

Department of the Interior Departmental Manual

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Series: Administrative Services

Part 310: General

Chapter 13: Use of Alcoholic Beverages in Department of the Interior Occupied or Controlled Facilities

Originating Office: Office of Facilities and Administrative Services

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

13.2 **Policy.** Except as provided in this chapter, the use of alcoholic beverages is prohibited within space that is occupied or controlled by DOI. In accordance with the General Services Administration (GSA) regulation at 41 CFR 102-74.405, DOI does not prohibit the possession of alcoholic beverages in or on Federal property.

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

13.4 **Approving Officials for Exemptions.**

A. The Director, Office of Facilities and Administrative Services (OFAS), or his or her designee, is the authorized approving official for exemptions for the use of alcohol at the Stewart Lee Udall Building, which is commonly referred to as the Main Interior Building (MIB) in Washington, DC.

B. Heads of Bureaus and Offices, or their designee, are the authorized approving officials for exemptions at their respective facilities.

C. Managers or supervisors **may not** approve requests for exemptions at their facilities, unless specifically designated.

13.5 Requirements for Requesting an Exemption.

A. A request for an exemption to the DOI alcohol-use policy must be in writing and must be completed and submitted by a Management Official (at the GS-15 or higher level) to the authorized approving official, no later than 24-hours prior to the event to allow for processing of the request.

B. At a minimum, the exemption request must include the following:

- (1) Location where alcohol will be consumed.
- (2) Date and time when alcohol will be consumed.
- (3) Purpose of the function at which alcohol will 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 request additional information, if needed, 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. Requestors will be notified in writing whether their exemption is granted or denied, and notices must be signed by an authorized approving official.

B. Authorized approving officials must also provide a copy of all approved exemptions to the following:

- (1) Building manager, and
- (2) Highest-ranking representative of the law enforcement organization or other authorized official, who is responsible for the security of the property.

13.7 **Records Management.** The authorized approving official is required to maintain a file containing copies of all approved exemptions for 3 years in accordance with the Office of the Secretary records retention schedule.