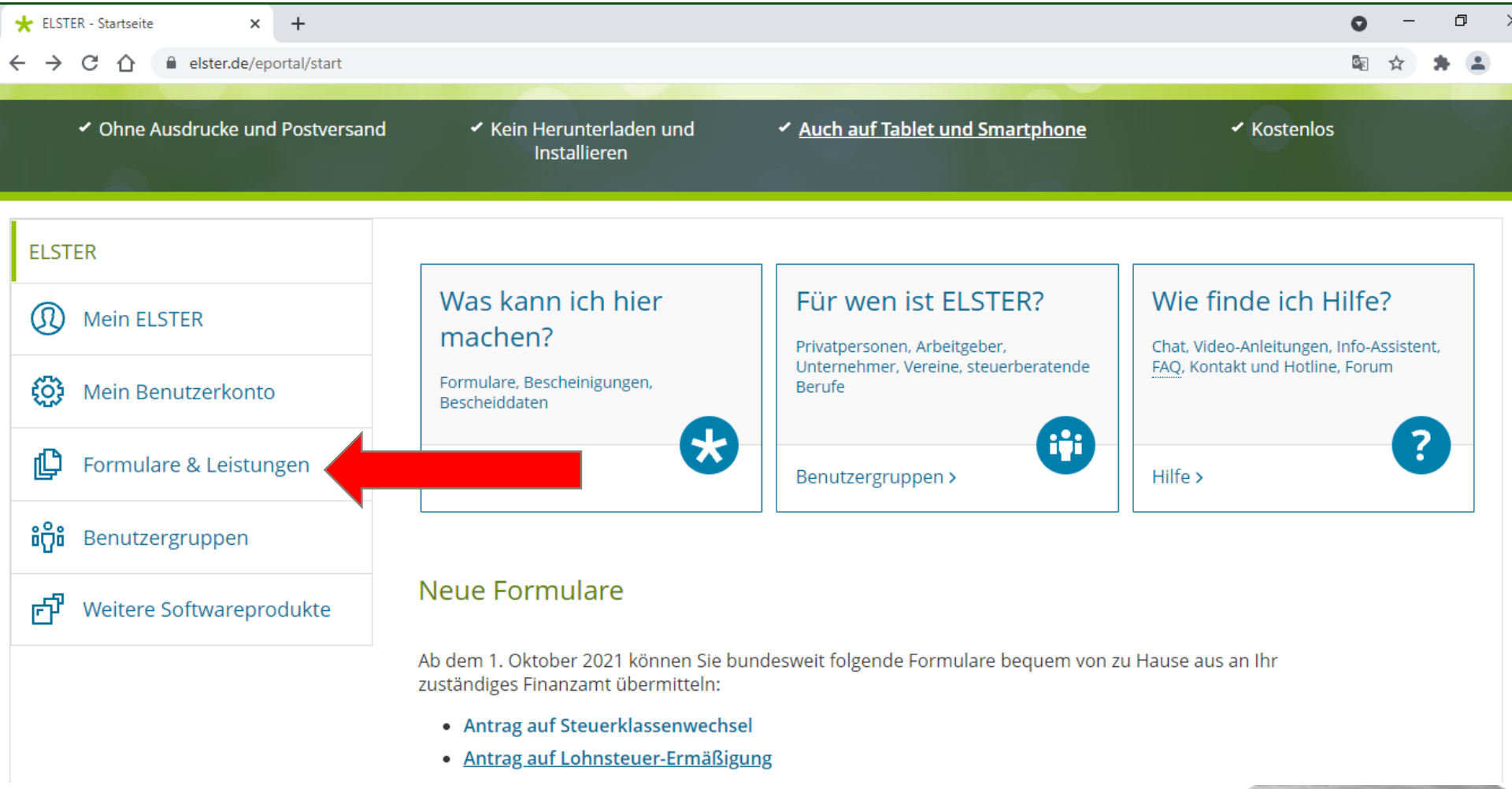
Application Process – German Tax ID

1) Register on the website – www.elster.de



Application Process – German Tax ID

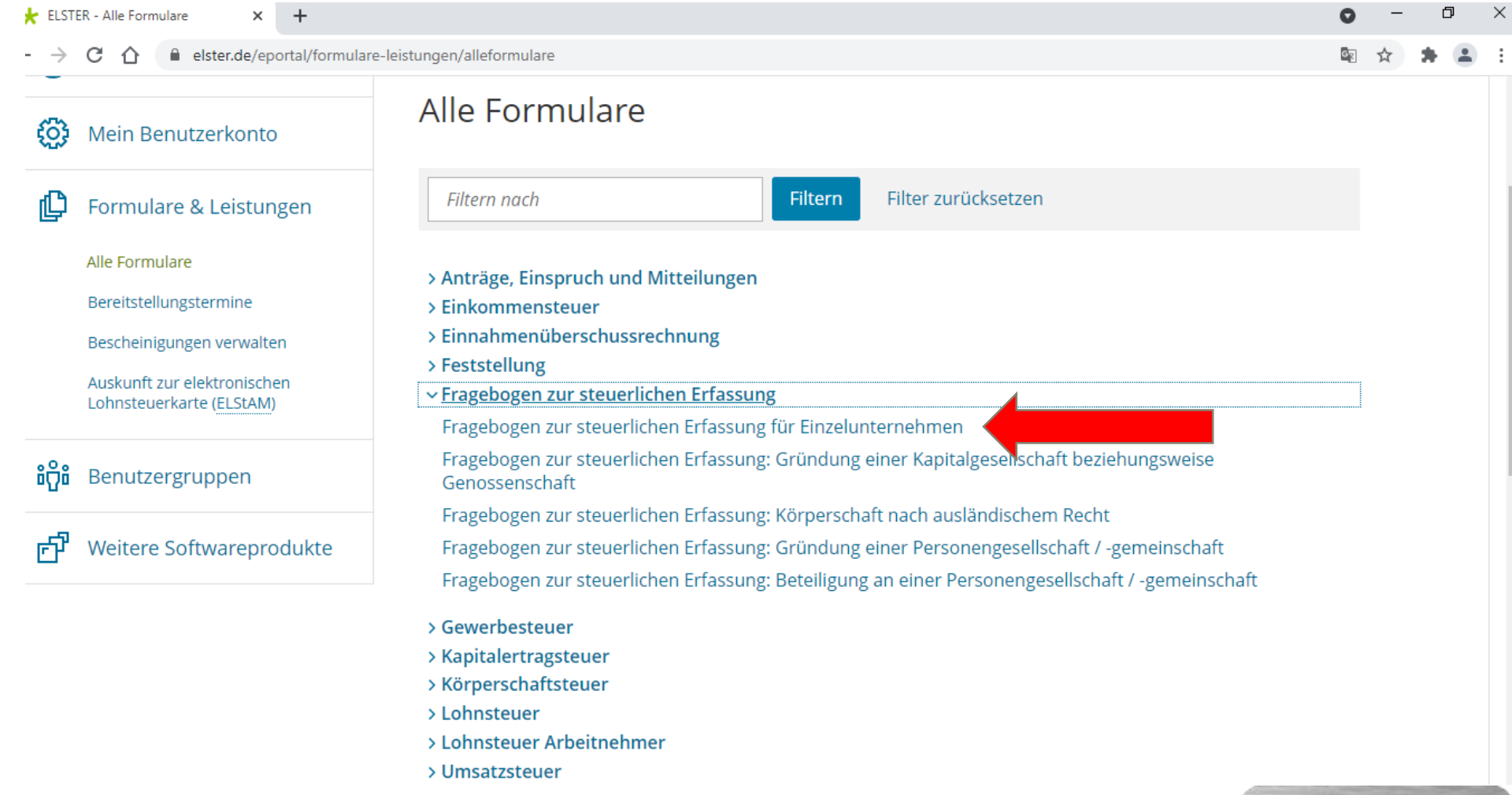
2) Forms are available under “Formulare”



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Application Process – German Tax ID

3) Fill out form “Fragebogen zur steuerlichen Erfassung fur Einzelunternehmen”



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Application Process – German Tax ID

1. Save the filled out form for your records.
2. Once the form is submitted, it can take around 3-4 weeks for the Tax ID number (Umsatzsteuernummer) to come by mail.
3. German Tax authorities will consider the application date as the start date for your business, but please note that you are not allowed to operate until granted approval by the USAG Stuttgart Garrison Commander.

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Application Process – Services Involving Children

- If you will be providing services involving children (ex: tutoring, photography, etc.), please first reach out to the HBB Coordinator. In general, parent presence is mandatory to protect you and the children.

- Exception – Family Child Care (FCC) providers. For FCC providers on Army installations, see AR 608-10, chapter 6, or please contact the CYS Division Chief Ms. Jamie Ruffini at jamie.m.ruffini2.naf@army.mil

Food Services

- If you will be providing food services (ex: baking, food preparation/catering), you have to receive a Food Handler Certificate.
- It is valid for 1 year.
- Online Food Handler Certification Course: https://rhce.amedd.army.mil/Bavaria/DPM/fhcc.cfm

Question and Answer Period

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

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Any Questions?