



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
OFFICIAL POSTAL CENTER 705
APO AP 96338-9001

USAG JAPAN POLICY
210-25-19

AMIM-JNW-N (210-22)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Home-Based Businesses Operating on U.S. Army Garrison Japan Installations

1. References:

- a. Army Directive (AD) 2018-29, Non-Federal Entity (NFE) Competition with Appropriated and Non-Appropriated Fund (NAF) Activities on Army Installations.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations.
- c. AR 608-10, Child Development Services.
- d. Department of the Army (DA) Pamphlet (PAM) 40-11 (Army Public Health (APH) Program).
- e. Department of Defense (DoD) Regulation 5500.07-R, Joint Ethics Regulation (JER).
- f. DoD Instruction (DoDI) 1330.17, DoD Commissary Program.
- g. DoDI 1344.07, Personal Commercial Solicitation on DoD Installations.
- h. Headquarters (HQ), DA (HQDA) Execution Order (EXORD) 224-19, Home-Based Business (HBB) Approval Process.
- i. Technical Bulletin Medical (TB MED) 530, Tri-Service Food Code.

2. Purpose. This U.S. Army Garrison Japan (USAG Japan) Policy establishes procedures for Home-Based Businesses to include sale of goods, products, and services, on USAG Japan Installations.

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3. Applicability. This USAG Japan Policy applies to all DoD personnel, Family members, agencies, and other individuals, on or off-post, seeking to operate a Home-Based Business. This does not apply to:

a. Commercial companies providing services under contract on USAG Japan when authorized by the Commander, USAG Japan.

b. An individual who sells his/her own personal property (e.g., home appliances or goods) on an occasional basis.

c. Approved Private Organizations (POs) may only participate in approved fundraising, which is governed by USAG Japan Directorate of Family and Morale, Welfare and Recreation (DFMWR) and USAG Japan Policy 210-25-17. No other forms of commercial solicitation are authorized.

d. Jobs performed by school age children on an occasional or part-time basis such as lawn mowing, snow shoveling, or similar activities.

e. English as a second language performed in homes as governed by U.S. Forces, Japan Instruction (USFJI) 36-1001, Commercial Activities and Private Employment in Japan.

f. Private Employment for those individuals seeking employment on the local economy.

g. Individuals providing authorized Family Child Care (FCC). Personnel desiring to provide childcare in on-post housing must register with the installation Child and Youth Services (CYS) office as part of the FCC provider system. The FCCs do not align within the HBB program.

h. In accordance with AR 210-22, an HBB is defined as a business whose primary office and operation is located inside the home on the installation. Examples of HBB include, but are not limited to, car repair service, hair salon services, pet grooming, and food services. Individuals who work remotely from their home on the installation (i.e., consultant, freelance artist, or teleworker) or who operate their own business exclusively through online means (eBay, Etsy, etc.), are not considered HBB and do not require approval to operate. Other examples of businesses that do not require approval include those that do not entail clients/customers visiting quarters and/or soliciting on post.

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4. Home-Based Business. Individuals seeking to conduct a Home-Based Business on USAG Japan to include government housing areas, must obtain approval. The package must include the following:

- a. U.S. Army Garrison Japan (USAGJ) Form 1931 (Application for Home-Based Business Permit).
- b. Statement of Understanding.
- c. Checklist for Home-Based Business.
- d. Housing Division Approval.
- e. Approval from Department of Public Health (DPH) for food and drink businesses.
- f. DoD (DD) Form 2973 (Food Operation Inspection Report).
- g. DD Form 2972 (Food Facility Risk Assessment Survey).
- h. Approval from the Veterinary Readiness Activity, Japan for approved food sources for food and drink businesses.
- i. List of products or services, prices, and menu.
- j. Documentation of certificates, insurance, licenses or permits, if applicable.
- k. Business Information (flyers, posters, catalogs, brochures, pamphlets, signage, handouts, advertisements, pictures, etc.).

5. Responsibilities.

a. The approval authority to operate a HBB on the installation is the Senior Commander (SC). The SCs may delegate this authority to the Garrison Commander (GC) but retain appellate authority. In all cases, the SCs decision is final in accordance with (IAW) Reference a. Operating a HBB without the SC or GC approval could result in adverse action but is not limited to termination of government quarters.

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b. The SCs/GCs are encouraged to standardize installation application point of contact (POC) at the Installation DFMWR. The USAG Japan DFMWR POC/HBB Coordinator will oversee the application approval process and perform the following:

(1) Examine applications of individuals desiring to operate a HBB.

(2) Process HBB applications no later than 60 calendar days following submission.

(3) Coordinate permit requests (with recommendations) to the SC (or GC). Permits will be valid for 3 years unless otherwise indicated. It is the responsibility of the approved HBB Owner to renew their permits 30 days before the expiration date and to notify the HBB POC/Coordinator of any changes to the nature or termination of the HBB.

(4) Maintain a file of sellers with approved permits.

(5) Issue approved HBB Permits.

c. Other operations, concerns, or problems regarding HBBs will fall under the authority of the appropriate staff element (e.g., safety issues—safety office, illegal/unauthorized activity—law enforcement, sanitation/food safety—APH) IAW applicable regulations and guidance.

d. Housing Managers or Privatized Housing Providers are responsible for HBB operations within their respective housing communities.

e. The approved HBB Owner will provide clients with DD Form 2885 (Personal Commercial Solicitation Evaluation) and provide a copy to the USAG Japan DFMWR HBB POC/Coordinator.

f. The sale, distribution, or vending of food or drink for human consumption that has been prepared in the kitchen of a private home or other unlicensed facility will only be approved pending meeting all inspection and training requirements IAW TB MED 530. The HBBs are subject to continuous inspections from U.S. Army Medical Department Activity-Japan (MEDDAC-J) DPH established on risk-based procedures. To establish an HBB soliciting food or drink the requestor must contact MEDDAC-J DPH for proper guidelines and instruction. The HBBs soliciting food or drink will only be approved with the additional approval from the DPH.

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g. Complementary and Alternative Medicines (interventions) are prohibited unless otherwise approved by the DPH. Services may include physical therapy, occupational therapy, chiropractic medicine, massage therapy, lactation services, homeopathy, and naturopathy. Services such as music therapy, art therapy, and aromatherapy are not prohibited as long as they meet the criteria of this policy.

h. Engage in private employment on or off-base that is offensive to the Japanese public, lewd, or which appeals to the prurient interests of the audience.

i. Engage in private employment on or off-base directly or indirectly involving the distribution, sale, production, or promotion of adult, pornographic, or obscene sexual use items (e.g., toys, videos, magazines, or other media depicting sexual activity or erotic behavior in a way that is designed to arouse sexual excitement).

6. Business Enterprises in U.S. Government Quarters. Private businesses in government quarters are authorized under limited circumstances. Government housing will not be altered to accommodate private business endeavors unless authorized by the Commander, USAG Japan. The following practices are prohibited:

a. Body Art businesses providing tattoo services. Body Art Businesses that involve the application of permanent makeup, brow lamination, body piercing (except for ear piercing), Henna, and other invasive treatments. Ear piecing is an authorized service only through Army and Air Force Exchange Service (AAFES) and may not be conducted as an HBB.

b. Sale of commercial items:

(1) Purchasing of goods at AAFES retail operations or the Commissary in connection with private business: If handicrafts were to be sold in HBBs, materials to be used for the handicrafts must not be obtained from AAFES retail operations or the Commissary. Using materials obtained from the local economy for this purpose is not prohibited.

(2) Individuals authorized commissary privileges and access will not sell or give away commissary purchases to individuals, organizations, or activities not entitled to commissary privileges, and are prohibited from using commissary purchases to support a private business.

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(3) Use of the Military Postal Service (MPS) for the transportation of goods for sale or resale:

(a) Materials to be used or sold in HBBs may not be obtained through the MPS nor redistributed or remailed through the MPS. Obtaining such materials from other than MPS (e.g., through commercial, Japan mail systems, purchased in the local economy), is not prohibited.

(b) For sales or services that are customarily conducted in a domestic setting e.g., a "party" hosted by an authorized HBB Owner, customers must place orders personally and directly with Internet commercial retailers. The HBB Owner are prohibited from placing orders on behalf of customer through MPS or have items sent to the HBB Owner themselves for resale or transfer to customers.

7. Commercial Advertisement. Only commercial speech and advertisements approved by the SC or, GC, are permitted on USAG Japan. This prohibition includes, but is not limited to flyers, posters, banners, product literature, vehicle wraps, and similar advertisements, for the purpose of solicitation. Advertisements placed on or in vehicles on USAG Japan are regulated by and must be approved to the same extent as all other commercial speech and advertisements on USAG Japan. The DFMWR can provide information on locations approved to advertise the occasional sale of personal property, and how to obtain approval for other commercial advertisements.

8. Definition. Cottage Food is food produced in a private home or residence and is not a time/temperature controlled for safety (TCS) food. A TCS food requires refrigeration to prevent microbial growth. Characteristics of low and high-risk foods are defined in TB MED 530, Tri-Service Food Code. Cottage Food businesses must provide a written document containing:

- a. The street address of the location where the Cottage Food will be produced.
- b. A list of the Cottage Foods that will be produced.
- c. A copy of the recipe for each food produced. Recipes shall identify all ingredients and a description of the production method and process controls, (example, cooking equipment, product holding/storage, and packaging).
- d. The method of advertising or point of sale location in which the Cottage Food will be provided to the consumer.

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9. Procedures.

a. Requestor: The HBB Owner is responsible for completing the application process, and obtaining the necessary permissions, licenses, (if applicable), and liability insurance. It is the responsibility of the HBB Owner to determine their insurance requirements. The HBB Owner also is responsible for any damages to third parties arising from the conduct of the business. The HBB Owner is responsible for notifying the HBB POC/Coordinator of any changes to the nature or termination of the HBB such as a Permanent Change of Station (PCS) or closure of HBB.

(1) Obtain a copy of the USAGJ Form 1931 (Application for Home-Based Business Permit) from <https://zama.armymwr.com/programs/commercial-solicitation-and-home-based-business>.

(2) For food and drink related businesses, requestors must gain approval from the DPH.

(3) Submit the USAGJ Form 1931 (Application for Home-Based Business Permit) to the HBB POC/Coordinator 30 days prior to the starting date.

(4) Coordinate with local officials for approval to operate a HBB in your home; ensure coordination with city council, landlord, and so forth for off post housing.

(5) The HBB Owners residing in government managed housing (this includes government-owned housing communities not within the installation boundaries must obtain approval to operate in writing from the Installation Housing Office before submitting their application.

b. HBB POC/Coordinator:

(1) Route through Staff Judge Advocate (SJA) for Legal Review.

(2) Route to DFMWR for approval.

(3) Route to the Garrison Commander, USAG Japan for final approval.

(4) Issue an HBB Permit for 3 years unless otherwise indicated.

(5) Maintain files on HBBs.

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10. The proponent for this policy is NAF Support Management Division, DFMWR at 263-4273.

11. This USAG Japan Policy supersedes USAG Japan Policy 210-24-01, 7 March 2024 and will remain in effect until superseded or rescinded.

FOR THE COMMANDER:

Encl
Sample Home-Based Business Permit

ERIC J. HILL
Director, Family and Morale,
Welfare and Recreation

DISTRIBUTION:

A

C

Special Distribution

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Sample Home-Based Business Permit



You are responsible for renewing this permit 30 days prior to the expiration date if you wish to continue operating your business. You must notify the HBB Coordinator of any changes to the nature or termination of your business.

You are approved **only** for the items listed below:

(Istroll, LLC Camp Zama)
Item: Stroller workout group.

The Home-Based Business
Coordinator is Ms. Rika Osada
rika.j.osada.naf@army.mil
DSN 315-263-5962



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