

**BY ORDER OF THE COMMANDER,  
FIFTH AIR FORCE**



**USFJ POLICY LETTER 30-5**

**FIFTH AIR FORCE COMMAND  
Supplement 1**

**21 JANUARY 1997**

**Personnel**

**COMMERCIAL ACTIVITIES AND  
PRIVATE EMPLOYMENT**

---

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

---

OPR: 5 AF/DP (MSgt S. R. Bruton)  
Supersedes USFJPL 30-5/5 AFS1,  
15 September 1993

Certified by: 5 AF/CV (Col E. M. Skinner)  
Pages: 2  
Distribution: F

---

This supplement applies to all Air Force military and civilian personnel who are members of the US Forces in Japan under the Status of Forces Agreement and their families.

### **SUMMARY OF REVISIONS**

Replaces PACAF Form 38, **Request for Approval of Off-Duty Employment** with AF Form 3902, **Application and Approval for Off-Duty Employment**. A “[” indicates revised material since the last edition.

**USFJPL 30-5, 14 May 1992, is supplemented as follows:**

- 3.1. Military personnel will submit AF Form 3902, to their immediate commander per DoD 5500.7-R, *Joint Ethics Regulation (JER)*, Chapter 2, Section 2, 2-206 and Section 3, 2-303.
- 3.2. Families and civilian component members will file a notification of intent with the sponsor’s commander for families, or the installation commander or designated representative for civilian component members. Notification is not required for civilian personnel and family members to participate in fund-raising activities such as baby-sitting, light yard work, etc., provided such activities are not otherwise prohibited and are done within the confines of United States (US) Forces facilities and areas.
- 3.6. (Added) Individuals approved for employment must notify the commander or designated representative of any change in nature or termination of the employment.
- 4.3. (Added) Commanders will approve or disapprove applications or notifications based on evaluation for compliance with the basic publication, local command regulations, DoD 5500.7-R, and applicable US and Japanese laws. Approval is valid 1 year except that approval for television, radio, stage, or motion

picture appearances for the same employer, for the same purpose, and using the same basic script, is limited to 6 months.

RALPH E. EBERHART, Lieutenant General, USAF  
Commander