



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114**

MEMORANDUM FOR DHR, Installation Commercial Affairs Office

SUBJECT: Request to operate a Home-Based Business (HBB)

1. I am requesting the authorization to operate a HBB in my quarters. The following information is provided:

NAME: _____

ADDRESS (City, Street, #): _____

TEL.: _____

EMAIL ADDRESS: _____

PROPOSED NAME OF THE BUSINESS: _____

TYPE OF BUSINESS (service or product): _____

METHODS of CONTACTING CUSTOMERS and ADVERTISING:

**Submit this request to Office of Commercial Affairs, ASB, Bldg #433, Room #301
DSN 475-7122 CIV 09641-83-7122, email: usaggrafenwoehrisb@eur.army.mil**

SIGNATURE:

DATE:

Enclosures:

- Photocopy of Status of Forces Agreement (SOFA) identification certificate
- AE FORM 210-70A
- Business Description



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I acknowledge receipt of the USAG Grafenwoehr Policy Letter #11,
subject: Commercial and Religious Solicitation, dated December 2010.

I understand the content of the Policy Letter.

DATE:

PRINTED NAME:

SIGNATURE:

- I confirm that I am a non-employed family member. I agree that my HBB approval be reviewed should I enter in an employment status.
- I confirm that I am a government employee or Active Military and as such I will provide a Memorandum from my commander or supervisor authorizing outside employment.
- I further confirm that no modifications will be made to assigned government owned leased quarters.

DATE:

PRINTED NAME:

SIGNATURE: