

APPLICATION AND APPROVAL FOR PRIVATE EMPLOYMENT/COMMERCIAL ACTIVITY

This form is subject to the Privacy Act of 1974 (See Privacy Act Statement on reverse.)

SECTION I - APPLICANT DATA AND CERTIFICATION *(To Be Completed by Applicant)*

1. LAST NAME/FIRST NAME/MIDDLE INITIAL OF APPLICANT	2. RANK/GRADE	3. STATUS (Check One) <input type="checkbox"/> MILITARY MEMBER <input type="checkbox"/> CIVILIAN EMPLOYEE <input type="checkbox"/> FAMILY MEMBER
4. HOME ADDRESS	5. HOME PHONE #	6. DUTY TITLE
7. NAME OF PROSPECTIVE EMPLOYER OR COMMERCIAL ACTIVITY		8. EMPLOYER'S ADDRESS
9. IS EMPLOYER A DEPARTMENT OF DEFENSE CONTRACTOR? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW		10. PHONE # OF EMPLOYER
11. TITLE OF POSITION IN PRIVATE EMPLOYMENT	12. WORK HOURS OF PRIVATE EMPLOYMENT (DAYS PER WEEK/HOURS PER DAY)	
13. DESCRIPTION OF PRIVATE EMPLOYMENT/COMMERCIAL ACTIVITY		
14. SPONSOR'S LAST NAME/FIRST NAME/MIDDLE INITIAL	15. SPONSOR'S RANK/GRADE	16. SPONSOR'S OFFICE SYMBOL
17. SPONSOR'S UNIT/ORGANIZATION		18. SPONSOR'S DUTY PHONE #

I certify that my employment/commercial activity will not interfere with my government duties, that it does not involve any of the prohibited activities listed below, and that, if permission to engage in the private employment/commercial activity is granted, I will abide by the conditions listed on the reverse. I understand that providing false information or failure to comply with the conditions could result in administrative or judicial action being taken against me. The following types of employment/commercial activities are strictly prohibited:

- Manufacture, sale, or solicitation of narcotics or drugs, prostitution, or any commodity or service which might discredit or degrade the morals of servicemembers or bring discredit upon them or the United States.
- Providing lodging (government quarters) to any person in exchange for compensation.
- Employment with an establishment that sells or serves alcoholic beverages to the Japanese public (this does not include dining facilities where alcohol is served in conjunction with meal service).
- Participation in commercial recordings, television shows, radio programs, stage plays, movies, or other public entertainment without prior command approval.
- Lewd entertainment or activities which may be considered offensive to the Japanese public.
- Involves the wear of the military uniform or makes reference to service affiliation, rank, or organization.

19. DATE SIGNED	20. SIGNATURE OF APPLICANT
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SECTION II - SPONSOR'S CONCURRENCE *(If Applicant is a Family Member)*

<input type="checkbox"/>	21. CONCUR	23. DATE SIGNED	24. SIGNATURE OF SPONSOR
<input type="checkbox"/>	22. NONCONCUR		

SECTION III - BATTALION/DIRECTORATE LEVEL SUPERVISOR'S RECOMMENDATION

<input type="checkbox"/>	25. RECOMMEND APPROVAL.	
<input type="checkbox"/>	26. RECOMMEND DISAPPROVAL (Explain).	
27. DATE SIGNED	28. NAME AND GRADE OF SUPERVISOR	29. SIGNATURE

SECTION IV - STAFF JUDGE ADVOCATE'S RECOMMENDATION *(All Applicants)*

<input type="checkbox"/>	30. APPROVAL	32. REMARKS:
<input type="checkbox"/>	31. DISAPPROVAL	
33. DATE SIGNED	34. NAME AND GRADE	35. SIGNATURE

SECTION V - APPROVING AUTHORITY'S ACTION

<input type="checkbox"/>	36. APPROVAL	38. REMARKS:
<input type="checkbox"/>	37. DISAPPROVAL	
39. DATE SIGNED	40. NAME AND GRADE	41. SIGNATURE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C. 974 and 8013; Executive Order 9397; Sections 2-206 and 2-303, DoD 5500.7-R; USFJ Instruction 36-1001; and, USARJ Regulation 600-50.

PRINCIPAL PURPOSE(S): Provide Information for Commanders to evaluate proposed off-duty employment, grant approval, and determine impact on duty performance.

ROUTINE USE(S): Records may be disclosed for any of the blanket, routine uses published by the Army.

DISCLOSURE: Disclosure is voluntary. Failure to provide the information could result in disapproval of request for employment.

SECTION VI--PRIVATE EMPLOYMENT/COMMERCIAL ACTIVITY CONDITIONS

NOTE: Command approval is not required for private language instruction or employment with an Army activity; however, language instruction requires submitting a Notice of Intent (USAG-O Form 47-R).

1. Applicants cannot engage in private employment/commercial activities until their application is approved.
2. Approval period is for 3 years from the date signed by the approval authority or until DEROS, whichever is earlier. If employment/commercial activity is to continue past this date, a new application will have to be submitted and approved on an annual basis.
3. Military quarters cannot be used to conduct a home business unless and until approval is obtained from the Kadena Air Base Housing Manager. The approval from Kadena Air Base Housing must be attached to your application.
4. Applicable if prospective employer is a Japanese entity. Attach a written offer from your prospective employer describing the terms and conditions of employment, which includes a statement as to whether such employment will displace or otherwise interfere with the employment of a Japanese national or resident alien. A valid U.S. license and approval from the Government of Japan is required for selling real estate, insurance, or securities.
5. The provisions of Articles XIII, XVI, and XIX of the Status of Forces Agreement (SOFA) must be carefully observed, especially with reference to the prompt payment of Japanese taxes on income derived from Japanese sources (see Appendix A, USARJ Regulation 600-50). Additionally, private employment/commercial activities are subject to the laws and regulations administered by the Japanese police, Narcotics Control Office, and customs authorities.
6. The private employment/commercial activity must be conducted strictly in accordance with the spirit of applicable United States and Japanese laws, pertinent service regulations, and local commercial directives. The private employment/commercial activity must not be inimical to the high standards of conduct desired of United States Forces personnel during off-duty hours, and will not injure the dignity and stature of the United States.
7. The permission to be employed in the proposed activity is not a license for employment in the activity, nor is it an official sanction of the activity. No solicitation is permitted on a military installation without the Installation Commander's or designee's approval.
8. Sales from commercial activities can only be made to SOFA-status individuals.
9. Pursuant to the DOD Postal Manual, military post office services cannot be used to conduct commercial activities.
10. Pursuant to AAFES (Exchange) and DeCA (Commissary) regulations, eligible patrons cannot resell merchandise to anyone to support a business.
11. Government ethics regulations prohibit DOD employees or their family members from soliciting business from other DOD employees who are junior in rank, grade, or position, or from the family members of such personnel, on or off duty, or at any federal work-place.
12. The approving authorities for the employment/commercial activities must be promptly notified of any change in the nature or termination of the employment/commercial activity.
13. Any illness, disease, or death caused by engaging in the private employment/commercial activity may result in a determination of having occurred not in the line of duty (applicable to military members and civilian employees).
14. DOD employees must disqualify themselves from participating in their government duties in any particular manner which could affect the financial interests of their employer or commercial activity. In such a situation, the employee must immediately notify, in writing, their supervisor of the disqualification.

Questions should be directed to the International Law Office, Office of the Staff Judge Advocate, 10th Regional Support Group, at 644-4782; or, Room 238, Building 218, Torii Station.