

REQUEST TO CONDUCT COMMERCIAL ACTIVITIES OR  
PRIVATE EMPLOYMENT FROM MILITARY FAMILY HOUSING OR  
ONBOARD FLEET ACTIVITIES YOKOSUKA

Date \_\_\_\_\_

From: \_\_\_\_\_ (Applicant)  
To: Commander, Fleet Activities Yokosuka (Attn: SJA)  
Via: (1) \_\_\_\_\_ (Applicant's Sponsor's  
Commanding Officer or Employer)  
(2) Commander, Fleet Activities Yokosuka Housing  
Welcome Center  
(3) Director, Navy Exchange Japan District  
(4) Director, Morale, Welfare and Recreation

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Ref: (a) CFAYINST 5300.5F  
(b) COMNAVFORJAPANINST 11101.12T

1. Pursuant to references (a) and (b), I request permission to use my assigned Military Family Housing (MFH) located at (please include physical and Postal Service Center (PSC) address and phone number): \_\_\_\_\_

\_\_\_\_\_

for the following commercial activity or private employment (be specific as to services to be provided or goods to be sold): \_\_\_\_\_

\_\_\_\_\_

2. Although, I do not live in MFH, I intend to conduct private employment or commercial activity onboard Fleet Activities (FLEACT) Yokosuka in the following manner (be specific as to services to be provided, goods to be sold and where this activity will take place): \_\_\_\_\_

\_\_\_\_\_

3. I anticipate the need for the following structural alterations to my quarters: \_\_\_\_\_

\_\_\_\_\_

4. I intend to advertise my home, or on-base enterprise in the following manner (posters/flyers are not authorized): \_\_\_\_\_

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5. My contact information is as follows (complete address, phone number, and email and sponsor's rate/rank, name and command): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. By my initials below, I certify and acknowledge the following limitations regarding commercial activities and private employment:

a. \_\_\_\_\_ The U.S. Government will not be liable for claims of loss if property or goods used for my commercial activity or private employment are damaged or destroyed by fire, flood, natural disaster, etc. I understand that prior to an approval of my request, I must agree to obtain the appropriate insurance or indemnity agreement to release the Government from any liability to any third person, including purchasers or those who may provide me with property for resale.

b. \_\_\_\_\_ The solicitation of my or my sponsor's subordinates is prohibited. Any use of my or my sponsor's rank, grade, or position to further my commercial activity or private employment is prohibited.

c. \_\_\_\_\_ I understand I can receive catalogues and samples through my military post office address; however, the Military Postal System cannot be used for my commercial activity or private employment to obtain items intended for resale either directly or indirectly.

d. \_\_\_\_\_ The resale of merchandise obtained from the Navy Exchange (NEX) Morale, Welfare and Recreation (MWR) outlets or other U.S. Government agencies is prohibited.

e. \_\_\_\_\_ The sale of merchandise and/or services available through the NEX or FLEACT Yokosuka MWR is prohibited.

f. \_\_\_\_\_ Acting as an agent on behalf of a Japanese vendor or allowing a Japanese vendor to enter my assigned MFH to sell their merchandise is prohibited.

g. \_\_\_\_\_ Any approved internal alterations to my assigned MFH will be at my personal expense. Any external alterations are prohibited. Any additional utility costs associated with my commercial activity or private employment may be collected by FLEACT Yokosuka.

h. \_\_\_\_\_ Any advertising external to my assigned MFH to include signs or displays is prohibited, except for advertising in the base newspaper, the Seahawk.

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i. \_\_\_\_\_ Any activities which may create significant health or safety concerns, likely to damage my or other MFH, disturb public tranquility or damage the reputation of Commander, FLEACT Yokosuka are prohibited.

j. \_\_\_\_\_ Personnel who teach languages are required to comply with the appropriate instructions regarding guests onboard FLEACT Yokosuka. Language students may not stay overnight onboard FLEACT Yokosuka.

k. \_\_\_\_\_ Personnel are prohibited from using their MFH to teach English or other languages, including cooking classes, as part of their employment by a language school, cooking school or any other commercial establishment.

l. \_\_\_\_\_ Personnel are responsible for ensuring that current copies of their applicable State and Federal licenses are maintained at FLEACT Yokosuka. Expiration of State or Federal licenses will result in the termination of authorization to conduct commercial activities or private employment.

m. \_\_\_\_\_ Personnel are prohibited from hiring non-SOFA employees.

n. Personnel who are approved to sell cottage food must update NMRTC Yokosuka Preventative Medicine of any changes to their food or food preparation immediately.

\_\_\_\_\_  
Applicant's Signature

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FIRST ENDORSEMENT

5300  
SER  
Date: \_\_\_\_\_

From: \_\_\_\_\_ (Applicant's Sponsor's  
Commanding Officer or Employer)  
To: Commander, Fleet Activities Yokosuka (Attn: SJA)  
Via: (1) Commander, Fleet Activities Yokosuka Housing Office  
(2) Director, Naval Exchange Japan District  
(3) Director, Morale, Welfare and Recreation  
  
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1. Forwarded, recommending approval/disapproval (circle one).

\_\_\_\_\_  
Signature of Commanding Officer  
or Employer (or "by direction")