

# *21st Force Support Squadron Alcohol Request Guide*

Alcohol consumption within squadron or unit government facilities is permitted for Airmen and their adult guests during commander approved sessions, celebrations, or social events. The purpose of this guide is to provide guidance on the 21st Force Support Squadron process for alcoholic beverage serving or consumption within a Squadron or Unit. For any questions or concerns please contact the 21 FSS ([21fss.cc.wf@us.af.mil](mailto:21fss.cc.wf@us.af.mil)), or refer to AFI34-219, Alcohol Beverage Program.

## **21ST FORCE SUPPORT SQUADRON ALCOHOL REQUEST GUIDE**

### **Requester Responsibilities**

- Requester will submit a memorandum addressed to 21 FSS/CC, without any alterations to the original document, highlighting the below information:
  - A plan for how alcoholic beverages will not be consumed by, available or provided to individuals under the legal drinking limit
  - Confirmation that alternative non-alcoholic beverages will be offered at the event
  - Confirmation that food and snack will be make available to attendees
  - Safe transportation plan for Airmen and their adult guests who may consume alcoholic beverages while attending the approved function
  - Dates of the event and the time alcohol will be available
  - An explanation for why the proposed event is in the best interest of the Air Force or Space Force and the installation's mission
  - An explanation of how alcohol will be deglamorized at the event.
  
- Requester will submit confirmation of completed Dram Shop Theory Training for their servers.
  - Dram Shop Theory Training can be access through the following website;  
<https://afservices.geniussis.com/>
  - Once training is completed, certificates must be documented, stored as record and attached to the request package
  
- Requester will submit a Transportation Plan
  - Memorandum will be signed by Squadron or Unit Commander (or higher)
  - Plan will highlight designated drivers in the event any individual is ability to drive is impacted
  
- Requester will submit a Checklist for Requests to Serve Alcohol at Unit Functions
  
- Requester will draft electronic Staff Summary Sheet (eSSS)

**Please ensure that your package is NOT a running PDF. Each file must be its own Tab and labeled as such below;**

1. Request to Serve Alcohol Memo
2. Dram Shop Theory Memo
3. Transportation Plan Memo
4. Requests to Serve Alcohol Checklist
5. Dram Shop Certificate
6. AFI 34-219 Para 4.2
7. eSSS

**Completed package will be sent to 21 FSS ([21fss.cc.wf@us.af.mil](mailto:21fss.cc.wf@us.af.mil)) no later than 21 Business Days (3 weeks) prior to the event:**

### **21 FSS Responsibilities**

- Enforces guidance from AFI34-219, Alcohol Beverage Program
- Receives and reviews completed package from requesting unit
- Submit eSSS in TMT with correct coordination to JA, FSS and SBD1. Ensure requesting unit receives approval or disapproval from SBD1/CC



DEPARTMENT OF THE AIR FORCE  
UNITED STATES SPACE FORCE  
SPACE BASE DELTA 1

5 October 2022

MEMORANDUM FOR 21 FSS/CC

FROM: YOUR UNIT/CC

SUBJECT: Request to Serve Alcohol

1. Request approval to serve alcohol, limited to malt beverages, on Tuesday, 3 April 2022, from 1500-1800 hours, at Building XXX/Park Name, Event Name. Personnel have been advised that no personal alcohol or alcoholic energy drinks are allowed. No individuals under the legal drinking age will be served alcohol, server(s) will check identification. Non-alcoholic beverages will be provided, such as water and soft drink beverages. Food and snacks will be served at the event. Confirmation server(s) have completed the bystander intervention training. The proposed event is in the best interest of the Air Force/Space Force and installation (add best interest reason). Alcohol will be deglamorized at the event by verbally emphasizing moderation at all times.

2. (Capt John Doe) will be responsible for application of the Dram Shop Theory. A signed Memorandum of Understanding for Dram Shop Theory is at attachment 1. Our transportation plan for this event is at attachment 2.2. For further information, please contact XXXXX at 556-XXXX.

XXXXX X. XXXXX, Lt Col, USAF  
Commander, XXXXXXXXXXX

2 Attachments:

1. Dram Shop Theory Memo
2. Transportation Plan Memo

1st Ind, 21 FSS/CC

MEMORANDUM FOR SBD 1/CC

Recommend Approval/Disapproval.

COURTNEY E. GARFIELD, Lt Col, USAF  
Commander, 21st Force Support  
Squadron

2d Ind to YOUR UNIT, DD Mon YY, Request to Serve Alcohol

SBD 1/CC

DD Mon YYYY

MEMORANDUM FOR YOUR UNIT

Approved/Disapproved.

DAVID G. HANSON, Colonel, USSF  
Commander

**MEMORANDUM OF UNDERSTANDING  
DRAM SHOP THEORY**

1. **DEFINITION:** The theory of dram shop liability creates a legal requirement that servers of alcoholic beverages do not serve alcohol in any form to a person who appears to be visibly intoxicated. A person who appears visibly intoxicated is someone who is slurring speech, drinking large amounts of alcohol in a short amount of time, not in complete control of their faculties, or acting in a manner inconsistent with a sober person.

a. Dram shop liability statutes exist in a number of states including Colorado. Dram shop or civil damages actions allow civil suits against a server of alcohol to a person who is visibly intoxicated and later injures or kills another individual.

b. Under existing Colorado law, serving alcohol to an intoxicated person or serving alcohol to a minor can result in civil liability.

2. **APPLICATION:** Dram shop liability applies to all personnel serving alcoholic beverages.

a. The person serving alcohol is responsible for making a determination that a customer or patron should no longer be served alcohol. If the individual requesting an alcoholic beverage is visibly intoxicated, service must be refused. Instead of serving alcohol, a server could offer soft drinks or coffee free of charge. In addition, transportation to the individual's residence can be provided.

b. The individual who arrives intoxicated requesting more alcohol, or the individual who drinks to the point of intoxication, will be denied alcohol. It is the duty of the server to deny service to any person who appears to be visibly intoxicated at all times.

3. **IDENTIFICATION:** Individuals must present an identification card prior to being served alcohol. Anyone who is under the age of 21 years old will be denied alcohol.

I UNDERSTAND MY RESPONSIBILITY UNDER THE DRAM SHOP THEORY OF LIABILITY NOT TO SELL OR SERVE ALCOHOLIC BEVERAGES TO PERSONS WHO APPEAR TO BE NEARING INTOXICATION AND NOT IN COMPLETE CONTROL OF THEIR FACULTIES.

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SIGNATURE OF RESPONSIBLE INDIVIDUAL TO SERVE ALCOHOLIC BEVERAGES

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RANK AND FULL NAME

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NAME/DATE(S) OF FUNCTION

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CURRENT DATE



DEPARTMENT OF THE AIR FORCE  
UNITED STATES SPACE FORCE  
SPACE BASE DELTA 1

5 October 2022

MEMORANDUM FOR 21 FSS/CC

FROM: YOUR UNIT/CC

SUBJECT: Transportation Plan

1. Both during and after the (EVENT NAME), if it is determined that any individual has consumed alcohol and their ability to drive may be impaired, the following designated drivers will be available to transport these individuals home:

Lt XXXXX XXXXX

TSgt XXXXXX XXXXX

2. For further information, please contact XXXXX at 556-XXXX.

XXXXX X. XXXXX, Lt Col, USAF  
Commander, XXXXXXXXXXXX

# CHECKLIST FOR REQUESTS TO SERVE ALCOHOL AT UNIT FUNCTIONS

Reference: AFI 34-219, *Alcohol Beverage Program*  
(Current as of April 2021)

Requestor's Information: Name: _____ Unit: _____ Phone Number: _____ Email: _____ Event Name and Date: _____	<b>Date Request Submitted to 21 FSS:</b>
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**Please submit the request to serve alcohol at unit functions with the following required checklist items incorporated. Attach the completed checklist to the original request.**

REQUEST TO SERVE ALCOHOL AT UNIT FUNCTION PART I General Policy Requirements	YES (Initials)	NO (Initials)
1. Event participants understand that adults must not provide alcoholic beverages to minors except in accordance with applicable state laws, and <b><u>failure by military members to obey this provision is a violation of Article 92 UCMJ, Failure to Obey Order or Regulation.</u></b>		
2. Event participants understand that the governing instruction's intent is to ensure bystander Airmen and Guardians are not negatively affected by alcohol consumption and the unit does not become vulnerable to an unprofessional or hostile work environment.		
3. Leadership responsible for the event understand that alcoholic beverages may be consumed on installation only when designated in writing by the Installation Commander.		
4. This request must be submitted to 21 FSS <u>at least</u> 2 weeks before the scheduled event so that P-S GAR/CC can review and issue a written authorization.		
5. Consumption of alcohol should only occur after the conclusion of official duties. Consideration should be given to separating (by time, location and announcement) official mission debriefs from celebratory events.		
6. Events should be open for attendance by all unit members not otherwise on duty.		
REQUEST TO SERVE ALCOHOL AT UNIT FUNCTION PART II The written request for P-S GAR/CC's approval includes the following:	YES (Initials)	NO (Initials)
1. A plan explaining how alcoholic beverages will not be consumed by, made available or provided to individuals under the legal drinking limit.		
2. Confirmation that alternative non-alcoholic beverages will be offered at the event.		
3. A safe transportation plan for Airmen, Guardians, and their adult guests who may consume alcoholic beverages while attending the approved function.		
4. Dates of the event and the time alcohol is available (as required by regulation, the Installation Commander will not authorize sustained ongoing events featuring alcohol).		
5. Confirmation that all unit members serving, or monitoring the dispensing of alcohol have completed MyLearning training for both Dram Shop Liability and Bystander Intervention. Once training is completed, it must be documented, stored as a record, and attached to the request.		
6. Confirmation that mandated annual SAPR training and education for service members and DoD civilians was completed.		
7. An explanation of why the proposed event is in the best interest of the U.S. Air Force or U.S. Space Force and the installation's mission.		
8. An explanation of how alcohol will be deglamorized at the event.		

Signature of Requestor:	
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Submit requests to serve alcohol at unit functions to the 21 FSS workflow box ([21fss.cc.wf@us.af.mil](mailto:21fss.cc.wf@us.af.mil)) at least two weeks before the event is scheduled to take place.

-----Coord

SBD1/JA - Coord  
21 FSS/DD - Coord  
21 FSS/CC - Coord  
SBD1/CC - Approve/sign

-----Staff Summary

Name: (POC Name)  
eSSS Date: (Date that you submit request)  
Suspense Date: (Enter date of event)  
TMT Number: (Will be entered by 21 FSS TMT POC)

Subject: Request to Serve Alcohol (Your Squadrons Official Function Name)

1. PURPOSE: Obtain SBD1/CC approval/signature on the Request to Serve Alcohol Memo (Tab 1).
2. BACKGROUND: Request approval to serve alcoholic beverages, limited to only malt beverages, on (Date of Event), from (Time of Event) hours, at (Place of Event) on Peterson Space Force Base, for the (Name of Event). (Your POC;s Name) will be responsible for application of the Dram Shop Theory. (Name of person who signs the Dram Shop Theory Memo) has signed the Dram Shop Theory Memo (Tab 2).
3. View of others: SBD1/JA has reviewed and recommends approval. (To be completed via TMT, FSS will coord)
4. RECOMMENDATION: SBD1/CC approve/sign the Request to Serve Alcohol Memo.

//SIGNED//

(POS's Name & Title)  
(Position Title)  
(DSN)

6 Tabs (Supporting Documents)

1. Request to Serve Alcohol Memo
2. Dram Shop Theory Memo
3. Transportation Plan Memo
4. Requests to Serve Alcohol Checklist
5. Dram Shop Certificate
6. AFI 34-219 Para 4.2



**\*4.2. Paragraph 4.2. is replaced in its entirety with the following:**

**4.2. Alcoholic Beverage Consumption Locations.** Alcoholic beverages may be consumed in installation areas as designated in writing by the installation commander. Approval authority must not be delegated. **(T-1). Exception:** In the absence of the commander, the authority may be delegated to the vice installation commander.

**\*4.3. Paragraph 4.3. is replaced in its entirety with the following:**

**4.3. Alcoholic Beverage Consumption within a Group, Squadron or Unit.** Consumption of alcohol within a group, squadron or unit must follow the guidance in **Chapter 3. (T-1).** Alcoholic beverage consumption within a group, squadron or unit may be considered for approval, in a space approved pursuant to **paragraph 4.2.**, on a limited basis.

4.3.1. Group and other equivalent unit commanders may authorize the consumption of alcohol for Airmen and Guardians during unit events as follows:

4.3.1.1. Consumption of alcohol should be limited to unit heritage rooms and Force Support facilities.

4.3.1.2. Unit events where alcohol may be consumed by Airmen and Guardians may not be approved more frequently than a once-weekly basis. **(T-3).**

4.3.1.3. Consumption of alcohol should only occur after the conclusion of official duties. **(T-3).** Consideration should be given to separating (i.e., by time, location and announcement) official mission debriefs from such celebratory or informal discussion events, where appropriate.

4.3.1.4. Unit events where alcohol consumption is permitted should be open for attendance by all unit members not otherwise on duty.

4.3.1.5. Prior to holding unit events where alcoholic beverages will be consumed, a safe transportation plan is approved by the unit commander and in place for the event. **(T-1).**

4.3.2. In addition to the significant unit events enumerated in **paragraph 3.1.3.**, group and other equivalent unit commanders may authorize the consumption of alcohol for Airmen, Guardians, and their adult guests during unit-affiliated social events.

4.3.2.1. Such unit affiliated social events include, but are not limited to: hail and farewell recognition, promotion and retirement celebrations, final-flight celebrations, group, squadron or unit heritage, anniversary celebrations, family day celebrations, and unit picnics.

4.3.2.2. Other functions or social events, of a significantly different nature, may be approved by the installation commander upon request if the event is determined to be in the best interest of the AF and the installation's mission. These exceptional requests must have installation commander written approval. **(T-1).**

4.3.2.3. The requestor (i.e., squadron or unit commander, civilian leader or equivalent authority) should include the following for group or installation commander consideration:

4.1.7. Installation restaurants and other facilities supported by a civilian welfare fund may sell the following kinds of drinks for on-premises consumption when approved by the installation commander:

4.1.7.1. Beer (by single serving size).

4.1.7.2. Wine coolers (by single serving size).

4.1.7.3. Premixed, commercially packaged alcoholic beverages with less than seven percent alcoholic content by volume.

4.1.7.4. Wine and beer by the glass with meals.

**4.2. Alcoholic Beverage Consumption Locations.** Alcoholic beverages may be consumed on installation and other AF off-installation related facilities or areas as designated in writing by the installation commander. Approval authority must not be delegated. **(T-1)**. **Exception:** This authority may be delegated to the vice installation commander only in the absence of the commander.

**4.3. Alcoholic Beverage Consumption within a Squadron or Unit.** Consumption of alcohol within a squadron or unit must follow the guidance in **Chapter 3**. **(T-2)**. Alcoholic beverage consumption within a squadron or unit may be considered for approval in a designated space on a limited basis for Airmen and their adult guests during the following enumerated functions: hail and farewell recognition, promotion and retirement celebrations, final-flight celebrations, squadron or unit heritage anniversary celebrations, family day celebrations, and picnics. Other functions or events may be approved by the installation commander upon request if the event is determined to be in the best interest of the AF and the installation's mission. These requests must have installation commander written approval. **(T-1)**. The requestor (squadron or unit commander, civilian leader or equivalent authority) should include the following:

4.3.1. A plan how alcoholic beverages will not be consumed by, available or provided to individuals under the legal drinking limit of local laws. **(T-1)**

4.3.2. Confirmation alternative non-alcoholic beverages will be offered at times and food and snacks available to users of the room. **(T-1)**

4.3.3. Develop and submit a safe transportation plan for Airmen and their adult guests who may consume alcoholic beverages while attending the approved function.

4.3.4. Date(s) of the event and the time alcohol is available. Having sustained ongoing events featuring alcohol is not authorized. **(T-1)**. Designating an entire building when multiple units share the building is not authorized **(T-1)**.

4.3.5. Confirmation servers will complete Dram Shop and bystander intervention training. This training must be documented. **(T-1)**.

4.3.6. Why the proposed event is in the best interest of the AF and installation mission.

4.3.7. Provide explanation of how alcohol will be deglamorized at the event. Refer to **paragraph 3.7**

**4.4. Selling and Dispensing Alcoholic Beverages – Squadron or Unit Location.** When approving a request to serve and consume alcoholic beverages in on-installation areas (not designated for this purpose) the installation commander should require the alcoholic beverages be sold and dispensed only by an authorized Force Support or AAFES activity. The use of breathalyzers by hosting squadron or unit are prohibited. **(T-1)**. Refer to [paragraph 3.11](#)

**4.5. Vending Machines.** Do not use vending machines to sell alcoholic beverages in the United States, its territories, or possessions. **(T-0)**.

4.5.1. Outside the United States, its territories and possessions, installation commanders may approve vending machine sales of beer in transient quarters, dormitories and dining facilities for on-premises consumption.

4.5.2. AAFES operates their own overseas vending machine program. An installation supplement must prescribe the following minimum controls for facilities with vending machines **(T-0)**:

4.5.2.1. Hours of operation that comply with mission requirements.

4.5.2.2. Supervision of machines during operating hours.

4.5.2.3. Authorized use of the machines.

4.5.2.4. Safeguarding of machines during non-operating hours.

**4.6. Private Organizations.** Private Organizations cannot sell or serve alcoholic beverages on AF installations **(T-1)**.

4.6.1. At the discretion of the installation commander, Force Support programs may secure the aid of volunteers or persons providing gratuitous services to assist in the sale of Force Support procured alcoholic beverages. Force Support programs may also enter into contractual agreements with spouses clubs or other private organizations associated with military units or other on-installation private organizations, under which the private organization provides qualified personnel to assist the Force Support program in selling alcoholic beverages at Force Support events in exchange for a fee. Units will not require Airmen to participate in the event. **(T-3)**. This arrangement may be used during family day events, Air Force Open Houses and other community relations. All personnel assisting the Force Support program to sell alcoholic beverages at such events will receive appropriate training as outlined within this instruction, [Paragraphs 3.1.4](#) and [3.5](#). **(T-1)**.

4.6.2. **Exception:** Alcoholic beverages may be consumed and shared among adult members of a private organization (and their adult guests) in a potluck fashion at private organization social (non-business) events.

**4.7. Air Force Sponsored Aircraft.** Authorized distinguished visitors and their adult guests may consume alcoholic beverages on AF sponsored aircraft. Submit a log to AFSVC for headquarters oversight. If alcoholic beverages are sold, the Force Support unit must create a special nonappropriated fund instrumentality to manage the funds in accordance with AFMAN 34-201, *Use of Nonappropriated Funds (NAFs)*. **(T-1)**.

**4.8. Unauthorized Beverages.**

4.8.1. Personal supplies of alcoholic beverages are not authorized in Force Support facilities or on the grounds of Force Support programs selling or serving alcohol. **(T-3)**.

4.8.2. The sale of pre-mixed and packaged alcoholic energy drinks in Force Support activities is prohibited. **(T-3)**.

**4.9. Food 2.0 and other Concessionaire Contracts.**

4.9.1. The contractor is required and responsible for executing their beverage program in accordance with this instruction. **(T-1)**. Moreover, contractors are solely responsible for insuring their operations are in full compliance with alcohol guidelines and regulations associated with the maintenance of nonappropriated fund instrumentalities or contractor's alcohol license at each AF installation.

4.9.2. Any agreement entered with a contractor under a concessionaire contract must provide remuneration to the Force Support program. **(T-1)**.

4.9.3. The Food 2.0 contractor is required to follow registration and taxation policy as detailed in **paragraph 3.10**.

4.9.4. Contractor employees must have all training as detailed in **paragraph 3.5**. Upon a Force Support program request, the contractor shall provide proof of relevant employees' training and certification.