



DEPARTMENT OF THE ARMY
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

AMIM-LMF-OP (800D)

FEB 05 2025

MEMORANDUM FOR RECORD

SUBJECT: Joint Base Lewis-McChord Policy Memorandum #18 Home-Based Businesses (HBB) and Home-Based Cottage Food Businesses (HBCFB)

1. References:

- a. Army Regulation (AR) 210-7, Personal Commercial Solicitation on Army Installations.
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations.
- c. AR 420-1, Army Facilities Management.
- d. Army Directive (AD) 2018-29, Non-Federal Entity Competition with Appropriated and Non-Appropriated Fund Activities on Army Installations, 17 December 2018.
- e. Department of Defense Instruction (DoDI) 1344.7, Personal Commercial Solicitation on DoD Installations.
- f. DoDI 1000.15, Procedures and Support for Non- Federal Entities Authorized to Operate on Department of Defense Installations.
- g. AR 608-10, Child Development Services.
- h. Technical Bulletin (TB) MED 530, Tri-Service Food Code.

2. Scope: This policy applies to all military and civilian personnel and their family members who reside on Joint Base Lewis-McChord installation. Home-Based Businesses are Non-Federal Entities (NFEs) owned or operated by authorized residents on Army installations.

3. Exclusions: This policy does not apply to:

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a. Authorized sales and fundraising activities by private organizations, units, Soldiers, and Family Readiness Groups, as approved through other channels in the Directorate of Family, Morale, Welfare, and Recreation (DFMWR) and Garrison Commander appointed designees.

b. Individuals providing authorized Family Child Care (FCC).

c. Persons who reside on the installation and work remotely out of their residences such as consultants, freelance artists, or teleworkers, or those who operate their own business exclusively through online means (for example, eBay and Etsy).

d. Individuals or companies providing merchandise or services to non-appropriated fund activities through an authorized agreement.

e. Individuals participating in authorized yard sale activities, as outlined in the Liberty lease agreement and resident handbook.

f. Persons with a valid commercial solicitation permit.

4. Purpose: the policy aims to protect Department of the Defense Military and Civilian personnel from fraudulent or unethical business practices. Commanders at all levels must ensure all individuals and/or agents, who have written permission to solicit on JBLM, follow the guidance outlined in AR 210-22 and this policy memorandum.

5. Recognizing that for many military families, spouse employment is an important component of financial readiness, Joint Base Lewis-McChord has designated the Directorate of Family, Morale, Welfare, and Recreation (DFMWR), Employment Readiness Program (ERP) as the single point of entry for its HBB applications.

a. The approval authority to operate an HBB/HBCFB on the installation is the Senior Commander (SC) or, when delegated, the Garrison Commander (GC). Joint Base Lewis-McChord will process HBB/HBCFB applications, as consistently and expeditiously as possible, but no later than 60 calendar days, following submission.

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b. HBB/HBCFB applications will be made available to interested Family members at the ERP office, located at Soldier and Family Assistance Center (SFAC), 9059 Gardner Loop S, Room 161, JBLM, WA 98433. Applicants will utilize HJB Form 212, Application for Home-Based Business (HBB) / Home-Based Cottage Food Businesses (HBCFB) Permit, when requesting approval for an HBB/HBCFB; applicants requesting HBB/HBCFB permits must submit the following:

- (1) Letter of intent (if applicable).
- (2) Business Information (catalogs, brochures, pamphlets, handouts, pictures, etc.).
- (3) Copy of Liability Insurance Declaration Page and/or business registration number (if applicable).
- (4) Copy of signed Liberty Military Housing Addendum.
- (5) Completed HJB Form 212 Packet with signatures.
- (6) Home-Based Cottage Food Businesses (HBCFB) must provide a written document containing:
 - (a) The street location of 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 (for 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.

6. The HBB/HBCFB owner remains responsible for completing the application process and obtaining the necessary permissions, license (if applicable), and liability insurance. The HBB/HBCFB owner also is responsible for any damages to third parties, arising from the conduct of the business. HBCFB owners must have prior approval from Environmental Health and are subject to inspections.

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7. Distribution or posting of flyers, business cards, promotional materials, etc., anywhere on Joint Base Lewis McChord is prohibited, except for authorized paid advertising through the base newspaper, DFMWR, or other approved media.
8. Requestors who are denied the request for commercial solicitation permits will be notified in writing by the Commander who denied the request.
9. Approved commercial solicitation permits for installation HBB/JBCFB will be valid for two years from date of approval.
10. HBBs must notify the Employment Readiness Office if:
 - (a) They PCS and/or relocate to housing off the installation.
 - (b) Change or add to the category of their business.
11. Point of contact for this policy memorandum is the Home-Based Business Program at jblmhbb@army.mil

2 Encls

1. HBB/HBCFB Application Instructions
2. HJB Form 212



KENT W. PARK
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Welcome Entrepreneur, these instructions will guide you through the process of becoming an approved Home-Based Business (HBB) / Home-Based Cottage Food Business (HBCFB) here on Joint Base Lewis-McChord (JBLM). Please read the instructions carefully and do not skip any steps.

1. Obtain an HBB/HBCFB Application Packet, either in person at building 9059 Gardner Loop S, Room 161, or via email by contacting the Employment Readiness Program (ERP) at (253) 967-2906 or jblmhbb@army.mil. All applicants must obtain the following signatures on HJB Form 212, Application for Home-Based Business (HBB) / Home-Based Cottage Food Businesses (HBCFB) Permit:

a. Block 14, ERP: ERP will not sign and date the application pick-up without a copy of the owner's WA State business license, general liability insurance, and a signed lease addendum. Hours of operation: Monday - Friday 0730-1600.

b. Block 15, LMH: LMH Housing District Office for the district the applicant lives in.

c. Effective 1 Nov 2024, LMH has adjusted and expanded the HBBs that will be evaluated and approved within a resident's home. The only exception that will **not be** considered/evaluated for approval is Dog Grooming, Beauty Salon, Barber Shop and/or Motor Vehicle Repairs

d. You will need to review and sign an addendum to your lease.

e. Fill out, sign, date and send to appropriate LMH District Office point of contact below for their signature.

(1) Discovery Village: 7110 B Ordway Blvd, (253) 292-6100, discoveryvillage@livelmh.com.

(2) Lewis East: 60100A Garcia Blvd, (253) 912-3485, lewiseast@livelmh.com.

(3) Lewis Main: 5133 Pendelton Ave, 253-912-3460, lewismain@livelmh.com.

(4) Lewis North: 10400A 17th St., (253) 912-3475, lewisnorth@livelmh.com.

(5) Lewis West: 5517 N. 4th, (253) 912-3493, lewiswest@livelmh.com.

(6) McChord: 3209 Maple St SW, (253) 589-0523, mcchord@livelmh.com.

(7) Mt. Baker: 5133 Pendelton Ave, (253) 300-5299, mt.baker@livelmh.com.

2. Obtain WA State business license from WA Dept. of Revenue:

<https://dor.wa.gov/open-business>

a. Obtain general liability insurance in accordance with your LMH Addendum:

b. As applicable, Resident will carry Commercial General Liability insurance which shall

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include Personal Injury, Medical Payments, and Property Damage coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

c. Such policy will name Owner as an additional insured and proof of such policy shall be provided to Owner upon demand.

d. Block 16, Installation Safety Office. Hours of operation: Monday - Friday 0730-1500.

e. Block 17, Department of Emergency Services: Building 2007 C-Wing 1st Floor, Pendelton and 2nd Ave. Hours of operation: Monday - Thursday 0800-1200 (closed holidays and DONSAs).

f. Block 18, Environmental/Public Health. Hours of operation: Monday - Friday 0800-1600.

g. Block 19, Veterinarian Services: If the business involves anything animal related. Hours of operation: Monday - Friday 0800-1600.

3. Obtain Washington State Cottage Food License, if applicable.

4. Cottage Food businesses (CFB) must provide a written document in the application packet containing:

a. The street location of 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, (for 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.

5. Return completed application packet to the ERP who will route to:

a. The Installation Legal Office/Judge Advocate General (JAG) for legal review.

b. The Garrison Commander's office for final review and approval.

6. The Garrison Commander will either:

a. Approve the application; the applicant's HBB/HBCFB is licensed for two years from date of the approving commander's signature.

b. Disapprove the application; the application is returned to application with memorandum of denial explaining why the application was disapproved.