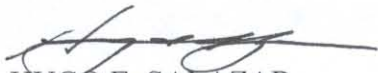


ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 10.16	
	DATE 16 JANUARY 2009	OPR AZAA-CS
SUBJECT: Consumption and Serving of Alcoholic Beverages on Installations	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. Military personnel, Federal Technicians, Civilian Arizona Department of Emergency and Military Affairs Employees, and Contractors on duty are strictly prohibited from consuming alcoholic beverages at all times while on any Arizona National Guard installation or military property, and during duty hours while off the installation or military property.
2. Reporting to work under the influence of alcohol and unauthorized possession of alcoholic beverages on Air and Army National Guard/Arizona Department of Emergency and Military Affairs installations, facilities or property or work place are offenses for which Military, Federal Technicians, Civilian Employees, and Contractor personnel are subject to disciplinary action. Contractor personnel violating this policy may be barred from the installation and action may be taken against the Contractor.
3. Exceptions to this policy may be authorized by the appropriate Division Director for Emergency Management and Joint Programs, and by the appropriate full-time O-6 or higher in Army and Air National Guard chains of command. Requests for exceptions for appropriate occasions, such as organizational picnics and ceremonies, will identify the event, date(s), times, number of participating personnel and will include a risk assessment. All such requests must acknowledge that the requesting organization's Commander/Director is responsible to control the consumption of alcohol and to prevent consumption of alcoholic beverages by under-age participants.
4. Alcoholic beverages consumed at MWR facilities or unit clubs must be purchased from an approved, licensed and insured alcoholic beverage vendor. The resale and consumption of alcoholic beverages is prohibited to all Military personnel, Federal Technicians, Civilian Arizona Department of Emergency and Military Affairs Employees, and Contractors during scheduled work hours, including meal times.
5. Alcoholic beverages will not be served to, sold to, nor purchased on behalf of any individual less than 21 years of age. Beverage servers may require proof of age prior to serving alcohol to any individual.
6. Beverage servers may challenge patrons to determine their duty status and will not serve alcohol to patrons who are on duty or returning to duty. Beverage servers will not serve alcoholic beverages to patrons who appear to be intoxicated.
7. The intent of this policy is to protect and ensure the safety and security of the workforce, contractors, and government property.

I have read, understood, and received a copy of this policy letter. <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date


HUGO E. SALAZAR
 Major General, AZ ARNG
 The Adjutant General