



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

MEMORANDUM FOR Principal Officials of Headquarters, Department of the Army

SUBJECT: Control of Alcoholic Beverages on the Pentagon Reservation and in Leased Facilities in the National Capital Region

1. Purpose. This memorandum establishes policy for Headquarters, Department of the Army (HQDA) principal agencies and activities to control alcoholic beverages on the Pentagon reservation and in leased facilities in the National Capital Region (NCR).

2. References.

- a. Title 32, U.S. Code, section 234.11
- b. Army Regulation 600-85 (The Army Substance Abuse Program) 23 July 2020
- c. Director, Washington Headquarters Services, 31 August 2022, Control of Alcoholic Beverages on the Pentagon Reservation and in Leased Facilities in the National Capital Region
- d. Secretary of the Army, 28 July 2022, Delegation of Authority for Control of Alcoholic Beverages on the Pentagon Reservation and in Leased Facilities in the National Capital Region
- e. Administrative Assistant to the Secretary of the Army, 20 August 2014, Approval Process for Alcoholic Beverages on the Pentagon Reservation and in Leased Facilities in the National Capital Region (hereby rescinded)

3. Policy.

f. The consumption of alcoholic beverages or the possession of an open container an alcoholic beverage within facilities managed by Washington Headquarters Services (WHS) is prohibited unless the Director, WHS (or designee) or the head of a military department (or designee) grants a written exemption, as required by reference 2a. Events that include alcohol must comply with reference 2b and should be limited to official activities that promote mission, morale and welfare.

g. Pursuant to reference 2c, the consumption of alcoholic beverages in the Pentagon Hall of Heroes, Pentagon Apexes, or at the Pentagon Memorial is prohibited. The Director, WHS Facilities Service Directorate (FSD) must approve requests to

SUBJECT: Control of Alcoholic Beverages on the Pentagon Reservation and in Leased Facilities in the National Capital Region

consume alcohol in all public spaces (i.e. corridors) within the Pentagon Reservation or WHS managed leased spaces in the NCR.

h. The Secretary of the Army delegated the authority to approve requests to consume alcoholic beverages in Army-assigned private space (i.e. offices or conference rooms) on the Pentagon Reservation and in WHS managed leased space in the NCR to the Administrative Assistant to the Secretary of the Army (AASA). Procedures follow.

(1) Requests for authorization to consume alcoholic beverages in private spaces must be submitted in writing to the AASA at least 10 business days before the event. Each request must be on agency letterhead, signed by a Principal Official or deputy, and include the following information:

- Date, time, and location of event;
- Purpose of event and estimated number of attendees;
- Type and total amount of alcohol to be available;
- Name, telephone number, and email address for point of contact (POC).

(2) Requests for authorization to consume alcohol in WHS managed public spaces must utilize procedures outlined by reference 2c.

(3) Personnel bringing alcohol onto the Pentagon Reservation or into leased facilities in the NCR and serving it during an event should always keep a copy of the authorization with them while they are handling the alcohol. Pentagon Force Protection Agency personnel may ask to see the authorization at any time.

4. The POC is Ms. Deborah M. Cusimano, deborah.m.cusimano.civ@army.mil.

MARK F. AVERILL