

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 310 DM 13	SUBJECT ADMINISTRATIVE SERVICES General	RELEASE NUMBER 4042
FOR FURTHER INFORMATION, CONTACT Office of Facilities and Administrative Services	Use of Alcoholic Beverages in Department of the Interior Occupied or Controlled Facilities	DATE NOV 20 2015

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:

- Changing the Office of Primary Responsibility from the Office of Acquisition and Property Management to the Office of Facilities and Administrative Services;
- Updating and clarifying the policy by removing the word "possession" of alcoholic beverages from the prohibition. This clarification brings the policy in line with the GSA regulation at 41 C.F.R § 102-74.405; and
- Moving the records keeping requirements from the paragraph on "Notification" to a new paragraph entitled: "Records Management".


Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
310 DM 13 (1 Sheet)

Insert:
310 DM 13 (1 Sheet)