**Commercial Activity in Housing Guide**

The following instructions will help assist you in completing a Commercial Activity in Housing package. Click on the icon at the bottom of the page for a proper format. Items to be included in the package are:

1. Memo from the member with CC endorsement, and digital signatures. (Attached)
2. PCS orders (include amendments)
3. Osan AB Commercial Activity in Housing. (Attached)

**\* Make separate Tabs for each document.**

Please do not start the e-Routing yourself. Once you have full package (including digitally signed memo from CC), please email documents to Ms. Park [sung.park.8@us.af.mil](mailto:sung.park.8@us.af.mil) for digital routing.

The entire process usually takes 4-6 weeks. Please contact Ms. Eileen Park at 784-5226 for questions about submission. Please do not call “checking” on the status. We will contact you as soon as it is completed.

