



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114-8130

AMIM-BAW-A

XX January 2022

MEMORANDUM FOR Commander, USAG Bavaria

SUBJECT: Acknowledgment of Home-Based Business (HBB) for SSG Joe Smith

1. I approve SSG Smith's request to conduct a Home Based Business outside of his regular active duty work schedule and reserve the right to prohibit outside employment or activities that detract from readiness or pose a security risk.
2. SSG Smith understands and accepts responsibility to meet AE Regulation 210-70 and Host Nation requirements related to HBB operations.
3. Failure to comply with AE Regulation 210-70 and HN requirements will result in the immediate revocation of approval for his HBB to operate in government quarters.
  - a) Type of business: Tutoring
  - b) Name of business: Smith's School Services
  - c) Telephone number: XXXXXXXXXXX
  - d) Address of quarters: Eisenhower Str. #XX, 92265 Grafenwoehr, Germany.
4. Point of contact for this memorandum is (Supervisor's Name) at DSN 548-XXXX, CIV 09641-70-599-XXXX or email:

NAME HERE

Title Here