

Topic: Commercial Solicitation	OPR: Directorate of Family, Morale, Welfare & Recreation(DFMWR), Financial Management Division (FMD) (760) 380-3348
Reference: AR 210-7; SOP # 29 - Commercial Solicitation	

Procedure:

- Pick up and submit application at Building 550, FMD Commercial Solicitation Program Manager.
- Applications are reviewed once a month by a committee to determine if the service/ product is suitable for Fort Irwin and not being offered in an existing venue. The committee consists of Chief of FMD, Commercial Solicitation Program Manager, Army Air Force Exchange Services (AAFES) representative and Staff Judge Advocate (SJA) representative. On occasion when a business for review requires input from specific agencies, Residential Communities Initiative (RCI) Housing manager, DFMWR Nonappropriated Fund (NAF) Support Manager, Preventive Medicine representative, or Provost Marshall representative will be invited to be present.
- Applicant will be notified in writing of approval or disapproval approximately 5 weeks from submission.
- If application is approved applicant will be provided with a permit, as well as Fort Irwin policy and regulations for operating a business on post.
- If applicant is denied an appeal can be submitted to the Commercial Solicitation Program Manager. Appeal should include: a business letter describing the business and reason why exception should allowed, as well as any supporting documents.
- The appeal will be routed through Judge Advocate General (JAG) and submitted to the Garrison Commander for final decision. The minimum time for an appeal is 3 weeks from submission of all required documentation.
- If application is denied by the Garrison Commander, applicant can reapply for a permit 1 year from the date on the Garrison Commander's denial letter.

