

OPERATING A HOME-BASED BUSINESS (HBB) ON ROCK ISLAND ARSENAL

This document highlights key points from Headquarters, U.S Army Installation Management Command (IMCOM) Operations Order 20-045, and provides steps for requesting authorization to operate an on-post HBB.

If approved, residents of on-post housing can operate a home-based business (HBB) that provides goods and/or services.

Examples of HBB businesses but not limited to are: car repair services, hair salon services, pet grooming, food services, accounting, and multi-level sales activities (i.e. Pamper Chef, Tupperware and Mary Kay).

All HBB owners are subject to regular in-person sanitation, and/or fire/safety reviews/inspections conducted by the Army.

Some activities and/or businesses are exempt from this HBB process:

1. On-post in home child care providers must adhere to CYS policies and procedures. To provide child care in your on-post home, you must register in the Family Child Care (FCC) provider system with the installation Child and Youth Services (CYS) office in Building 110, 1st Floor.
2. HBB owners working remotely from their home as consultants, freelance artists, teleworkers, or conducting business strictly online (i.e. Etsy or eBay) do not require HBB approval. Other examples of businesses that do not require approval include but not limited to: tax preparation, personal training (as long as the training is not conducted in the home), photography, and tutoring, etc.
3. Private organizations, units, schools, or family readiness groups conducting fundraising activities are not considered HBBs and follow other policies and procedures.

If any of the three above mentioned business types/descriptions apply, you are not required to apply as a HBB.

PROCEDURES FOR A HBB PERMIT:

STEP 1: Know your business and the policies. First, review the Rock Island Arsenal Home-Based Business (HBB) Policy Guidance found at <https://rockisland.armymwr.com/programs/home-based-business>. Second, know everything you can about your business. Develop a business plan, research the applicable local, state, and federal laws for your business, and determine the required city, county, and state certifications, licenses, and permits.

STEP 2: Obtain required documents. Obtain your Federal Employer Identification Number (EIN) and the applicable licenses and permits with the State of Illinois. Some useful links to use:

- <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- <https://www2.illinois.gov/business>

STEP 3: Download the Application for HBB Permit. Access all required policy information, guidance, and application from <https://rockisland.armymwr.com/programs/home-based-business>. Complete the application. It must be signed and dated.

STEP 4: Submit the application. Once your business has all supporting documents, schedule an appointment at (309) 782-0815 to bring the completed application to the Army Community Service Employment Readiness Program, located in Building 110. The review process and coordination with other directorates, activities, and offices can take up to 60 days, depending on the nature of the business.

STEP 5: Process. Once the application is submitted, the Employment Readiness Program (ERP) coordinates with Rock Island Arsenal representatives for approval. The business type determines the appropriate offices that must give approval. Once all parties approve, the application goes to the Staff Judge Advocate for legal review. If there is no legal objection, the application routes to the Garrison Commander for approval/disapproval.

STEP 6: Approval/Disapproval. The Employment Readiness Program (ERP) notifies the HBB applicant if approved or disapproved. If approved, the HBB owner must submit copies of required licenses, certifications, registrations, and background checks to the ERP, as well as liability insurance for the HBB prior to operating the HBB, or within thirty (30) days of being notified of approval if the HBB is delayed in opening.

STEP 7: Renewal. All HBB's must be approved every three (3) years from the date indicated on the application permit. The HBB owner is responsible for maintaining current documents for all required certificates, licenses, and insurance for audits and/or inspections.

Contact the Employment Readiness Program at (309)782-0815 if you require additional information.