United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

DEC 14 2012

In Reply Refer To:
FWS/ABMO/053377

To: Director

From: **Acting** Assistant Director and Chief Financial Officer – Business Management and
          Operations

Subject: Delegation of Authority for Use of Alcoholic Beverages in Service
          Occupied or Controlled Facilities

As required by 310 DM 13, exemptions for the use of alcoholic beverages at U.S. Fish
and Wildlife Service (Service) occupied or controlled facilities may only be approved by
the Director or his or her designee.

This memorandum requests the designation of the Assistant Director – Business
Management and Operations as the approving official for the Service.

Approved:

_____   _____
Deputy Director   Date   12/14/12

In Reply Refer To:
FWS/

Memorandum

To: Assistant Director and Chief Financial Officer – Business Management and
               Operations

From:

Subject: Request for Authorization to Serve Alcoholic Beverages at

We are requesting permission to serve alcoholic beverages (beer and wine) at an event at the
_____. The following information is submitted for your
consideration.

   1. *What are the purposes of the functions?*

   2. *When will the function be held? What location? During what time?*

   3. *How will the service of alcoholic beverages be controlled?*

   4. *What measures will be taken to ensure that minors are not served alcoholic beverages?*

   5. *Will beverages be dispensed by a non-drinking bartender?*

   6. *What kind of alcoholic beverages will be served?*

   7. *What steps will be taken to limit the number of beverages served to attendees to avoid
       intoxication or impaired judgment/reflexes?*

   8. *Will an employee be designated to oversee the function? Name and title?*

   9. *Will, as a standard measure, food be served with the alcoholic beverages?*

10. What arrangement will be made to transport home persons who have overindulged?

11. Will attendance at the function where alcoholic beverages are served be mandatory?

If there are any questions concerning this request, please contact_____.

APPROVE: _____   DISAPPROVE: _____

DATE: _____   DATE: _____