



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

AMIM-MWN-N

Date

MEMORANDUM FOR Manager, Housing Office, APO AE 09034

SUBJECT: Coordination Request for a Home-Based Business (HBB)

1. Reference: Army in Europe Supplement 1 to AR 420-1, Army Facilities Management, paragraph 3-17a, 20 November 2008.
2. Mr./Ms. (Enter Name Here) is requesting to operate an HBB in his/her quarters at (Enter Housing Location Here) to provide (list the service or product).
3. Enclosed is the application and business plan.
4. In considering approval of the above HBB, please verify that the following conditions are met:
 - a. The business will not create noise, parking or other neighborhood problems.
 - b. The business will not infringe on other tenants' rights.
 - c. There will not be excessive use of Government resources (for example electricity, water, etc.).
5. I have reviewed the HBB application submitted by (enter name here) and based upon the supporting documentation presented, I approve ____ disapprove ____ this request.

Name and Signature of Housing Manager / Date

6. Point of contact is Private Organizations Liaison, Kerstin Reed, DSN: 541-9075 or CIV: 0611-143-541-9075, Email: usarmy.rheinland-pfalz.id-europe.mbx.private-orgs@army.mil.

Kerstin E. Reed
Admin Support Assistant
(Business and Non-Profit Liaison)