

15 APRIL 1999



Personnel

**OFF-DUTY EMPLOYMENT AND
EMPLOYMENT OF DEPENDENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 18 WG/JAI (Capt Peter J. Camp)
Supersedes 18 WGI 36-2001, 19 December 1996

Certified by: 18 WG/JA (Col Charles H. Hasskamp)
Pages: 4
Distribution: F

This instruction implements Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel* and receives guidance from USFJ Policy Letter 36-10, which requires command approval before commencing off-duty employment. This instruction applies to all military and civilian personnel. It also applies to dependents who wish to engage in employment other than in official, appropriated or nonappropriated fund positions with the US Government. This instruction establishes mandatory procedures for obtaining approval, and failure by military members to follow these procedures is punishable under the UCMJ. Civilian employees of the Air Force may be punished in accordance with applicable civilian personnel instructions. Violations may also result in removal from base quarters and loss of other privileges. This instruction is applicable to all personnel and dependents assigned, attached, or associated with the 18th Wing, its subordinate organizations, and Air Force associate units on Okinawa. Additionally, the instruction also applies to all personnel residing in military housing and under the direct jurisdiction of the Commander, 18th Support Group.

SUMMARY OF REVISIONS

Clarifies the difference between private organization fund raising and off-duty employment. The revision also clarifies the meaning and weight of an approval by the 18th Wing for off-duty employment, namely that such approval does not imply endorsement by the 18th Wing or the United States Air Force of any product or service offered through off-duty employment. New or revised material is indicated by a bar (|).

1. Air Force Military Personnel Seeking Off-Duty Employment.

1.1. Air Force military personnel seeking employment, including home businesses or other self-employment, or any other form of revenue-generating activity for personal gain, will submit an AF Form 3902, **Application and Approval for Off-Duty Employment**.

1.2. AF Form 3902 will be submitted first to the applicant's supervisor for review to determine whether the proposed employment conflicts with the applicant's duties, duty schedule, or duty performance.

1.3. AF Form 3902 will then be forwarded to the Office of the Staff Judge Advocate (18 WG/JA), or its designee, to complete a review of the application for legal sufficiency and recommend approval or disapproval.

1.4. AF Form 3902 will then be forwarded to the applicant's unit commander who will approve or disapprove the application.

1.5. An AF Form 3902 is not necessary for the following activities when they occur within the confines of a military installation: Community fund-raising activities (including those approved for private organizations), teaching a language, or earning pocket money (for example, baby-sitting and newspaper routes).

2. Air Force Civilian Employees.

2.1. Air Force civilian employees will use the same procedures as military personnel, and the AF Form 3902 will serve in lieu of the Notification of Intent Memo referenced in USFJPL 36-10.

2.2. The applicant will submit the AF Form 3902 to the organization commander with which the applicant is employed.

2.3. The servicing Civilian Personnel Office will coordinate on each request to assure compliance with civilian personnel regulations and policies.

2.4. An AF Form 3902 is not necessary for the following activities when they occur within the confines of a military installation: Community fund-raising activities (including those approved for private organizations), teaching a language, or earning pocket money (for example, baby-sitting and newspaper routes).

3. Family Members of Air Force Military and Civilian Personnel.

3.1. Family members will submit the AF Form 3902, in lieu of the Notification of Intent Memo referenced in USFJPL 36-10, to 18 WG/JA to complete a review of the application for legal sufficiency and recommend approval or disapproval.

3.2. AF Form 3902 will be forwarded to the sponsor's commander.

3.3. An AF Form 3902 is not necessary for the following activities when they occur within the confines of a military installation: Community fund-raising activities (including those approved for private organizations), teaching a language, or earning pocket money (for example, baby-sitting and newspaper routes).

4. Air Force Military Members, Civilian Employees, and Family Members Engaging in Off-Duty Employment in Military Family Housing.

4.1. All home business applicants must submit an AF Form 3902 to the 718th Civil Engineering Housing Flight (718 CES/CEH).

4.2. Applicants should submit the AF Form 3902 to the Housing Office prior to submitting the form to the Office of the Staff Judge Advocate. The AF Form 3902 must include a written request describing in detail the nature of the business and how it will be conducted.

4.3. Every applicant must also follow all applicable military base housing regulations including AFI 32-6001, *Family Housing Management*, para 6.4.

4.4. If the home business is related to food preparation, the applicant must obtain a food handler's permit from the 18th Medical Group, Military Public Health (18 MDG/SGPM). The 18 MDG/SGPM office must be contacted for further details.

4.5. If the business is related to home day care, 18th Services Squadron Family Day Care must be contacted, and applicable home day care provisions must be followed.

4.6. All home businesses must comply with USFJPL 36-10. If the business is one which would require a license or similar certification if established in the United States, all professional requirements as required in the United States will be maintained and followed wherever possible. Also, each such business proprietor must make available to all customers, or post prominently in the place of business the following:

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

5. Off-Duty Employment Conducted in Military Family Housing by other than Air Force Members, Civilian Employees, and Dependents.

5.1. Persons residing on Kadena AB, Chibana, or O'Donnell Gardens, who are seeking approval to conduct a business in their military family quarters, must obtain the necessary approval from their respective branch of service. Applicants must also obtain approval from 718 CES/CEH.

5.2. If the home business is related to food preparation, the applicant must obtain a food handler's permit from the 18 MDG/SGPM. The 18 MDG/SGPM must be contacted for further details.

5.3. If the business is related to home day care, 18th Services Squadron, Family Day Care, must be contacted, and applicable home day care provisions must be followed.

5.4. If the business is one which would require a license or similar certification if established in the United States, all professional requirements as required in the United States will be maintained and followed wherever possible. Also, each such business proprietor must make available to all customers, or post prominently in the place of business the following:

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

6. Military and Civilian Off-Base Personnel Requesting to Conduct Business in Military Family Housing.

6.1. Solicitation (door to door) within Military Family Housing is prohibited. Exceptions to this policy will be granted on rare occasions to support local, non-profit youth organizations where the program benefits the base community (i.e., Girl Scouts, Boy Scouts, etc.)

6.2. Business may be conducted at an individual residence if the occupant requests and sponsors the vendor into housing. Occupants will be required to ensure vendors are properly cleared and escorted on the installation.

6.3. All requests to conduct business in Military Family Housing need to be approved through the 18th. Support Group.

7. Unit Commander's Responsibilities. Unit commanders will ensure that each applicant will renew AF Form 3902 annually and maintain a copy in the Commander's Support Staff personnel file.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing