

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		Number: 1630-001
SUBJECT: Use of Alcoholic Beverages and Narcotics in USDA Occupied Space	DATE: April 4, 2002	
	OPI: Office of Procurement & Property Management, Property Management Division	

1 PURPOSE

This regulation establishes policies and procedures on use of alcoholic beverages and prohibits use of narcotics in space occupied or under the control of the Department.

2 SPECIAL INSTRUCTIONS/CANCELLATION

- a This regulation changes the Office of Primary Interest to Office of Procurement and Property Management, Property Management Division.
- b This regulation replaces Departmental Regulation 1630-1 dated August 13, 1991.

3 POLICY

The use or possession of narcotics and/or alcoholic beverages is prohibited within space occupied or under the control of the Department.

An exemption to the prohibition on the use of alcoholic beverages within the Washington, D.C. Complex may be granted by the Director, Office of Operations, if it is determined that the request is for an event that is an appropriate official function.

An exemption to the prohibition on the use of alcoholic beverages in field locations owned by USDA may be granted by the Agency Head or designee if it is determined that the request is for an event that is an appropriate official function.

An exemption to the prohibition on the use of alcoholic beverages in field locations leased by USDA or controlled by GSA may be granted by the Agency Head upon concurrence by the lessor or the appropriate GSA official.

4 REQUEST FOR EXEMPTION

Request for exemptions from prohibition against serving alcoholic beverages shall be submitted to the appropriate Agency Head with sufficient time to permit processing and mailing. The request shall include the location of the function, the date and purpose and be signed by the requesting official.

Washington, D.C. Complex requests are to be submitted to the Director, Office of Operations.

Field office requests are to be submitted to the appropriate Agency Head. The authorizing office will notify the requesting office in writing whether or not the exemption is granted. If approved, a copy of the exemption will be sent to the building manager who will inform the appropriate officials responsible for security of the facility.

5 LIMITATIONS

The Director, Office of Operations, will provide exemptions to Agriculture or Agriculture related agencies and non-Agriculture related groups using the Washington, D.C. Complex.

Agency Heads will set necessary limitations for field office use.

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