



United States Department of the Interior



FISH AND WILDLIFE SERVICE
National Conservation Training Center
698 Conservation Way
Shepherdstown, WV 25443

In Reply Refer To:
FWS/NCTC

DEC 17 2019

Memorandum

To: All NCTC Staff and Guests

From: Deputy Director, National Conservation Training Center (NCTC) 

Subject: Standard Operating Procedure No. 68 – NCTC Alcohol Use Policy

Overview

The National Conservation Training Center (NCTC) is the primary training facility for the U.S. Fish and Wildlife Service. Conservation professionals from around the country and the world visit the NCTC each year for meetings, classes, and workshops. A primary objective of the NCTC is to provide the best possible learning and professional networking environment for all visitors.

The NCTC is primarily an adult learning center. We allow reasonable alcohol consumption on campus by those who are 21 years and older, through authority granted by the Department of the Interior leadership. This standard operating procedure (SOP) describes the NCTC Alcohol Use Policy.

NCTC Conduct Statement

Guests and event coordinators at NCTC read and sign the following statement at the front desk or in event reservation documents.

NCTC strives to create and maintain a professional environment where people are treated with dignity, decency, and respect, and are free from discrimination and harassing conduct. The NCTC expects everyone on campus, guests, and employees, to engage in conduct that displays proper decorum for maintaining the public trust at a Federal facility. Proper decorum includes a level of behavior and respect for individuals and property expected of all Federal employees in a professional setting per the Personnel Bulletin 18-01, Prevention and Elimination of Harassing Conduct. Behavior not consistent with the public trust will not be tolerated. The NCTC leadership will be notified about incidents of misconduct.

Alcohol Use on the NCTC Campus

Consumption of alcohol is permitted in certain areas of the NCTC campus, including the Commons, the fire ring, and lodges. Alcohol consumption is subject to the following provisions and requirements.

All scheduled and special events related to NCTC courses or other events that will include alcohol must have an NCTC Alcohol Use Form on file with the NCTC Scheduling and Event Management (SEM) office (nctc_SEM@fws.gov), unless otherwise designated. The Alcohol Use Form must be completed and signed by a responsible party prior to the event. The role of the responsible party is to ensure participant's compliance with this policy. If the event is related to a course, the course leader is the responsible party. If it is a non-NCTC event, the event coordinator will identify a responsible party. The NCTC Alcohol Use Form is available from the SEM staff.

The Commons

The Commons refers to locations in and around the Commons building and includes the **Lounge, Dining Hall, Roosevelt Room, Gallery, patio areas**, and the **fire tables** on the west side of the building.

The NCTC Guest Services Contractor operates the Lounge and employs a professional bartender to serve only beer and wine to guests in the Commons. Only alcohol sold and served in the Lounge by the NCTC Guest Services Contractor bartender is permitted in the Commons. The bartender will not serve alcohol brought in by guests or employees. Last call in the Commons is generally 30-minutes before closing.

The Guest Services Contractor bartender is authorized to: (1) limit the amount of beer or wine served during the last call period; and (2) deny alcoholic beverages to any guest whose behavior indicates possible intoxication. Employees and guests are expected to respect the Guest Services Contractor bartender's authority.

Fire Ring and Fire Tables

The NCTC maintains a fire ring on campus that may be reserved by groups at NCTC. The Lemon/IW Fire Ring located on the south patio of the Lemon/IW Building is available for special events. Alcohol is permitted at this fire ring only with an approved NCTC Alcohol Use Form.

See NCTC SOP 06, Fire Ring Policies and Procedures for further details regarding the use of the fire ring.

The Commons fire tables are located on the west side of the Commons building and includes two propane fire tables. Only beer and wine sold at the Lounge may be consumed in this area.

Instructional, Lab, Entry Buildings

Alcoholic beverages are not permitted in the instructional buildings (Lemon/IW and Turner/IE), the Lab, and Entry (including Byrd Auditorium) without NCTC approval. Approval may be requested with the NCTC Alcohol Use Form.

Lodges

Alcohol purchased by guests is permitted in the NCTC lodges. Any organized group gatherings of 20 or more people in the shared spaces of lodges requires an NCTC Alcohol Use Form, in addition to the regularly required Event Form.

Established quiet hours apply to all areas in the lodges (private rooms, shared living room, and patios) and are Sunday through Thursday between 10:00 p.m. and 7:00 a.m., and Friday through Sunday between 11:00 p.m. and 7:00 a.m. Guests must refrain from loud conversation and noise during these hours. NCTC security will enforce these quiet hours when necessary.

Keg Beer

Keg beer and a required bartender must be purchased through the NCTC Guest Services Contractor using a catering form available from the SEM office. Keg beer not provided through, and served by the NCTC Guest Services Contractor, may not be consumed anywhere on the campus.

NCTC Employees

NCTC employees are not permitted to consume alcohol on campus while on duty. NCTC employees are considered on duty during regular work hours and during any activity associated with a scheduled course or event, including team-building activities, evening learning sessions, and events at the fire ring, etc.

NCTC employees are permitted to consume alcohol in a responsible manner under the following circumstances:

- when an NCTC employee is off-duty and wants to join colleagues in the Commons, the Lemon/IW fire ring and/or the lodges for professional networking purposes; or
- when an NCTC employee is a full participant in an NCTC course or event.

Under no circumstances will NCTC employees earn comp time or credit hours while consuming alcohol on campus.

Alcohol is prohibited at NCTC employee events on the NCTC campus.

The NCTC Deputy Director may prohibit any guest or employee from consuming alcohol at any time on the NCTC campus, and will be notified of gross violations of this policy. Violations will be addressed, as appropriate.

The NCTC Deputy Director may grant special exceptions to this policy with two weeks advance notice and a written request. Typically, these exceptions are related to special events.

Comments/Concerns?

Please direct comments or concerns regarding this policy to the NCTC Deputy Director.