



DEPARTMENT OF THE NAVY

U.S. NAVAL AIR FACILITY
ATSUGI, JAPAN
FPO AP 96306-1209

NAFATSUGIINST 5800.2A

N003:JRC:em

SEP 18 2007

NAF ATSUGI INSTRUCTION 5800.2A

Subj: PRIVATE EMPLOYMENT OF UNITED STATES FORCES PERSONNEL AND
SOFA SPONSORED PERSONNEL IN JAPAN

Ref: (a) USFJ INSTRUCTION 36-1001 of 15 June 2002
(b) COMNAVFORJAPANINST 5300.2L
(c) SECNAVINST 5370.2J, Chapter IV

Encl: (1) Application for Permission/Notification of Intent to
Engage in Private Employment (NAF Form 5800/2(12/97))

1. Purpose. To promulgate procedures for U.S. Forces personnel onboard NAF Atsugi to request permission to engage in private employment in Japan.

2. Scope. Applicable to members of the United States armed forces, civilian components and Status of Forces Agreement (SOFA) sponsored family members assigned to NAF Atsugi, as described by Article I of the SOFA.

3. Policy. Off-duty private employment will be approved, if in compliance with references (a) through (c).

4. Procedures

a. U.S. armed forces personnel will file a request for approval through their chain of command to the Staff Judge Advocate as the Commanding Officer's designated representative. Applicant must describe in detail the nature and scope of the proposed employment. The request will note specific employment location and period of time covered by the request. Enclosure (1) must be used for this purpose.

b. Civilian component and SOFA sponsored family members will file a notification of intent through their chain of command to the Staff Judge Advocate as the Commanding Officer's designated representative, also using enclosure (1), not later than three days prior to commencing the stated employment. Notification is not required for teaching languages.

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c. The Staff Judge Advocate shall review each request or notification of intent for compliance with references (a), (b) and (c). The Staff Judge Advocate shall then inform the requester whether or not the request is approved or if the proposed employment does not meet the guidelines of references (a) through (c).

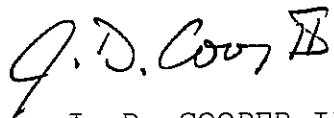
d. Personnel submitting a request or notification of intent will be informed at the time of approval that:

(1) that their request was evaluated in accordance with the spirit and letter of applicable United States and Japanese laws, pertinent service regulations and local command directives;

(2) that the provision of Articles XIII, XVI, and XIX of the SOFA shall be carefully observed, especially with reference to the prompt payment of Japanese taxes on income derived from Japanese sources;

(3) that the Staff Judge Advocate will be notified of a change in the nature or termination of employment.

5. Violations. Any person found to be engaged in private employment without authority or in violation of pertinent rules and regulations will be subject to appropriate administrative or disciplinary action.



J. D. COOPER II

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APPLICATION FOR PERMISSION/NOTIFICATION OF INTENT TO ENGAGE IN
PRIVATE EMPLOYMENT

Date:

From: APPLICANT'S RANK/GRADE, FULL NAME, SSN, MAILING ADDRESS
To: Staff Judge Advocate, U.S. Naval Air Facility Atsugi
Via: _____ (Command or NAF Department Head)

Subj: APPLICATION FOR PERMISSION/NOTIFICATION OF INTENT TO ENGAGE
IN PRIVATE EMPLOYMENT

1. I request permission/submit notification of intent to engage in private employment as a _____ with
(POSITION)

(EMPLOYER) whose address is _____,
Beginning _____
(DATE)

2. I understand that approval is contingent upon my compliance with NAFATSUGIINST 5800.2, USFJ Policy ltr 30-5 of May 92 (or current drafts), COMNAVFORJAPANINST 5300.2J and SECNAVINST 5370.2J, specifically:

- a. Employment will not interfere with official duties.
- b. Employment is not detrimental to best interests of the U.S., nor contrary to the high standards of conduct required, nor will it injure the dignity/stature of the U.S.
- c. Employment is not directly/indirectly connected with prostitution, narcotics, or drugs.
- d. Employment does not feature sale/service of alcoholic beverages to the Japanese public (eating facilities in which alcohol is also served are exempt).
- e. Employment is not lewd nor could it be considered offensive to the Japanese or American public.
- f. Active duty personnel will not solicit from subordinates.
- g. Government facilities; i.e. housing, will not be utilized.

3. The requested employment does/does not involve commercials, stage plays, radio, TV, motion pictures, recordings and/or public entertainment _____ (INITIAL IF IT INVOLVES THESE ACTIVITIES). I understand that U.S. Armed Forces personnel employed as public entertainers will not wear the military uniform and will not make reference to their service affiliation, rank and organization in any manner whatsoever. (This paragraph does not apply if the entertainment or public appearance is sponsored by an organization of the U.S. Forces).

Signature of Applicant

Date: _____

FIRST ENDORSEMENT

From: _____ (Command or NAF Department Head)
To: Staff Judge Advocate, U.S. Naval Air Facility Atsugi

1. Forwarded, recommending approval/disapproval.

Date: _____

SECOND ENDORSEMENT

From: Staff Judge Advocate
To:

1. Request is returned approved/disapproved.