

**NOTIFICATION/APPLICATION AND APPROVAL
FOR PRIVATE EMPLOYMENT/COMMERCIAL ACTIVITY**

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 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 (MILITARY)	
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 DUTY PHONE	
17. SPONSOR'S UNIT/ORGANIZATION		18. SPONSOR'S OFFICE SYMBOL		

Applicable if prospective employer is not a U.S. Government agency. 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.

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 engaged 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:

- o Manufacture, sale, or solicitation of narcotics or drugs, prostitution, or any commodity or service which might discredit or degrade the morals of service-members or bring discredit upon them or the United States.
- o Providing lodging to any person in exchange for compensation (government quarters).
- o 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).
- o Participation in commercial recordings, television shows, radio programs, stage plays, movies, or other public entertainment without prior command approval.
- o Lewd entertainment or activities which may be considered offensive to the Japanese public.
- o 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--BATTALION/DIRECTORATE LEVEL SUPERVISOR'S RECOMMENDATION (MILITARY, ONLY)

<input type="checkbox"/>	21. RECOMMEND APPROVAL. I HAVE PERSONALLY INTERVIEWED THE APPLICANT AND HAVE NO OBJECTION TO THE REQUESTED PRIVATE EMPLOYMENT/COMMERCIAL ACTIVITY.	
<input type="checkbox"/>	22. RECOMMEND DISAPPROVAL (Explain).	
23. DATE SIGNED	24. NAME AND GRADE OF SUPERVISOR	25. SIGNATURE 

SECTION III--STAFF JUDGE ADVOCATE'S RECOMMENDATION (ALL APPLICANTS)

<input type="checkbox"/>	26. APPROVAL	28. REMARKS:
<input type="checkbox"/>	27. DISAPPROVAL	
29. DATE SIGNED	30. NAME AND GRADE	31. SIGNATURE 

SECTION IV--APPROVING AUTHORITY'S ACTION (COMPLETED BY SUPPORT GROUP COMMANDER OR DELEGATEE)

<input type="checkbox"/>	32. APPROVAL	34. REMARKS:
<input type="checkbox"/>	32. DISAPPROVAL	
35. DATE SIGNED	36. NAME AND GRADE	37. SIGNATURE 

SECTION V--PRIVATE EMPLOYMENT/COMMERCIAL ACTIVITY CONDITIONS

1. Soldiers cannot engage in private employment/commercial activities until their application is approved by the Support Group Commander or designee. Family members and civilian employees can engage in private employment/commercial activities 3 days after submitting this notification, unless notified that the proposed employment/commercial activity is in contravention of law, regulation, or policy.
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. 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).
4. 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 command directives. The private employment/commercial activity must not be inimical to the high standards of conduct desired of the United States Forces personnel during off-duty hours, and will not injure the dignity and stature of the United States.
5. 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.
6. Military quarters cannot be used to sell commercial products unless and until approval is obtained from the housing manager for those quarters and from the installation commander where the quarters are located.
7. Sales from commercial activities can only be made to SOFA-status individuals.
8. Pursuant to the DOD Postal Manual, military post office services cannot be used to conduct commercial activities.
9. Government ethics regulations prohibit DOD employees 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 workplace. Furthermore, when the spouse of such an employee engages in such an activity, the supervisor of the employee must consult an ethics counselor and counsel the employee that such activity by his or her spouse should be avoided where it may:
 - a. Cause actual or perceived partiality or unfairness;
 - b. Involve the actual or apparent use of rank or position for personal gain; or,
 - c. Otherwise undermine discipline, morale, or authority.
10. 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.
11. 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).
12. 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 employees must immediately notify, in writing, their supervisor of the disqualification.

NOTE : Command approval is not required for language instruction or employment with a Army activity.