

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 310 DM 13	SUBJECT Administrative Services General Use of Alcoholic Beverages in Department of the Interior Occupied or Controlled Facilities	RELEASE NUMBER 5043
FOR FURTHER INFORMATION, CONTACT Office of Facilities and Administrative Services		DATE 12/23/20

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release updates 310 DM 13 - Use of Alcoholic Beverages in Department of the Interior Occupied or Controlled Facilities. Revisions to the chapter include the following:

a) 13.2 Policy. Revisions to the paragraph include changing the word “possession” to “use”. The update is intended to clarify that while the General Services Administration (GSA) regulation at 41 CFR 102-74.405 does not prohibit the possession of alcoholic beverages in or on Federal property, Department of the Interior (DOI) policy prohibits the use of alcoholic beverages within space that is occupied or controlled by DOI.

b) 13.4 Approving Officials for Exemption. The revision to the paragraph adds “Stewart Lee Udall” as the official name of the Main Interior Building and removes the reference to the South Interior Building which is no longer DOI property.

c) 13.5 Requirements for Requesting an Exemption. The requirements are updated to specify that requests for exemptions must be submitted by a Management Official at the GS-15 level or higher; and that all requests must be submitted at least 24 hours prior to the event for which the exemption is requested.

Digitally signed by SCOTT
CAMERON
Date: 2020.12.23
09:57:58 -05'00'

Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:

310 DM 13 (2 Sheets)

Insert:

310 DM 13 (2 Sheets)