



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
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FORT IRWIN, CA 92310-5021

AMIM-NTG-ZA

3 September 2025

MEMORANDUM FOR RECORD

SUBJECT: Fort Irwin Home-Based Business (HBB) and Home-Based Cottage Food Business (HBCFB) Policy

1. References.

- a. AR 210-7, Personal Commercial Solicitation on Army Installations, 11 May 2021
- b. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Army Installations, 12 May 2022
- c. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010
- d. DoDI 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD installations, 24 Oct 2008
- e. Tri-Service Food Code (TB MED 530), 21 June 2021
- f. IMCOM Policy Memorandum, Home-Based Businesses (HBB) Application Process, 9 June 2025
- g. California Health and Safety Code §114365, 1 January 2023.
- h. California Department of Public Health – Approved Cottage Foods List, Rev. April 2025
- i. San Bernardino County Environmental Health Services, Cottage Food Operations, November 2024

2. Scope. This policy applies to all military and civilian personnel and their family members who reside on Fort Irwin. HBBs are Non-Federal Entities (NFEs) owned and operated by authorized residents on Army Installations.

3. Exclusions: This policy does not apply to:

- 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 (DF&MWR) 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, 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 their lease or housing agreement and the resident handbook.
- f. People with a valid commercial solicitation permit.

4. Purpose. This memorandum establishes policy, procedures, and responsibilities for HBBs operated within government-owned, privatized, or leased housing at Fort Irwin, California. The intent of this policy is to ensure HBBs/Home Based Cottage Food Business (HBCFB) operate safely, in compliance with Army and civilian regulations, and in a manner that does not interfere with good order, discipline, or the welfare of the Fort Irwin community.

5. Policy.

a. The approval authority to operate an HBB/HBCFB on the installation is the Senior Commander (SC) or, when delegated the Garrison Commander (GC)

b. Applications for HBB/HBCCFB will be processed as consistently and expeditiously as possible, but usually no later than 60 calendar days following receipt of a complete and accurate application submission.

c. HBB/HBCFB applications are made available to interested authorized Fort Irwin Residents at the Family & MWR NAF Support Office, Building 1317.

d. All Applications for HBB / HBCFB will submit the following when requesting approval:

- (1) Letter of Intent (if applicable)
- (2) Business Information (Catalogs, Brochures, Pictures, Handouts, etc.,)
- (3) Copy of Liability Insurance Declaration Page and/or business registration number (if applicable).
- (4) Copy of signed Military Housing Addendum and/or other relevant documentation.

(5) Prohibited activities include Body Piercing, Tattooing, Adult Entertainment, Weapons Sales, and any activity that violates Army Regulation or California State Law.

(6) Other documentation or forms as requested.

e. HBCFB will submit the following when requesting approval:

(1) The street location of where the Cottage Food will be produced.

(2) A listing of each food produced and a copy of the recipe for each. Recipes shall identify all ingredients and a description of the production method and process controls (for example: cooking, refrigeration, and freezing equipment, product & ingredient holding & storage, and packaging).

(3) The method of advertising or point of sale location in which the cottage food will be provided to the consumer.

(4) Only Cottage Food Operations producing non-Time/Temperature Controlled Foods (non-TCS Foods) are authorized. These are listed and defined by the California Department of Public Health (CDPH) on the Public Health Approved Cottage Foods List (See Annex A).

f. The HBB/HBCFB Owner/Operator remains responsible for completing the application process and obtaining any necessary or required permissions, licenses (if applicable), State and County permits/fees (if applicable), and liability insurance.

g. The HBB/HBCFB Owner/Operator remains responsible for any damages to third parties arising from the conduct of the business and are responsible for obtaining prior approvals from all required and necessary Environmental and Public Health Authorities as well as prior and continuing inspections if required.

h. Distribution or posting of flyers, business cards, promotional materials, etc., anywhere on the installation is prohibited, except for authorized paid advertising coordinated through the Directorate of Family & MWR, or other approved media.

i. Requestors who are denied the request for commercial solicitation permits will be notified in writing by the Commander who denied the request.

j. Approved commercial solicitation permits for installation HBB/HBCFB will be valid for two years from date of approval.

k. HBBs/HBCFBs are required to notify the Directorate of Family & MWR office if they PCS and/or relocate of the installation or if they change or add to the category of their business to include additional recipes.

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6. Non-Compliance with this Policy may result in revocation of HBB/HBCFB approval, revocation of installation privileges, and/or administrative action.

7. Point of contact for this policy is Brian Contreras, the Directorate of Family & MWR NAF Support Chief, (760) 380-4522 or brian.c.contreras.naf@army.mil



STEVEN L. CHADWICK
COL, AR
Commanding

Annex A – Summary: California Department of Public Health (CDPH) Approved Cottage Foods – Rev. (4/2025)

Cottage Food Operations are allowed to produce certain categories of non-potentially hazardous foods. These are foods that do not support the rapid growth of microorganisms or toxins that could make people sick when the food is held outside time and temperature control. The California Department of Public Health (CDPH) is responsible for maintaining the Approved Cottage Foods List and may add or delete food categories. Notice of any change, the reason for the change, and the nature of the change is posted on the Cottage Food Operations webpage. Changes become effective 30 days after the notice has been posted. Questions about the Approved Cottage Foods List may be submitted to FDBRetail@cdph.ca.gov.

1. Baked Goods Without Cream, Custard, or Meat Fillings – e.g., breads, cookies, muffins, fruit-only pies.
2. Candy and Confections – e.g., brittles, caramels, fudge, candied popcorn, chocolate-covered nuts/fruit, freeze-dried candies.
3. Extracts Containing at Least 70 Proof (35% ethanol) – e.g., apple, apricot, vanilla, orange, raspberry.
4. Dried, Dehydrated, and Freeze-Dried Foods – e.g., mixes, cereals, teas, coffee, granola, fruit powders, pasta, trail mixes, chips, spice rubs.
5. Frostings, Icings, Fondants, Gum Pastes Without Eggs, Cream, or Cream Cheese – pasteurized egg meringue allowed.
6. Honey and Sorghum Syrups – pure only, no additives.
7. Fruit Butters, Preserves, Jams, and Jellies – must comply with 21 CFR Part 150 fruit list only.
8. Nuts, Nut Mixes, and Nut Butters – roasted/pasteurized only.
9. Powdered Drink Mixes – manufactured ingredients only; not labeled as “protein.”
10. Vinegars and Mustards – plain mustards, vinegars, fruit-infused vinegars with high-acid fruits (apple, berry, citrus, grape).

This Annex is a summary reproduction of the CDPH Approved Cottage Foods List (Rev. 4/2025) and is not intended as a replacement of or for the approved CDPH Listing. This summary reproduction is intended as a general guide and example of the CDPH Listing. For the complete listing, updates or changes, see the official CDPH Cottage Foods webpage. Any changes published by CDPH supersede this Annex. It is the responsibility of the HBB owner to ensure compliance with all state and county permits, licenses, and fees. For questions about the CDPH Cottage Foods List contact FDBRetail@cdph.ca.gov