

2. Does the Army consider a Home Based Business competition to MWR or AAFES?

A recent Army directive states that HBBs are not to be considered competitors to AAFES, the Commissary or MWR. These agencies are no longer in the HBB approval process and cannot be a reason for HBB disapproval.

3. Can I have a Home Based Business if I live outside the United States?

Yes, local government licensing requirements, host nation requirements, status of forces agreements, military postal service restrictions, and installation advertising practices must be considered when deciding whether to approve HBB applications. Just like in the US, HBB owners are responsible for obtaining and maintaining licenses.

4. I just PCS'd to a new installation but operated a Home Based Business at my last duty station. Do I still have to submit an application?

Yes, you must receive approval to operate your home based business at your new installation. Senior commanders are highly encouraged to approve requests for HBBs when the business owner demonstrates authority to operate the same business at a previous duty station and that all local licensure and other legal requirements are met. Make sure your application says you operated your HBB at your previous installation.



HOME BASED BUSINESS



ArmyMWR.com/HomeBasedBusiness



"People are always my #1 priority".

- General James C. McConville,
Army Chief of Staff



SPOUSE EMPLOYMENT

is a key part of Army Family quality of life – Home Based Businesses (HBBs) can be an important contributor.

HBBs allow spouses to work from their Army quarters, developing rewarding careers that follow them through PCS moves. The wide span of HBBs operated by Army spouses includes

- Car repair service
- Hairdressing and hairstyling
- Pet grooming and pet sitting
- Massage therapy
- Retail sales from home

HBB owners need to obtain approval from the garrison commander or senior commander. We've recently streamlined the process to make it quicker and easier.

Not everyone who works from home operates an HBB though. If you work remotely from your home, you probably don't need approval. Other examples of businesses that don't need approval are

- Bookkeeping and tax preparation
- Personal training conducted outside the home
- Photography, graphic design, and advertising services

- Tutoring and music instruction
- Entertainment or travel planning
- Housecleaning and lawn care
- Selling items from multi-level marketing (MLM) companies

HOME BASED BUSINESS APPROVAL IS QUICK AND EASY!

The Army's new standardized HBB application template streamlines the approval process. Of course, installations are still required to adhere to local and state laws and regulations regarding home business operations, so check into those, too.

HERE'S THE PROCESS:

Step 1: Obtain the HBB Application

Visit the Garrison DFMWR at your local Army Community Service Center or go online to download your HBB application and any required additional forms.

Step 2: Complete the Application

This includes visiting and obtaining approval from installation agencies like the housing office and community housing manager. The application should identify the agencies, but ask your ACS representative if you have questions. If you need any additional documentation (like licensing or certifications), get that, too.

Step 3: Turn in the Application

Once you've completed your paperwork, submit the application to your Garrison DFMWR. Keep a copy of the completed application for your own records.

Within 60 days, you should get notification of approval. Simple!



GET APPROVED NOW!

If you operate an HBB on post and aren't yet approved, now's the time to get official.

- We've recently streamlined processes, so they're easier than ever. You can get approved within 60 days.
- Moving your HBB from another installation? If you were approved there, the process is even easier!
- New Army guidance directs installations to "find a way to say yes" to HBB owners – so we're prepared to make this easy for you.
- Official on-post offerings from AAFES, the Commissary and MWR no longer consider HBBs competition, and you don't have to gain their approval.
- Operating an HBB from your quarters without approval can violate policy and get you in trouble.

Don't delay. Get your Home Based Business registered today by contacting DFMWR!

FAQs

1. Do Home Based Business owners have to obtain any special insurance or licenses?

The HBB owner is responsible for obtaining the necessary permissions, applicable licenses, and liability insurance. The HBB owner is also responsible for any damages to third parties arising from the conduct of the business.