



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT MYER
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMNE-MYR-PL

DATE: _____

MEMORANDUM FOR Garrison Commander, Fort Myer, (DPTMS), 204 Lee Avenue, Fort Myer, VA 22211-5050

SUBJECT: Request for Permission to Consume Alcoholic Beverages

1. Request authorization to serve beer and wine at the _____ located at _____, _____ (i.e. Fort Myer, VA).

Date: _____, Time: _____.

Civilians/soldiers assigned to MDW will be consuming alcoholic beverages during duty hours.

Civilians/soldiers assigned to other Army units will be consuming alcoholic beverages during duty hours. (Requires signature below by first general officer in chain of command).

Request is for non-duty hours consumption or does not involve Army civilians or soldiers.

2. I understand that I am responsible for ensuring that:

a. No one under the age of 21 is to consume alcohol.

b. Designated drivers are available.

c. My guests act in a responsible manner.

3. Unit: _____

Mailing Address: _____

POC: _____

Telephone Number: _____ Fax Number: _____

Signature of POC

IMNE-MYR-PL

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4. Beer and Wine are the only alcoholic beverages authorized.
Individuals/groups/organizations must obtain written approval as outlined below:

a. During Duty Hours:

(1) Approval for consumption of alcohol by other Army civilian employees and soldiers during duty hours for events such as organization day and promotion/holiday parties must be obtained from the Fort Myer Garrison Commander.

(2) Requests for approval of consumption of alcohol by other Army civilian employees and soldiers during duty hours for events such as organizational day and promotion parties must be signed by the first general officer in the chain of command and forwarded to the Fort Myer Garrison Commander, ATTN: DPTMS

b. After duty hours: All requests for after duty hours and weekends/holidays will be forwarded to the Fort Myer Garrison Commander, ATTN: DPTMS

5. All requests are to be addressed to Garrison Commander, Fort Myer, (DPTMS), 204 Lee Avenue, Fort Myer, VA 22211. Requests must be submitted no later than two weeks prior to event. Request may be submitted via Fax to (703) 696-6151.