



DEPARTMENT OF THE ARMY  
HEADQUARTERS, ARMY SUPPORT ACTIVITY  
5417 ALABAMA AVENUE  
FORT DIX, NEW JERSEY 08640-5500

REPLY TO  
ATTENTION OF

JUL 06 2012

IMDI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity – Fort Dix Command Policy Memorandum # 7- Consumption of Alcohol and Permission to Use Alcohol at Unit Functions/Activity or in the Range Complex

1. This policy memorandum supersedes the Army Support Activity Command Policy Memorandum #7 - Consumption of Alcohol and Permission to Use Alcohol at Unit Functions/Activity or in the Range Complex dated 8 March 2010.
2. APPLICABILITY: This policy applies to all military units and personnel who are organic or assigned to US Army Support Activity – Fort Dix (USASA Dix) or the Devens Reserve Forces Training Area (DRFTA), as well as those attached to USASA Dix for court-martial convening authority and the general administration of military justice.
3. The current minimum legal drinking age in the State of New Jersey is 21. Individuals under the age of 21 will not purchase, consume or possess alcoholic beverages while on USASA Dix or DRFTA. Individuals subject to this policy will not offer, serve, or otherwise make available, an alcoholic beverage to a person under the legal age for consuming alcohol.
4. Individuals subject to this policy will not consume alcoholic beverages while in an on-duty status regardless of the hour of the day. Such individuals will not consume alcohol off duty in an amount or at a time when it is reasonably likely that they will be under its debilitating effects (.05 or higher BAC or if duty performance is adversely affected) at the time of their next known duty.
5. Alcoholic beverages will not be served or consumed at unit events, whether formal or informal and whether on or off post, unless approved by the appropriate authority(ies). Under controlled conditions, in order to foster camaraderie and morale in a military environment, units may request to serve or consume alcohol at unit events:
  - a. Mobilizing and demobilizing units and service members who are subject to First Army mobilization policies may not serve or consume alcohol unless approved by the First Army Division Command (pursuant to Mobilization Standards Policy #21, dated 9 September 2011), and then by the USASA Dix Commander. First Army approval must be provided to the USASA Dix Commander before local approval will be granted.
  - b. Other units and service members subject to this policy require approval to use alcohol only from the USASA Dix Commander.

IMDI-ZA

SUBJECT: Army Support Activity (ASA) Dix Command Policy Memorandum # 7-  
Consumption of Alcohol and Permission to Use Alcohol at Unit Functions/Activity or in the  
Range Complex

7. Any commander or manager desiring to have an organization day or unit function where alcohol will be served must:

a. Submit a written request (see attached sample) within 10 business days prior to the event. The request should be routed through the Army Substance Abuse Program (Building 5203, Maryland Ave) to assist command in prevention planning. If civilian employees are to attend, the servicing Civilian Personnel Advisory Center will provide its recommendation regarding the request letter. The commander's approval must be available during the function or activity.

b. Assure that alcoholic beverages will not be served to underage personnel. Additionally, the person serving the alcohol must be at least 21 years of age. A variety of non-alcoholic drinks will be available for those who do not drink alcoholic beverages. A variety of foods such as proteins and carbohydrates that lower the risk of intoxication should also be made available.

c. Include sufficient details in the request that clearly identify what controls will be in place to ensure the utmost in safety for all present. This includes a command statement of responsibility and a workable prevention plan. The attached sample is offered as a starting point. Tenant organizations should ensure that the appropriate authority in their chain of command has approved the event as well as the proposed control measures.

d. Encourage programs such as Designated Drivers or Safe Tow. Sufficient numbers of drivers should be made available when needed. For other information on prevention planning, contact the Army Substance Abuse Program at (609) 562-4011.

8. Violations of this Policy Memorandum by military personnel may result in adverse action under the Uniform Code of Military Justice (UCMJ). Civilian employees violating this directive may be subjected to adverse administrative actions as well as criminal prosecution. Other civilian individuals may also be subjected to criminal prosecution as well as being barred from the Installation.

9. For additional information contact the ADCO at the Army Substance Abuse Program, Building 5203, (609) 562-4011.



JEFFERY A. DOLL  
COL, LG  
Commanding

Encl  
Sample Request

DISTRIBUTION:  
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# ORGANIZATION LETTERHEAD

(Office Symbol)

MEMORANDUM THRU ASA Dix Army Substance Abuse Program, Building 5203 Maryland Ave, Fort Dix, NJ 08640

FOR Commander, USASA Dix, New Jersey 08640

SUBJECT: Request for Approval of Use of Alcohol at Unit Function IAW Fort Dix Policy #7

1. On *(date)*, from *(start time)* to *(end time)*, the *(unit name)* will conduct its \_\_\_\_\_ day celebration at *(name of facility, include building number if appropriate)*. Alcohol service will end at \_\_\_\_\_. For this function, all personnel will be in an off-duty status. Request approval to serve *(list the specific types of alcohol to be served)* to those in attendance who are 21 years of age or older. There will not be Family Members under the age of 21 in attendance.

2. The undersigned will publicize the fact that the abuse of alcohol or other drugs will not be condoned within the unit. Officers and NCOs who choose to drink will set the example of responsible drinking practices (AR 600-85).

3. The undersigned will ensure that:

a. A workable prevention plan is in place for those who choose to drink alcohol. Designated drivers will be clearly identified by command/management and available to anyone without repercussion. A risk assessment will be done for the party. The ratio of attendees to designated drivers is \_\_\_\_\_.

b. A variety of non-alcoholic beverages will be readily available.

c. Number of drinks allowed per person. Process to show how this will be implemented is \_\_\_\_\_ (explain) \_\_\_\_\_. Process for restricting underage drinkers is \_\_\_\_\_ (explain) \_\_\_\_\_.

d. No persons under the legal age of 21 will be allowed to serve, possess or consume alcoholic beverages. Units will provide adequate courtesy patrols to ensure safety.

e. Attendees will be ordered /directed that they are prohibited from bringing, serving, or possessing alcohol not provided by the unit (i.e. no Bring your own bottles (BYOB)).

4. For additional information contact \_\_\_\_\_ at *(telephone number)(fax number) email address* \_\_\_\_\_

1 Enclosure  
Attendee Listing

Signature Block of Commander

COORDINATION:

RECOMMENDATIONS:

ASAP

(BLDG 5203, MARYLAND AVE)

APPROVED/DISAPPROVED

CPAC/CPO

(BLDG 5418, 3<sup>RD</sup> FLOOR, DELAWARE AVE)

APPROVED/DISAPPROVED

ACTION BLOCK

ASA DIX COMMANDER OR REP

(BLDG 5417, DELAWARE AVE)

APPROVED/DISAPPROVED