



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96373-5001

IN REPLY REFER TO:
5800
SJA/ILAW
15 Aug 13

MEMORANDUM FOR COMMERCIAL ACTIVITIES/PRIVATE EMPLOYMENT APPLICANTS

From: Installation Law Officer, Marine Corps Installations Pacific

Subj: COMMERCIAL ACTIVITIES/PRIVATE EMPLOYMENT INFORMATION MEMO

Ref: (a) IIIMEF/MCIPACO 5300.1A

1. Per the reference, service members, members of the civilian component, and dependents that are not ordinarily residence of Japan must obtain approval from the Staff Judge Advocate (SJA), Marine Corps Installations Pacific, before engaging in commercial activities or private employment in Okinawa, Japan. In order to obtain approval, follow the "Approval Process" as outlined on our website.

2. **Endorsements**: Per the reference, the SJA requires endorsements from stakeholders in accordance with their area of responsibility in order to determine whether approval is in the best interest of the United States and the armed forces. Depending on the applicant's request, the following endorsements are required:

a. Blocks 41-42: Required by all applicants.

b. Blocks 43-48: Required only if the applicant is a dependent of a service member or member of the civilian component and the dependent is not a Japanese citizen.

c. Blocks 49-54: Required only if the applicant is a service member or member of the civilian component. Typically, a direct Officer in Charge or Supervisor is sufficient; however, this is subject to change depending on the nature of the request.

d. Blocks 55-60: Required by all applicants providing personal services (i.e. childcare, hair dressing, barbers, or nail services). Contact your Primary Care Manager (PCM) or Medical Officer to schedule a physical health assessment. In signing blocks 55-60, your PCM certifies that you are in good health to provide personal services and specifically, do not carry any communicable diseases.

e. Blocks 61-66: Required by all applicants providing personal services (see par. 2(d) for definition) in their on-base residence; not required for applicants providing services in their off-base residence or client's homes.

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f. Blocks 67-108: Required only if the applicant will engage in commercial activities or private employment on a Marine Corps Installation, to include their residence. A signature from a camp director/commander is only required for the base where such activities will occur.

g. Blocks 109-114: Requires only if the applicant lives on-base and will engage in commercial activities/private employment in their on-base residence.

3. **Additional Required Documents:** Per the reference, applicants whose activities fall within the below categories must email the following documents to the ILAW Admin Specialist.

a. ***Sale of Supplements or Herbal Medicines*** - Requires a "Commercial Activities Affidavit." Call the ILAW Section at DSN: 645-7461/2 to set up an appointment to fill out and sign the document with an attorney.

b. ***Childcare*** - Requires a certification of completion certificate from the Family Childcare Certification Course. Contact DSN: 645-3028/7622 for an appointment.

c. ***License and/or Insurance required in the United States-*** Requires a current copy of a license and/or insurance.

4. **An applicant may begin to engage in commercial activities or private employment in Japan upon receipt of an Approval Letter.**

5. Point of contact in this matter is First Lieutenant Ericka A. Hansen at ericka.hansen@usmc.mil or 645-7461/2.



E. A. HANSEN