



DEPARTMENT OF THE AIR FORCE
78th Mission Support Group (AFMC)
Robins Air Force Base, Georgia

MEMORANDUM FOR 78 MSG/CC

FROM: _____ (office/POC)

SUBJECT: Request for Permission to Serve Alcoholic Beverages at an On-Base Area

1. Request permission to serve alcoholic beverages at a unit function we are planning to hold on _____ from _____ to _____ hours. Approximately ____ unit members and their guests will be attending. The function is planned to take place at _____. Recognizing the need for safety and responsible use of alcohol, (I)(We) also voluntarily make the following certifications and commitments contained in the body of this memorandum.
2. Only alcoholic beverages containing less than seven (7) percent alcohol content by volume (wine and or beer) will be served. Anything other than beer and wine will be purchased from Services and served by Services personnel. (I)(We) will not serve alcohol before 1100 or after 2400 and our function will end NLT 2400 the same day.
3. (I)(We) have a designated driver for our function. Our designated driver will not consume any alcoholic beverage on the day of the function, neither before nor during the function. The designate driver is (name, rank, duty extension) _____.
4. (I)(We) will also serve non-alcoholic beverages and food at the function. (I)(We) will ensure that absolutely no one under age 21, civilian or military, consumes alcohol at the function.
5. (I)(We) further certify the following:
 - a. This unit function is for the benefit and enjoyment of unit members and their authorized guests, and no others.
 - b. This unit function is in no way in support of, related to, or dependent upon any commercial activity, promotion or solicitation.
 - c. The proposed unit function will in no way in support, relate to, or is dependent upon any activity or event which will be prejudicial to good order and discipline, or will embarrass or discredit Robins AFB, the United States Air Force, or the Department of Defense.
6. (I)(We) will personally monitor the conduct and sobriety of all those attending this function. If necessary, (I)(we) will actively seek the intervention and assistance of law enforcement personnel, senior non-commissioned officers (NCOs), and those in command positions to maintain good order and to prevent the abuse or overindulgence of alcohol.

7. (I)(We) understand that any failure to strictly adhere to these certifications or commitments may result in adverse personnel or administrative action. Should any material changes to the proposed function become known, (I)(we) agree to immediately notify the Chief of Services and the 78th Mission Support Group Commander for additional consideration and approval. Finally, (I)(we) certify that all the information contained in the forgoing request is true and accurate, to the best of (my)(our) knowledge.

(printed name/signature of responsible member) (organization) (contact number)

1st Ind _____ (date)

MEMORANDUM FOR 78 MSG/CC

I have reviewed with the person who signed the above memorandum the commitments made in the memorandum, and have emphasized the need to monitor the conduct and sobriety of those attending the function, in the interest of both personal and community safety. I also agree to adhere to the commitments in the above memorandum.

(printed name/signature of organizational commander)

2nd Ind _____(date)

MEMORANDUM FOR _____

Your request is APPROVED / DISAPPROVED.

(printed name/signature of 78 MSG/CC)