

REQUEST TO CONDUCT COMMERCIAL ACTIVITIES OR
PRIVATE EMPLOYMENT FROM MILITARY FAMILY HOUSING OR
ON BOARD 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

Subj: REQUEST TO CONDUCT COMMERCIAL ACTIVITIES OR PRIVATE
EMPLOYMENT FROM MILITARY FAMILY HOUSING OR ON BOARD
FLEET ACTIVITIES, YOKOSUKA

Ref: (a) COMFLEACTINST 5300.5D

(b) CNIC Housing Desk Guide "Assignment to Housing"

(c) COMNAVFORJAPANINST 11101.12R

(d) COMNAVFORJAPANINST 11101.15

1. Pursuant to references (a) through (d), 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 on board 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 alteration 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, command and PRD): _____

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) Japan District, Fleet Activities (FLEACT), Yokosuka, 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 alteration 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.

i. _____ Any activities which may create significant health or safety concern, likely to damage my or other MFH, disturb public tranquility or damage the reputation of COMFLEACT, Yokosuka are prohibited.

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j. _____ Personnel who teach languages are required to comply with the appropriate instructions regarding guests on board FLEACT, Yokosuka. Language students may not stay overnight on board 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 COMFLEACT, Yokosuka. Expiration of State or Federal licenses will result in the termination of authorization to conduct commercial activities or private employment.

Applicant's Signature

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 _____.

Signature of Commanding Officer
Or Employer (or "By Direction")