

APPLICATION FOR HOME BASED BUSINESS - US ARMY GARRISON, FORT SILL, OK 73503**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

AUTHORITY: Title 5, USC 3331, 552, 552a; 10 USC 10204; Executive Orders (EO) 10450, 10865, and 12333.

PRINCIPAL PURPOSE: The Personally Identifiable Information (PII) being requested is for the purpose of validating individual identity.

ROUTINE USES: The Social Security Number (SSN), required for record accuracy, is requested pursuant to EO 9397.

DISCLOSURE: The requested information will be used by the Installation Commander or their designee to do a background check and to determine whether or not to grant this request. Providing requested information is voluntary; however, not providing information could result in denial of the request. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. **DO NOT** drop off, send to an unauthorized third-party or send via e-mail un-encrypt. Sending PII via regular e-mail is highly discouraged. Regular e-mail is sent "in the clear" and therefore is subject to interception by hackers. There are many other options for sending private, sensitive information or PII securely through e-mail. Please research these options and use them accordingly. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

Home-Based Business (HBB) Owner

Name: (Last, first, MI)	SSN:	Name of Business:	Phone Number:
Installation if Previously Approved:		E-mail Address:	Previously Approved?
Address of Proposed Business:			<input type="checkbox"/> Yes <input type="checkbox"/> No

Briefly describe the proposed business activity:

The following rules are written to ensure that a HBB does not negatively affect the safety, community tranquility, or the good order and discipline of an Army installation. The business owner acknowledges that the following conditions must be met:

- ☐ The HBB owner must obtain the requisite permissions, licenses (if applicable) and liability insurance prior to open/operating.
- ☐ The HBB owner is responsible for any damages to third parties arising from the conduct of their business.
- ☐ HBB owner providing child care must register with the installation Child and Youth Services office as part of the Family Child Care (FCC) provider system.
- ☐ The HBB owner is required to comply with, and is subject to, inspection by the appropriate city, county, state or federal agency, office or department for compliance with applicable laws, codes, regulations and requirements.
- ☐ HBB involved in food preparation may need to be approved by Army Public Health and/or the Local Health Department. The applicant must provide documentation that states the HBB meets all applicable food safety and sanitation conditions.
- ☐ The residential character of the property shall be maintained. The HBB may not occupy more than 25 percent of the home's gross floor area. Parts/materials related to the HBB shall be screened from public view and will be limited to the interior of the structure or the side and rear yards of the property. Signage is limited to what can be displayed in a single window from the inside and may not be illuminated.
- ☐ Customers may only patronize a HBB between the hours of 0600 and 2000.
- ☐ Noise, vibrations, or odors shall not be detectable beyond the property line.
- ☐ The HBB owner residing in privatized on-post housing must obtain approval to operate in writing from the community manager before submitting a request to the Garrison Commander for consideration.

Home-Based Business Owner: I certify that the above statements are true and that I have read and will abide by the rules and guidance contained within the installation's policies and regulations on home based businesses and personal commercial affairs.

Applicant's Signature:

Date:

Installation Coordination

Directorate/Office	Building	Telephone #	Recommendation		Initial	Date
Directorate, Family & Morale, Welfare and Recreation	4700	(520) 714-9405	Application Pick-up			
USAG Housing Manager	4700 3d Floor	442-3626	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
RCI Community Manager (if applicable)	5446	442-3633	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
Installation Safety	4700	442-4466	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
Environmental Health	4301	558-3334/8480	<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval		
Directorate, Family & Morale, Welfare and Recreation	4700	(520) 714-9405	Application Turn-in			
Judge Advocate General (Legal Review)			No Legal Objection	Legally Insufficient		

Installation Approval AuthorityI have reviewed the above application for HBB permit and I have decided to ☐ approve ☐ disapprove.

Expiration Date:

(3 years from date of signature unless otherwise indicated/revoked)

Derek R. Baird
Colonel, U.S. Army
Commanding