



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 673D AIR BASE WING
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

Date

MEMORANDUM FOR "UNIT COMMANDER"

FROM: "PRIMARY POC"

SUBJECT: Request Approval to Possess/Consume Alcoholic Beverages

1. The "HOSTING UNIT" will be utilizing the "REQUESTED LOCATION" from "TIME" on "DATE". This is a formal request to possess and consume alcoholic beverages during this event.
2. The "HOSTING" will purchase alcohol from the Matanuska Brewing Company, totaling no more than three cans of beer per legal-aged attendee. Additionally, we will host a Grog Ceremony and provide attendees with no more than 1oz cups to taste the Grog. IAW DAFI34-107 (05 July 2023), four personnel will conduct Dram Shop Liability Training with the assistance of The Warrior Zone staff. To ensure no one under the age of 21 consumes alcohol, we will implement age verification checks. The four Dram Shop trained personnel will handle and serve the alcohol and validate the age using official IDs prior to serving. Food and non-alcoholic beverages will be available. Designated drivers will be available for all those who choose to consume alcohol. Additionally, we have requested additional JBADD volunteers to be available that evening.
3. Further questions may be directed to "PRIMARY POC"

POC Signature

MEMORANDUM FOR

Approved/Disapproved

Commander Signature