

Date:

From: _____
To: Commanding Office, Naval Air Facility Atsugi, Japan

- Via: (1) NAF Public Works Office
- (2) NAF MWR Director
- (3) NEX OIC, NAF Atsugi
- (4) NAF Command Judge Advocate

Subj: REQUEST FOR AUTHORIZATION TO ENGAGE IN PRIVATE ENTERPRISE

- Ref: (a) OPNAVINST 11101.13H
- (b) SECNAVINST 1740.2D
- (c) COMNAVFORJAPAN YOKOSUKA JA 050720Z JUN 87

- Encl: (1) Acknowledgement of Limitations on Conduct of Personal
Employment in Government Quarters
- (2) Indemnification and Waiver
- (3) Copy(s) of Licenses

1. Pursuant to the provision of references (a), (b), and (c), I request permission to the following private conduct enterprise: (Brief description)

2. I will/will not use my government quarters to conduct my private enterprise.

3. I anticipate using the following equipment and/or materials:

The equipment is (a) already installed in the housing unit; (b) my person property; (c) other (explain below). The material will be stored as follows:

4. I intend to advertise my private enterprise in the following manner:

5. I acknowledge the both approval of this request and continuing authority to operate my home enterprise are contingent upon my compliance with the conditions specified in the enclosure (1) and references (a) through (c). I acknowledge receipt of a copy of this instruction. Refer (a) through (c) are available through the NAF Administrative Office or the NAF Legal Office.

(Sponsor's signature)
(If not available, please attach a copy of your power of attorney)

ACKNOWLEDGMENT

I, _____, certify and acknowledge, by my signature and initials below, the following limitations and the conduct of my proposed in-quarters enterprise:

a. Only U.S. Forces Japan personnel, as defined by Article I and XIV of the Status of Forces Agreement, are authorized customers.

b. The U.S. Government will not be liable for claims of loss if property used for the production of the income of goods being sold are damaged or destroyed by fire, flood, etc. I understand that prior to approval of my request, I must agree to obtain appropriate insurance and execute an indemnification agreement to release the government from liability and any third person who may provide me with property for resale.

c. Solicitation of subordinated is prohibited, as is any other action that is or appears to be a use of rank, grade or position to pressure sales.

d. The Military Postal System cannot be use for commercial enterprise or to obtain items intended for resale. (Items are normally mail order merchandise that has to go directly to purchaser, example; Avon, (Tupper Ware).

e. Resale of merchandise obtained from Navy Exchanges, MWR outlets, commissaries, etc.; is prohibited.

f. Duplication of the sale of merchandise and services readily available through local Navy Exchange or MWR outlets is not authorized.

g. Approved internal alterations to quarter will be at the occupant's expense. External Alterations, signs, displays or advertising of the enterprise are prohibited. Utility cost associated with the home enterprise shall be collected when cost effective.

h. Activities which may create significant health or safety concerns, are likely to damage quarter or disturb public tranquility, or are likely to generate consumer complaints are not authorized and may result in revocation of this privilege.

i. The decision of the local installations commander regarding requests is solely a matter under that official's discretion and will be final.

j. The decision of the local installation commander approve this activity is not a license to engage in this activity, nor an official sanction of this activity.

k. In the case of military personnel and civilian employees, any injury, decease or death caused by engaging in such activity may result in a determination of having occurred not in the line of duty.

(Sponsor's signature)
(If not available, please attach a
copy of your power of attorney)

APPLICATION PROCEDURES FOR PRIVATE HOME

1. Request from on-base residents to conduct private home enterprise shall be attachment (A) to this enclosure.
2. On-base personnel will execute a release of liability and indemnification certification prior to, and as a condition of, approval (attached (B)) and will obtain liability insurance for their home enterprise.
3. On-base personnel will provide certified copies of relevant state licenses for their particular proposed enterprise.
4. In addition, those desiring to solicit as an employee of a civilian company shall provide the same documentation required of non-resident solicitors.

(Sponsor's signature)
(If not available, please attach a
copy of your power of attorney)

