

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION
36-2901**



16 JUNE 2026

Personnel

**COMMERCIAL ACTIVITY
AND PRIVATE EMPLOYMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-29, *Military Standards*, and applies guidance from United States Forces Japan Instruction (USFJINST) 36-1001, *Commercial Activities and Private Employment in Japan*, which requires command approval before commencing off-duty or civilian employment. Authority for these approvals has been delegated by the Commander, Fifth Air Force, to the Commander, 18th Wing, Memorandum on *Delegation of Authority to Approve Commercial Activities and Private Employment in Japan*. This instruction applies to members of the United States Armed Forces, the civilian component, and dependents in Japan as described in Articles I or XIV of the Status of Forces Agreement (SOFA), who are assigned, attached, or associated with the 18th Wing, its subordinate organizations, and Air Force associate units on Okinawa. Provisions concerning commercial activities in Department of War (DoW) family housing apply to all individuals residing in military housing on Okinawa. This instruction establishes mandatory procedures for obtaining approval. Failure by military members to follow these procedures is punishable under the Uniform Code of Military Justice (UCMJ). Civilian employees of the Air Force may be punished in accordance with (IAW) civilian personnel instructions. Violations may result in removal from base quarters and loss of other privileges. This instruction requires the collection, maintenance, or both, of information protected by the Privacy Act of 1974, 5 U.S.C. 552a; 10 U.S.C. 9013; Executive Order 9397, as amended by Executive Order 13478; and the Joint Ethics Regulation (JER). The applicable Privacy Act System of Records Notice (SORN) is DoD-0020, Military Human Resource Records, DoD-0020, is available at <https://www.federalregister.gov/documents/2024/05/15/2024-09967/privacy-act-of-1974-system-of-records> and the Privacy Act Statement on the Department of the Air Force (DAF) Form

3902, *Application and Approval for Off-Duty Employment*. Ensure records generated because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 through the appropriate functional chain of command. Requests for waivers must be submitted through the chain of command to the OPR listed above for approval.

SUMMARY OF CHANGES

This document clarifies the scope of its application, procedures and prohibitions. It adds procedures required by Fifth Air Force, clarifies the scope of public health and health care, establishes an approval process for those serving with and accompanying the US armed forces, and expands the use of the DAF Form 3902.

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1. Policy.

1.1. DAF financial disclosure statement filers must request approval of off-duty employment using the DAF Form 3902, *Application and Approval for Off-Duty Employment*.

1.1.1. To comply with USFJINST 36-1001, paragraph 4.1, military members and members of the civilian component request approval of proposed employment using the DAF Form 3902. Use of this form is not limited to individuals who file a financial disclosure statement IAW 5 C.F.R. § 2634 and JER, paragraphs 6-200 and 6-300. It includes those seeking outside employment under 5 C.F.R. § 3601 and DAFI 36-147, *Civilian Conduct and Responsibility*, paragraph 3.6.

1.1.2. For dependents wishing to engage in employment, the form is used as a notification of intent regarding employment. This process is required by USFJINST 36-1001, paragraphs 1 and 4.1.

1.2. Military members or members of the civilian component, who seek permission for off-duty employment, and dependents, who provide notifications of employment, are referred to collectively as applicants. The request for permission for off-duty employment or notice of intent regarding employment is referred to hereafter as the application.

1.3. Applicants, who engage in a licensed or certified in their state of residence or country of citizenship, to perform their proposed employment will provide a copy of their license, certificate, or both, with their application. See [paragraph 5.2.4](#) for additional information.

1.4. “Employment” includes work for an entity other than the US Government, remote work, home businesses, self-employment, or any other form of revenue-generating activity for personal gain. The application should describe the nature, location and scope of the proposed employment and how it will be conducted.

1.4.1. For dependents only, employment excludes working for the US Government.

1.4.2. Employment includes home childcare. The process of approval for home childcare on installations of the US Forces does not follow this regulation. See [paragraph 5.2.3](#) for additional information.

1.4.3. Employment excludes earning pocket money, for example, occasional babysitting or a newspaper route. Employment excludes the occasional sale of used private property.

1.5. The approval process includes the ability to approve or disapprove an application.

1.6. Individuals approved for employment must notify the approving authority of any change in the nature or termination of employment.

1.7. Individuals approved for employment will obtain reapproval annually.

2. Procedures for Applicants.

2.1. Military Personnel.

2.1.1. A member submits the application to his supervisor for review to determine whether the proposed employment conflicts with the applicant’s duties, duty schedule, or duty performance.

- 2.1.1.1. Members of components other than the Air Force or Space Force comply with this regulation if the proposed employment will occur on Kadena AB, at Okuma, or in any DoW family housing area on the main island of Okinawa. The process in this regulation complements, but does not replace, compliance by these members with their component's procedures.
- 2.1.2. If no additional coordination is required, the supervisor forwards the application with their recommendation to the Office of the Staff Judge Advocate (18 WG/JA) to review the application for legal sufficiency and recommend approval.
- 2.1.3. Additional Coordination.
- 2.1.3.1. If the proposed employment concerns the preparation and sale of food, the supervisor forwards the application with their recommendation to the Public Health Office (18 OMRS/SGXM) on Kadena AB.
- 2.1.3.1.1. If the proposed employment will occur in DoW family housing and concern the preparation and sale of food, the supervisor forwards the application to the Public Health Office. The Public Health Office will forward the form to the Family Housing Office.
- 2.1.3.2. If the proposed employment and does not concern the preparation and sale of food in DoW family housing, the supervisor forwards the application to the Family Housing Office (718 CES/CEH), Kadena AB. See [paragraph 5](#) for restrictions on activities within military family housing.
- 2.1.3.2.1. Once the supervisor completes his review and additional coordination occurs, the application is forwarded to 18 WG/JA for a legal review.
- 2.1.3.2.2. 18 WG/JA may seek additional coordination with 18th Medical Group (18 MDG) regarding matters related to public health or health care.
- 2.1.3.2.3. 18 WG/JA will seek concurrence from Fifth Air Force regarding an applicant's licenses, certificates, or both.
- 2.1.4. Once the legal review is completed, 18 WG/JA forwards the application to the approval authority, see [paragraph 3.6](#), for approval.
- 2.1.5. The approval authority approves the request and informs the applicant.
- 2.1.5.1. If the proposed employment will occur in DoW family housing, the approving authority provides a copy of the approved application to 718 CES/CEH for filing within their respective housing folder.
- 2.1.5.2. If the proposed employment will occur in an establishment off base, the approving authority provides a copy of the approved application to 5 AF/JA.
- 2.2. Members of the Civilian Component.
- 2.2.1. Air Force Civilian Employees. An employee uses the same process that a military member uses. See [paragraph 2.1](#).
- 2.2.2. Other members of the civilian component follow the same process as a military member modified to conform to their respective organization. See [paragraphs 3.7](#) and [paragraph 3.8](#).

2.2.2.1. Other members of the civilian component comply with this regulation if they or their sponsoring organization are supported by 18th Wing, Air Force tenant units on Kadena AB, or perform work on Kadena AB, at Okuma, or in a DoW family housing area on the main island of Okinawa.

2.3. Dependents of Sponsors.

2.3.1. Dependents of military members or members of the civilian component comply with this regulation if the proposed employment will occur on Kadena AB, at Okuma or in a DoW family housing area on the main island of Okinawa.

2.3.2. Dependents of DAF military members or civilian employees provide the application to their sponsor for approval.

2.3.2.1. Follow the same process as a military member for additional coordination. See [paragraph 2.1.3](#).

2.3.2.2. If the sponsor approves the proposed employment and if no additional coordination is required, the dependent forwards the application to the Office of the Staff Judge Advocate (18 WG/JA) to review the notice of intent of employment for legal sufficiency and recommend approval.

2.3.3. A non-DAF dependent also complies with the process of their sponsor's DoW component. That process is in addition to, not a substitute for, this process.

3. Procedures for Reviewers and Approving Officials.

3.1. Sponsor.

3.1.1. If the sponsor is the applicant, the process in [paragraph 2.1](#) or [2.2](#) is followed.

3.1.2. The sponsor approves the application for the dependent. The sponsor may co-sign with the applicant in Block 25b of the DAF Form 3902 for this purpose.

3.1.2.1. If the sponsor disapproves the application, the process is completed.

3.1.3. The sponsor forwards an approved application to his supervisor for review. The sponsor may allow the dependent to forward the form.

3.1.4. If both spouses work, each is a sponsor.

3.2. Supervisor.

3.2.1. The supervisor reviews application to recommend approval after considering compliance with this instruction, local command regulations, USFJINST 36-1001, the Joint Ethics Regulation, and applicable law.

3.2.1.1. If the proposed employment concerns the subjects in [paragraph 5.1](#) below, the supervisor informs the sponsor, the applicant, or both, of the prohibition on that type of employment. When the applicant acknowledges the information received, the process is complete.

3.2.1.2. If the applicant seeks a formal approval decision, the supervisor forwards the form to 18 WG/JA.

3.2.2. If the proposed employment solely concerns teaching the English language, the supervisor may review the activity for concerns about readiness or good order and discipline. If a concern exists, the supervisor resolves the concern with the applicant. If the concern is favorably resolved, the supervisor forwards the application to the Approval Authority. If the concern is not favorably resolved, the supervisor forwards the application to the Approval Authority and explains the concern.

3.2.3. For proposed employment that is not prohibited, the supervisor makes his recommendation and if no additional coordination is required, the supervisor forwards the application with their recommendation to 18 WG/JA.

3.2.4. Additional Coordination.

3.2.4.1. If the proposed employment concerns the preparation and sale of food, the supervisor forwards the application with their recommendation to 18 OMRS/SGXM on Kadena AB.

3.2.4.2. If the proposed employment will occur in DoW family housing, the supervisor forwards the application to 718 CES/CEH, Kadena AB. See [paragraph 5](#) for restrictions on activities within military family housing.

3.2.4.3. If the proposed employment will occur in DoW family housing and concern the preparation and sale of food, the supervisor forwards the form to 18 OMRS/SGXM. 18 OMRS/SGXM will forward the form to 718 CES/CEH.

3.2.5. Supervisors in other components and related to other than civilian employees in the civilian component follow this process consistently with their component's respective policies.

3.2.6. If the applicant is a unit commander, the supervisor is that commander's next, higher-level command.

3.2.6.1. If the applicant is a director of an organization in the US Government, the supervisor is an appropriate individual in the applicant's next, higher-level organization.

3.2.6.2. If the applicant is a director of an organization outside of the US Government, for purposes of this regulation, the applicant is the supervisor unless the organization has an internal policy, in which case, the applicant complies with that policy.

3.2.7. The supervisor may permit the applicant to forward the application to next office to review or approve the application.

3.3. 18th Medical Group (18 MDG).

3.3.1. Public Health (18 OMRS/SGXM).

3.3.1.1. The Public Health Office, 18th Operational Medical Readiness Squadron, regulates public facility sanitation, food establishments and provides oversight of cottage food operations on Kadena AB.

3.3.1.1.1. For applicants, who live off base, 18 OMRS/SGXM does not regulate activities that may be subject to regulation by that office if conducted on base. No coordination with 18 OMRS/SGXM is required for these individuals.

3.3.1.1.2. For individuals who live off base, but who wish to sell food products or provide services that fall within the scope of DAFI 48-116, *Food Protection Program*; DAFI 48-117, *Public Facility Sanitation*; or TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP, *Tri-Service Food Code*, for a morale, welfare, or recreation event, may require approval by 18 OMRS/SGXM. Approval will be coordinated by the sponsoring nonappropriated-fund instrumentality.

3.3.1.2. For applicants who live in a DoW Family Housing areas outside of Kadena AB, the Public Health Office supporting that installation may require coordination with that office before an activity is started. Coordination with sister service Public Health Offices falls outside of the scope of this regulation.

3.3.1.3. To ensure compliance with regulations for which 18 OMRS/SGXM has oversight, employment falling within the potential ambit of this oversight will be coordinated by that office. When it receives an application, it requests required information to determine if it must review and approve the applicant's proposed employment.

3.3.1.4. If it determines that the proposed employment falls outside of the scope of its authority, it states that and returns the application to the supervisor; provided, however, if it understands that the application will be forwarded to 718 CES/CEH, it forwards the application to that office.

3.3.1.5. If it determines the proposed employment falls within the scope of its authority, it approves as appropriate and files a copy of the approval in its records for the quarters concerned. It returns the application to the supervisor; provided, however, if it understands that the application will be forwarded to 718 CES/CEH, it forwards the application to that office.

3.3.2. 18 WG/JA may coordinate on public health matters and health care with 18 OMRS/SGXM. 18 OMRS/SGXM facilitates coordination in 18 MDG as appropriate.

3.3.2.1. For individuals seeking proposed employment related to health care that is licensed in the United States or Japan, 18 MDG/SGHQ provides information regarding qualifications or issues regarding the license or certification of the individual.

3.3.3. 18 MDG receives requests for outside employment for personnel within the scope of AFI 44-102, *Medical Care Management*.

3.4. Housing Office (718 CES/CEH).

3.4.1. The Housing Office in the 718th Civil Engineer Squadron determines whether the proposed employment complies with regulations and policies concerning DoW family housing. The Housing Office recommends approval if the proposed employment is consistent with the applicable regulations and policies.

3.4.2. After the Housing Office coordinates, the Housing Office forwards the form to 18 WG/JA.

3.4.3. If the approval authority approves the application, 718 CES/CEH files a copy of the approval in its records for the quarters concerned.

3.4.4. The Housing Office files copies of applications related to the teaching of the English language in its records for the quarters concerned.

3.5. Office of the Staff Judge Advocate (18 WG/JA).

3.5.1. An Ethics Official reviews the application and the information provided from the reviews of the application, identifies legal concerns, determines legal sufficiency, and recommends approval.

3.5.1.1. The Ethics Official may conduct fact finding; consult to resolve factual, legal, and policy concerns; and coordinate when another regulation is involved with approval of the proposed employment.

3.5.1.2. The Ethics Official seeks concurrence from the Office of the Staff Judge Advocate, Fifth Air Force (5 AF/JA), regarding licenses and certifications.

3.5.2. 18 WG/JA forwards the application to the sponsor's approving authority for approval.

3.5.3. 353 SOW/JA may conduct these reviews for individuals assigned to the 353d Special Operations Wing.

3.6. Approval Authority.

3.6.1. In units with a commander, the unit commander reviews an application and considers the effect upon the unit, compliance with this instruction, local command regulations, USFJINST 36-1001, the Joint Ethics Regulation, and applicable law, when deciding to approve an application. This authority may not be redelegated.

3.6.1.1. The unit commander receives copies of the application regarding the applicant teaching the English language. HQ US Forces Japan has approved this activity unless the unit commander has a concern regarding readiness or good order and discipline. The unit commander notes receiving the form or may disapprove the request if readiness or good order and discipline will be adversely affected.

3.6.1.1.1. If the teaching activity will occur in DoW Family Housing, the supervisor forwards a copy of the noted or disapproved application to the Housing Office for its records.

3.6.2. The unit commander informs the applicant of their decision.

3.6.2.1. If the request is approved, the unit commander ensures the individual renews their DAF Form 3902 annually.

3.6.3. If the approved employment will occur in DoW family housing, the unit commander provides a copy of the approved application will be provided to 718 CES/CEH.

3.6.4. If the approved employment is with an establishment off base, the unit commander provides a copy of the approved application to 5 AF/JA.

3.6.5. If the approved employment concerns preparation and sale of food, the unit commander a copy of the approved application will be provided to 18 OMRS/SGXM.

3.6.6. For United States Government units or organizations without a commander, the head of the organization reviews the application, approves it, informs the applicant, and forwards copies as a unit commander as required by paragraphs 3.6.3 through 3.6.5.

3.7. Non-DAF DoW Components.

3.7.1. For individuals in non-DAF DoW components and for dependents of sponsors in non-DAF components, the DAF does not approve the application unless authority has been delegated to 18th Wing.

3.7.2. If 18th Wing has identified a reason to disapprove an application, for reasons other than those identified in USFJINST 36-1001, that activity is prohibited on Kadena AB, at Okuma, and in DoW Family Housing Areas on the main island of Okinawa. If the reason for disapproval is identified in USFJINST 36-1001, the non-DAF DoW component determines whether to approve the application.

3.7.3. Unit commanders for non-DAF DoW components may approve the proposed activity using the DAF Form 3902 or may use the process established by their DoW component.

3.7.4. For individuals living in DoW family housing on an installation other than Kadena AB, the individual must comply with approval processes on the installation on which they reside in addition to this process.

3.7.4.1. The Chibana Housing Area is part of Kadena AB. The O'Donnell Gardens Housing Area is part of Kadena AB; no coordination with the Department of the Navy is required due to living in that housing area.

3.7.5. For dependents, if their sponsor works for a non-DAF DoW component, the dependent complies with similar processes of the sponsor's DoW component.

3.8. Individuals and Organizations Serving with or Accompanying the United States Armed Forces. The individual or organization may have a process to consider the effects of outside employment upon accomplishment of that organization's mission. The organization should be mindful that its personnel are solely present in Japan in support of the components in and supporting the United States armed forces in Japan.

3.8.1. Unlike applicants belonging to other DoW components, these applicants cannot substitute their respective processes for off-duty employment or a commercial activity for a decision by the US armed forces. This approval is a sovereign act of the US armed forces. For these individuals and organizations, the Commander or a Deputy in the 18th Mission Support Group reviews the application, approves it, and forwards copies when required, following the steps applicable to a unit commander.

3.8.2. For dependents, if their sponsor works for an organization serving with or accompanying the United States armed forces, the dependent complies with similar processes of the sponsor's organization.

3.8.2.1. If a dependent works for a DoW component other than the DAF, the dependent complies with process of their employing DoW component.

4. Training. Unit commanders and heads of organizations inform newly arrived permanent personnel of policies related to off-duty employment and notifications of employment.

5. Commercial Activities or Private Employment. Activities or employment must not interfere with official duties; be contrary to high standards of conduct required by individuals under the SOFA; be contrary to good order and discipline or be discrediting to the component, command, or organization concerned; or be injurious to the dignity, stature, best interests, or a combination thereof, for the United States of America.

5.1. Prohibitions.

5.1.1. Headquarters US Forces Japan prohibits individuals under the SOFA:

5.1.1.1. From directly or indirectly being engaged in or connected to black marketing, gambling; pornography; prostitution; organized crime, subversive groups, or terrorist groups; or the manufacture, trafficking, or both, of drugs, individuals, weapons, or other service or commodity that may violated the laws of the United States of America or Japan.

5.1.1.2. From commercial activities or private employment with bars, izakaya, liquor stores, nightclubs, in which the sale, service, or distribution of alcoholic beverages to the Japanese public is the exclusive or primary activity. This limitation includes bands and other forms of entertainment at these establishments.

5.1.1.3. From activities before the Japanese public that could be characterized as lewd, unprofessional, or offense to the public in Japan, the United States, or both.

5.1.2. Public Health prohibitions include:

5.1.2.1. Commercial activities and private employment involving invasive procedures of the breaking of intact skin , including, but not limited to, permanent cosmetic artistry on the head, neck, face, tongue, lips, eyes, or scalp; henna tattoos; body piercing (other than the fleshy portion of the ear lobe); and body mutilation (to include tongue bifurcation, ear gauging >1.6mm, unnatural shaping of the teeth, ear pointing, scarification, body etching or subdermal and transdermal implants tattooing, ear piercing, body piercing, and the lancing of pimples.

5.1.2.1.1. These prohibitions do not apply to procedures accomplished in military medical treatment facilities, an exchange, or at morale, welfare, and recreation activities.

5.1.2.2. Cottage food operations may not sell honey or home-canned vegetables, meats, or stews. Food establishments or cottage food operations may not sell home-processed wild game or other meats or dairy products from unapproved sources.

5.1.3. DoW Family Housing prohibitions include:

5.1.3.1. Unapproved childcare of other individual's children at the employed individual's quarters.

5.1.3.2. Operating a kennel.

5.2. Other Information.

5.2.1. Each applicant must follow housing regulations, including AFI 32-6000, *Housing Management*. Individuals approved to operate a home business in DoW family housing must notify the 718 CES/CEH of any housing assignment changes.

5.2.2. Food Preparation.

5.2.2.1. IAW DAFI 48-116 and TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP using personal quarters as a “food establishment” beyond the exceptions or exclusions in the *Tri-Service Food Code* is prohibited.

5.2.2.1.1. A food establishment includes any operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption, when the food is sold to or for the US Government.

5.2.2.2. The *Tri-Service Food Code* contains exclusions to the definition of food establishment. These exclusions include cottage food operations. A cottage food operation includes food produced in Government housing or in off-base housing.

5.2.2.2.1. Cottage food operations must comply with paragraph **8-301.12** of the *Tri-Service Food Code*.

5.2.2.2.2. Cottage food operations involving cream- or custard-filled bakery products, cheesecake, and high-acid foods, must comply with Public Health requirements.

5.2.2.2.3. Cottage food operations must have a consumer notice that states: “This food was produced in a home kitchen not subject to public health inspections.”

5.2.2.2.4. Cottage food operations exclude time-or-temperature-control-for-safety foods.

5.2.3. Family Childcare. IAW DAFI 34-144, *Child and Youth Programs*, if the business relates to family childcare on Kadena AB, certification of a provider is accomplished under that regulation.

5.2.4. Licensing and Certification.

5.2.4.1. Persons, who are engaged in employment on Kadena AB, in a family housing area on an installation other than Kadena AB, off base in support of persons under the SOFA, or engage in telework or remote work in the United States, who would require a license, certification, or both, in the United States, will possess a current license from one of the United States, its territories, or possessions.

5.2.4.1.1. For telework or remote work, the license, certification, or both, will be valid for the work accomplished in the location for which it is accomplished.

5.2.4.1.2. If the applicant seeks to perform remote work or telework, the applicant must maintain any necessary licenses, certifications, or both.

5.2.4.1.3. Individuals, who are engaged in employment outside of Kadena AB and not in support of persons under the SOFA, will obtain and maintain equivalent Japanese licenses or certificates when required.

5.2.5. Operators of barber and beauty shops, hairdressers, estheticians, cosmetologists, manicurists, pedicurists, massage therapists, tattoo artists, and other personal service workers in a public facility will meet the requirements of DAFI 48-117.

5.2.6. IAW U.S. Pacific Command Instruction (USPACOMINST) 0102.2, *Sale of Life Insurance and Securities on Overseas Military Installations in U.S. Pacific Command (USPACOM)*, the sale of life insurance and mutual funds must be by a US Indo-Pacific Command accredited company or agent.

5.2.7. For sales on Kadena AB, Okuma, or any DoW family housing area, this requirement applies to individuals regardless of their status under the SOFA.

5.2.8. Each home business must make available to all customers, or post prominently in the place of business, the following:

5.2.8.1. "Permission by Kadena Air Base authorities for (name & title) to provide (type of business) services on (military installation) does not constitute an endorsement of such services by Kadena Air Base, the Department of the Air Force or the United States Government. The United States Government is not responsible for the quality or the adequacy of services provided. Persons using these services do so at their own risk."

5.2.9. Personal Commercial Solicitation.

5.2.9.1. The Installation Solicitation Officer is the Commander, 18th Mission Support Group, or a Deputy to the Commander, 18th Mission Support Group.

5.2.9.2. Personal commercial solicitation (door to door) is prohibited on Kadena Air Base, including in DoW family housing, unless approved by the Commander, 18th Mission Support Group (18 MSG/CC). This prohibition concerns commercial activities, not fund-raising.

5.2.9.2.1. The distribution of advertising, publication, flyers, and related items is prohibited on Kadena AB without the approval of 18 MSG/CC unless otherwise authorized. Online advertising reaching individuals on Kadena AB is excluded from this limitation.

5.2.9.3. A vendor may conduct business at a person's residence if the occupant requests and sponsors the vendor to the person's residence. The person sponsoring the vendor will be required to ensure vendors are properly cleared and escorted onto the installation, if necessary.

5.2.9.4. Individuals desiring to engage in personal commercial solicitation must comply with USPACOMINST 0102.2 and Department of Defense Instruction (DoDI) 1344.07_DAFI 36-2925, *Personal Commercial Solicitation*.

5.2.10. All military and civilian personnel living off-base desiring to be a "base-approved home business" will request approval through the Commander, 18th Mission Support Group (18 MSG/CC).

5.2.11. Use of the Military Postal Service to receive or mail items for resale is prohibited by DoDI 4525.09, *Military Postal Service*, paragraph 3.6.b. Home businesses that require postal service may have goods shipped directly to the purchaser. Home businesses may receive goods at an off-base post office or through a commercial shipper.

5.2.12. Additional approvals or limitations exist depending upon the career field or status of the individual. The following are examples.

5.2.12.1. Individuals in health care career fields require medical community approval for off-duty employment. AFI 44-102, *Medical Care Management*.

5.2.12.2. Individual Judge Advocates require an additional approval. DAFI 51-101, *The Air Force Judge Advocate General's (AFJAG) Corps Operations, Accessions, and Professional Development*.

5.2.12.3. Military members and civilian employees may not work directly or indirectly for a foreign government. 5 C.F.R. 2635.801 (d) (6) and DAFI 36-2913, *Request for Approval of Foreign Government Employment of the Department of the Air Force Members*.

JOHN B. GALLEMORE
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, United States Code section 552a, *Records Maintained on Individuals*

Title 10, United States Code chapter 47, *Uniform Code of Military Justice*

Title 10, United States Code section 9013, *Secretary of the Air Force*

Agreement Under Article VI of the *Treaty of Mutual Cooperation and Security: Facilities and Areas and the Status of United States Armed Forces in Japan* (SOFA)

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, 18 November 2008

Title 5, Code of Federal Regulations, part 2634 (5 C.F.R. 2634), *Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture*

Title 5, Code of Federal Regulations, part 2635 (5 C.F.R. 2635), *Standards of Ethical Conduct for Employees of the Executive Branch*

Title 5, Code of Federal Regulations, part 3601 (5 C.F.R. 3601), *Supplemental Standards of Ethics Conduct for Employees of the Department of Defense*

DoDI 1344.07, *Personal Commercial Solicitation on DoD Installations*, 30 March 2006

DoDI 4525.09, *Military Postal Service*, 10 July 2018

Joint Ethics *Regulation (JER)*, 15 May 2024

SORN DoD-0020, *Military Human Resource Records*, 15 May 2024

USPACOMINST 0102.2, *Sale of Life Insurance and Securities on Overseas Military Installations in U.S. Pacific Command (USPACOM)*, 11 May 2009

USFJINST 36-1001, *Commercial Activities and Private Employment in Japan*, 7 August 2015

TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP, *Tri-Services Food Code*, 1 March 2019

DAFPD 36-29, *Military Standards*, 24 January 2023

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 34-144, *Child and Youth Programs*, 2 October 2024

DAFI 36-147, *Civilian Conduct and Responsibility*, 11 January 2023

DAFI 36-2913, *Request for Approval of Foreign Government Employment of the Department of the Air Force Members*, 1 July 2020

DoDI 1344.07_DAFI 36-2925, *Personal Commercial Solicitation*, 26 April 2023

AFI44-102, *Medical Care Management*, 17 March 2015

DAFI 48-116, *Food Protection Program*, 10 March 2023

DAFI 48-117, *Public Facility Sanitation*, 11 September 2018

DAFI 51-101, *The Air Force Judge Advocate General's (AFJAG) Corps Operations, Accessions, and Professional Development*, 20 June 2023

Commander, Fifth Air Force, Memorandum on *Delegation of Authority to Approve Commercial Activities and Private Employment in Japan*, 16 July 2025

Adopted Forms

DAF Form 847, *Recommendation for Change of Product*

DAF Form 3902, *Application and Approval for Off-Duty Employment*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

CC—Commander

CEH—Housing Flight

CES—Civil Engineer Squadron

C.F.R.—Code of Federal Regulations

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoW—Department of War

IAW—In accordance with

JA—Office of the Staff Judge Advocate

JER—Joint Ethics Regulation

KABI—Kadena Air Base Instruction

MSG—Mission Support Group

NAVMED—Navy Medical

OMRS—Operational Medical Readiness Squadron

OPR—Office of Primary Responsibility
SGXM—Public Health Office
SOFA—Status of Forces Agreement
SORN—Statement of Records Notice
SOW—Special Operations Wing
TB MED—Technical Bulletin Medical
UCMJ—Uniform Code of Military Justice
US—United States of America
U.S.C.—United States Code
USFJ—United States Forces Japan
USFJINST—United States Forces Japan Instruction
USPACOM—United States Pacific Command
USPACOMINST—United States Pacific Command Instruction
USINDOPACOM—United States Indo-Pacific Command
WG—Wing

Terms

Armed Forces of the United States—This term includes all components of the United States Army, United States Marine Corps, United States Navy, United States Air Force, United States Space Force, and United States Coast Guard.

Civilian Employee—This term includes appropriated-fund and nonappropriated fund employees of the US Government. It includes individuals in other employment systems in the Executive Branch of the US Government.

Component—This term includes component commands, defense agencies, defense field activities, and other organizations within the Department of Defense or administratively attached to the US Forces in Japan.

Component Command—This term includes the US Army Japan, US Marine Forces Japan, US Naval Forces Japan, US Space Forces Japan, and includes Fifth Air Force, but does not include Headquarters Pacific Air Forces.

Contractor—This term includes individuals working for or with a prime contractor of the US Government in support the US armed forces or other components in support of the US armed forces when the individual has been designated by a contracting officer as a contractor accompanying the armed forces. This term includes individuals working for or with a subcontractor of a prime contractor of the US Government when the individual has been designated by a contracting officer as a contractor accompanying the armed forces. This term includes certified employees of United States Official Contractors under Article XIV of the SOFA.

Dependent—This term has two definitions.

The first definition is the SOFA definition is a spouse; natural child, stepchild, or adopted child under twenty-one years of age; a natural child, stepchild, or adopted child twenty-one years of age or older, who is dependent upon the sponsor; and parents and parents-in-law, who are dependent upon the sponsor.

The second definition is the DoW definition which is an member or employee's spouse; child who is unmarried and under twenty-one years of age or who, regardless of age, is physically or mentally incapable of self-support; dependent parent, including step and legally adopted parent of the employee's spouse; and dependent brother and/or sister, including step and legally adoptive brothers and sisters of the employee's spouse who is unmarried and under 21 years of age or who, regardless of age, is physically or mentally incapable of self-support. Individuals, who meet the second definition, but not the first definition, are not present in Japan under the SOFA.

Members of the Civilian Component—This term includes individuals of US nationality, including dual nationals of the United States and Japan, if brought to Japan on orders of the armed forces of the United States, who are:

Appropriated-fund—civilian employees of the armed forces of the United States;

Nonappropriated-fund—employees under the supervision of the armed forces of the United States;

Civilian employees—of the US Government, who are not employed by the armed forces of the United States, whose presence in Japan is solely for official purposes with the armed forces of the United States;

Personnel of service organizations—accompanying and providing direct support to the armed forces of the United States, whose presence is solely for official purposes;

Contractor personnel—who are designated as contractors accompanying armed forces, and whose presence is solely for official purposes, but are not US Official Contractor employees;

For purposes of this regulation,—US Official Contractor employees designated under Article XIV of the SOFA are members of the civilian component; or

When approved by HQ USFJ—after coordination with the Government of Japan, a third-country national may be authorized to be a member of the civilian component.

The civilian component includes—individuals working for a Military Department, in the Office of the Secretary of Defense, the defense agencies, the defense field activities, the joint staff, a combatant command, or elsewhere within DoW who are not military members.

Members of the United States Armed Forces—This term includes military personnel on active duty with the armed forces of the United States when in the territory of Japan. This includes members of Reserve components during periods of active duty or training if requested, authorized, or both. This includes cadets and midshipmen entering Japan on military orders for leave or temporary duty.

Sponsor—A sponsor is the military member or member of the civilian component, who is on orders to Japan. For couples, each spouse may be a sponsor.

United States Indo-Pacific Command—This is a geographic combatant command with an area of responsibility that includes Japan. It was previously US Pacific Command.