

Topic: Process for Submitting an Exception to Policy (ETP) to Serve Alcohol at Crackerjack Flats Neighborhood Center, Sandy Basin Community Center, or Sandy Basin Annex

OPR: RCI  
380-6824

Reference: NA

**Procedure:**

- The Garrison Commander is the approval authority for any request to serve alcohol in any facility on the installation
- The process for a service member to obtain an ETP to serve alcohol at the Crackerjack Flats Neighborhood Center, Sandy Basin Community Center, or Sandy Basin Annex is as follows:

Service member / requestor will go through their Chain of Command to obtain a memorandum from their O5 level Commander / Director concurring with the request and ensuring a risk mitigation plan is in place to ensure safety and well being of all guests.

Service member / requestor will submit the memorandum as well as fill out an ETP form through Pinnacle along with the following information: sample below

Type of event  
Date / time of event  
Facility being used  
Approximate number of people at event  
Types of alcohol being served  
Name / Contact telephone number of Commander / 1SG

Pinnacle will forward ETP to Residential Communities Initiative (RCI) who will forward the memorandum to the Garrison Commander for consideration

- Once approved / disapproved, RCI will notify the Service Member and Pinnacle of the outcome.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
Your Unit  
FORT IRWIN, CA 92310-XXXX

OFFICE SYMBOL

MEMORANDUM FOR Commander, U.S. Army Garrison, Fort Irwin, CA 92310

SUBJECT: Request Authorization to Serve Alcohol at \_\_\_\_\_ (Pinnacle Facility Name)

1. Describe Soldier's request and indicate that there is a risk mitigation plan is.
2. Indicate whether or not you concur with this request
3. Point of contact information.

*Signature*  
NAME (Must be O5 Level Cdr)  
RANK, BR  
TITLE