

**REQUEST TO ENGAGE IN COMMERCIAL ACTIVITIES OR PRIVATE EMPLOYMENT IN JAPAN**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. §974; 10 U.S.C. §8013; DoD 5500.7-R, Section 2-206 and 2-303; US/GOJ Status of Forces Agreement (SOFA), USFJ 36-1001.

**PRINCIPAL PURPOSE(S):** To provide information for commanders to evaluate proposed commercial activities and private employment in Japan, determine impact on duty performance, and grant approval when appropriate.

**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. §522a (b) of the Privacy Act, all or a portion of the information requested may be disclosed outside of MCIPAC as a routine use pursuant to 5 U.S.C §522a (b) (3).

The DoD Blanket Routine Uses found at [http://privacy.defense.gov/blanket\\_uses.html](http://privacy.defense.gov/blanket_uses.html) may also apply.

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**SECTION I: APPLICATION DATA**

1. NAME OF APPLICANT	2. ROTATION DATE	3. PHONE NUMBER
Mary J. Smith	Aug 2015	080-1234-1234
4. E-MAIL ADDRESS	5. HOME ADDRESS	
marysmith@emailaddress.com	Camp Foster 123 Futenma Housing	
6. SPONSOR'S NAME	7. SPONSOR'S UNIT/EMPLOYER	
John Smith	III MEF/USMC	
8. SPONSOR'S E-MAIL ADDRESS	9. SPONSOR'S PHONE NUMBER	
johnsmith@emailaddress.com	090-1234-1234	

**SECTION II: COMMERCIAL ACTIVITY/PRIVATE EMPLOYMENT INFORMATION**

10. NAME OF EMPLOYER	11. JOB TITLE
Party Lite	Consultant
12. BUSINESS ADDRESS	13. BUSINESS PHONE NUMBER
Los Angeles CA 12345	111-222-3333

14. JOB DESCRIPTION (*BE SPECIFIC AND DETAILED*):

a. *What service(s) or products do you want to provide?*

As a consultant, I will be the liaison between customers who wish to decorate their homes with seasonal items, candles, candle products and more. Party Lite is a consultant-based business. In order for customers to purchased their desired products, they must contact a consultant.

b. *Where will be your primary place of business?*

My primary place of business will be my home.

c. *Who will be your customer base?*

My customer base will be families of the military community in Okinawa. I will also reach out to friends and family back in the United States via the Internet.

d. *What will your job duties include?*

My job duties will include hosting monthly parties either online or in my home to promote products from Party Lite and show new customers what the company is all about.

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**SECTION III: APPLICANT'S ACKNOWLEDGEMENT**

**I certify that the commercial activity and/or private employment for which I am seeking approval (mark an "x" in the applicable block for each item):**

WILL	WILL NOT	Note: Checking "will" does not automatically result in disapproval, but does require explanation in Section IV.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Involve appearing on or in: television, radio, or internet programming; commercial advertisements; stage plays; motion pictures; video or audio recordings; or other commercial public entertainment.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Involve real estate, bonds, insurance, securities (e.g., stocks and/or mutual funds), or other financial investments.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Involve the use of U.S. Government personal property, real property, or personal resources.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Use the Military Postal Service (i.e., FPO or APO address) to receive or mail items for resale.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Involve telecommunications products or services.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Involve invasive procedures or breaking of intact skin (e.g., body piercing, tattooing, etc.) or involve the use of needles.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Involve the sale of dietary supplements, nutritional supplements, vitamins, medications, or similar substances.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Involve a cultural exchange, including teaching English or access to MCIPAC facilities and areas.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Involve domestic animals (e.g., "family pet" dogs, cats, hamsters, guinea pigs, caged birds, aquarium fish, etc.).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24. Involve storage, preparation, packaging, serving, or vending of food or food products.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	25. Include, as an exclusive or primary activity, the sale, service, or distribution of alcoholic beverages.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26. Involve massage therapy and/or cosmetology (hair, skin, or nail services).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	27. Involve providing childcare.

**I further certify that: (mark an "x" to certify, leave blank if you do not agree with the statement). Note: Leaving a box "blank" does not automatically result in disapproval, but does require explanation in Section IV.**

<input checked="" type="checkbox"/>	28. I have read and understand III MEF/MCIPACO 5300.1A, and the applicable provisions of the Joint Ethics Regulation (DoD 5500.7-R).
<input checked="" type="checkbox"/>	29. I have read MCBJO 5800.5 and understand the restrictions and procedures for commercial solicitation on MCIPAC facilities and areas.
<input checked="" type="checkbox"/>	30. I have read and understand MCBJO 5800.4D and understand the restrictions and policies concerning merchandise control.
<input checked="" type="checkbox"/>	31. I will not engage in commercial activity or private employment contrary to the best interest of the United States or its armed forces.
<input checked="" type="checkbox"/>	32. I will not engage in commercial activity or private employment that interferes with, or is not compatible with, my official duties.
<input checked="" type="checkbox"/>	33. I will not engage in any commercial activity or private employment involving any establishment or person known or suspected to be associated in any way with organized crime, subversive groups, or terrorist groups.
<input checked="" type="checkbox"/>	34. I will not be directly or indirectly connected with prostitution, pornography, gambling, weapons manufacturing or trafficking, illegal drugs, black market commodities, or any other service or commodity that may violate U.S. or Japanese law.
<input checked="" type="checkbox"/>	35. I will not engage in any commercial activity or private employment involving an activity that is offensive to the Japanese public, is lewd, or appeals to the prurient interests of the audience.
<input checked="" type="checkbox"/>	36. I will not engage in any commercial activity or private employment directly or indirectly involving "adult", pornographic, or obscene sexual use items (e.g., toys, videos, magazines, or other media depicting sexual activity or erotic behavior in a way that is designed to arouse sexual excitement).
<input checked="" type="checkbox"/>	37. I will not compete with a similar product or service offered by Marine Corps Community Services (MCCS) or the Army and Air Force Exchange System (AAFES). I will also not resell items purchased from the commissary, MCCS, or AAFES.
<input checked="" type="checkbox"/>	38. I will not engage in a commercial cultural exchange program, commercial "home stay" program, or other activity where I receive something of value for providing access to MCIPAC facilities and areas.
<input checked="" type="checkbox"/>	39. I will obey all Japanese laws and will promptly pay Japanese taxes on income derived from Japanese sources.
<input checked="" type="checkbox"/>	40. I understand that approval to engage in commercial activities or private employment in Japan shall not exceed two years.

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**SECTION IV: EXPLANATION**

If you checked "will" in boxes 15-27 or left blank boxes 28-40, please explain below:

[Empty box for explanation]

**SECTION V: DIRECTIONS**

1. E-mail this Request Form to the ILAW Admin Specialist.
2. Print this Request Form for your records.
3. Proceed to the next step in the Approval Process.