

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 310 DM 13	SUBJECT ADMINISTRATIVE SERVICES General Use of Alcoholic Beverages in DOI Occupied or Controlled Facilities	RELEASE NUMBER 3724
FOR FURTHER INFORMATION, CONTACT Office of Acquisition and Property Management		DATE SEP 6 2006

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual release, 310 DM 13, provides new Department-wide guidance in applying Federal Management Regulation 102-74.405 which covers the use of alcoholic beverages on Federal property.

R. Thomas Kleimer

Assistant Secretary - Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:

Insert:

None

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(1 sheet)

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Chapter 13: Use of Alcoholic Beverages in DOI Occupied or Controlled Facilities

Originating Office: Office of Acquisition and Property Management

310 DM 13

13.1 Purpose. This chapter establishes the policies and procedures for the possession and use of alcoholic beverages in all Department of the Interior (DOI) occupied or controlled facilities.

13.2 Policy. Except as provided in this chapter, the use or possession of alcoholic beverages is prohibited within space occupied or controlled by DOI.

13.3 Exemption. In accordance with 41 CFR 102-74.405, the possession or use of alcoholic beverages in DOI occupied or controlled facilities may only be allowable if granted a prior written exemption by the Secretary or his or her designee.

13.4 Approving Officials for Exemptions. The Director, National Business Center, or his or her designee, is the authorized approving official for exemptions for the use of alcohol at the Main and South Interior buildings in Washington, D.C. The authorized approving official for exemptions for other DOI facilities is the respective bureau/office head or his or her designee. Unless specifically designated otherwise, no manager or supervisor can approve a request for an exemption for his or her own facility.

13.5 Requirements for Requesting an Exemption.

A. Written requests for exemptions to the DOI alcohol use policy must be completed and submitted to the authorized approving official within a reasonable amount of time to allow for the processing of the request.

B. At minimum, the submitted request for an exemption to the DOI alcohol policy must include the following:

- (1) Location where alcohol may be consumed;
- (2) Date and time when alcohol may be consumed;
- (3) Purpose of the function at which alcohol may be consumed;

(4) Measures employed to ensure compliance with applicable laws, such as the prohibition against underage drinking, driving under the influence, and public intoxication;

(5) For leased facilities, a certification of compliance with any applicable lease restrictions governing the consumption or possession of alcoholic beverages, including a description of such restrictions; and

(6) Name and signature of the requestor.

C. The authorized approving official may require additional information in order to process the request.

D. Requests will be denied if it is determined that the exemption would be inconsistent with a building lease or other applicable local laws.

13.6 Notification.

A. The requestor will be notified in writing, signed by the authorized approving official, whether or not the exemption is granted or denied.

B. The authorized approving official must also provide a copy of all approved exemptions to:

(1) The building manager, and

(2) The highest-ranking representative of the law enforcement organization or other authorized official, who is responsible for the security of the property.

C. The authorized approving official is required to maintain a file containing copies of all approved exemptions.