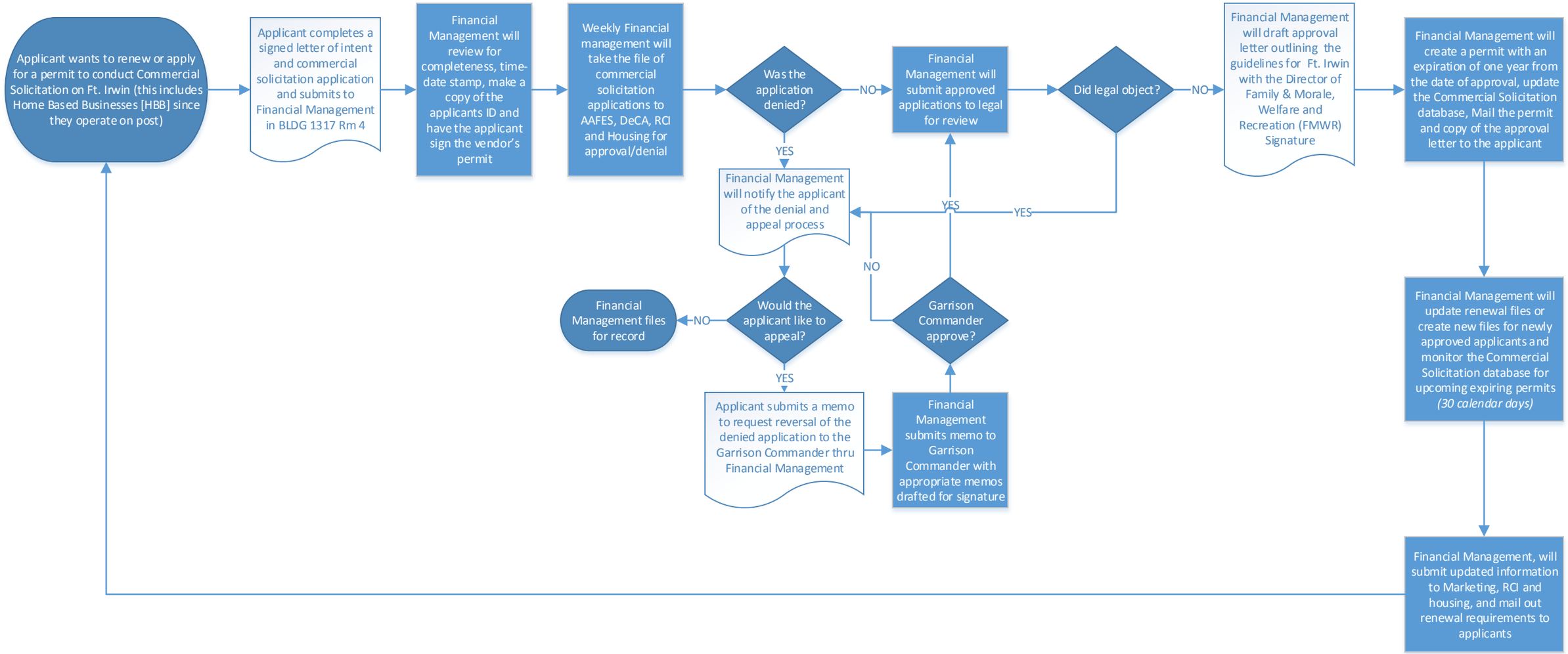
Applicant wants to renew or apply for a permit to conduct Commercial Solicitation on Ft. Irwin (this includes Home Based Businesses [HBB] since they operate on post)
Applicant completes a signed letter of intent and commercial solicitation application and submits to Financial Management in BLDG 1317 Rm 4
Financial Management will review for completeness, time-date stamp, make a copy of the applicants ID and have the applicant sign the vendor's permit
Weekly Financial management will take the file of commercial solicitation applications to AAFES, DeCA, RCI and Housing for approval/denial
Was the application denied?
NO
YES
Financial Management will submit approved applications to legal for review
Did legal object?
NO
YES
Financial Management will draft approval letter outlining the guidelines for Ft. Irwin with the Director of Family & Morale, Welfare and Recreation (FMWR) Signature
Financial Management will create a permit with an expiration of one year from the date of approval, update the Commercial Solicitation database, Mail the permit and copy of the approval letter to the applicant
Financial Management will notify the applicant of the denial and appeal process
Would the applicant like to appeal?
NO
Financial Management files for record
YES
Applicant submits a memo to request reversal of the denied application to the Garrison Commander thru Financial Management
Garrison Commander approve?
NO
YES
Financial Management submits memo to Garrison Commander with appropriate memos drafted for signature
Financial Management will update renewal files or create new files for newly approved applicants and monitor the Commercial Solicitation database for upcoming expiring permits (30 calendar days)
Financial Management, will submit updated information to Marketing, RCI and housing, and mail out renewal requirements to applicants