

Topic: Approval to Serve Alcoholic Beverages	OPR: Directorate of Family, Morale, Welfare and Recreation (760) 380-5111
Reference: AR 215-1, 24 October 2006, p 85	

Procedure:

- No person under 18 years of age will be allowed to dispense, handle, or serve alcoholic beverages.
- The organization OIC will ensure that appropriate controls are in place to prevent endangering Soldiers or the surrounding community.
- All participants must meet the minimum State drinking age requirements.
- Alcoholic beverages will not be consumed in, on, or at any of the following:
  - Skill development facility (such as arts and crafts, woodworking, photo, auto crafts shops)
  - Child , Youth and School Services (CYSS) facility or functions
  - Library
  - Basic combat training (BCT) and advanced individual training barracks
  - Army aircraft, vessel, or other motorized vehicles
  - Recreation centers (Only malt beverages and wine may be consumed in recreation centers upon written approval of the garrison commander.)
- A memorandum detailing unit, event, location, time and date, as well as plan to prevent endangering Soldiers or the surrounding community must be submitted for the Garrison Commander's approval thru the hosting location manager. The format of an acceptable memorandum follows:

	DEPARTMENT OF THE ARMY ORGANIZATION CITY, STATE ZIP
REPLY TO ATTENTION OF	
OFFICE CODE	dd Mon yy
MEMORANDUM THRU <Organization/ Facility Name> FOR United States Army Garrison Commander, Fort Irwin	
SUBJECT: Request for approval to serve alcohol at a Unit Function	
<ol style="list-style-type: none"> <li>1. &lt;Organization&gt; requests approval to serve alcohol at &lt;function&gt; from &lt;time to time&gt; on &lt;date &gt;. This function will be held at &lt;location&gt;.</li> <li>2. In order to promote the safety of the Soldiers, Family members and the community &lt;detail action plan&gt;.</li> <li>3. Point of contact for this memorandum is &lt;requesting personnel E-6 or above&gt;, &lt; phone&gt;, &lt;email&gt;.</li> </ol>	
COMPANY COMMANDER Signature Block	
Approve/ Disapprove	
JAMES H. CHEVALLIER COL. AR Commanding	