ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 10.16	
	DATE 17 July 2014	OPR: JA
SUBJECT: Consumption and Serving of Alcoholic Beverages on Installations	ENSURE WIDEST DISTRIBUTION (POLICY LETTER 10.1)	

1. This policy applies to all military personnel, federal technicians, state employees, and government contractors.

2. The intent of this policy is to protect and ensure the safety of the workforce and government property.

3. Subject to the exceptions set forth in paragraphs 5 and 6, the following activities are prohibited on federal, state, or commercial properties or facilities, owned or leased, under the operational control of the Department of Emergency and Military Affairs (DEMA):
   a. consuming alcoholic beverages
   b. selling/serving/purchasing alcoholic beverages
   c. reporting to the workplace under the influence of alcohol

4. Individuals may not consume alcoholic beverages during duty hours, while off the properties/facilities described in paragraph 3. Furthermore, individuals may not consume alcoholic beverages off property while wearing any portion of his/her official U.S. military uniform.

5. In limited circumstances, exceptions to this policy may be authorized by the Army or Air Component Commanders, the Director of Emergency Management, and the Director Joint Staff. Said authority may be further delegated in writing by the Army or Air Component Commanders, but no lower than an O-6 commander, or higher, in the chains of command. Requests for exceptions to these rules must be in writing. Said requests require all of the following:
   a. Proof that the property/facility/installation where the proposed event will be held has the appropriate level of dram shop/indemnity insurance.
   b. Acknowledgement that the requesting organization's commander/director is responsible for ensuring that only those of legal age will consume alcohol and that all alcohol will be consumed responsibly.
   c. A risk assessment that: (1) describes the particular event in detail, (2) identifies all foreseen risks to health/safety/property, etc., and (3) explains all courses of action to adequately mitigate those risks.
   d. A legal review by the Office of the Staff Judge Advocate to ensure compliance with this policy and all applicable service regulations and state/federal laws related to the purchase/service/sale/consumption of alcohol.

6. Alcoholic beverages consumed at Morale Welfare Recreation (MWR) facilities or unit clubs are exempt from the prohibitions in paragraph 3a and 3b above. However, these facilities must comply with branch specific regulations/ instructions and any applicable state/federal laws governing the purchase/service/sale/consumption of alcohol.

7. Violations of this policy are punitive in nature. All individuals described above are subject to discipline. In particular, military personnel may face administrative action, non-judicial punishment, or judicial action under the Arizona Code of Military Justice (ACMJ). Contractor personnel violating this policy may be barred from the installation, with resulting consequences for the contractor.

I have read, understood, and received a copy of this policy letter.

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Employee Initials

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Date

MICHAEL T. McGUIRE
Major General, AZNG
The Adjutant General

This supersedes Policy Letter 10.16 dated 16 JANUARY 2009