



**19 August 2025**

**Services**

**ALCOHOL AND LOUNGE PROGRAM**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 34-1, *Air Force Services*, specifically those requirements addressed by Department of Defense Instruction (DoDI) 1015.10, *Military Morale, Welfare, and Recreation (MWR) Programs, Enclosure 9*, and Department of the Air Force Instruction (DAFI) 34-107, *Alcoholic Beverage Program*. It reiterates local policy and provides instructional guidance for procuring, controlling, transporting, selling, possessing, and consuming alcoholic beverages on Al Udeid Air Base (AUAB). The instruction also directs how the 379th Expeditionary Force Support Squadron (379 EFSS) manages lounge operations and alcohol. This instruction applies to the following personnel attached to, assigned to, transiting through, or visiting AUAB: U.S. Government military personnel (Active, Reserve and Guard components), civilian employees, Coalition forces, contractor personnel, and other persons receiving Base Operating Support from the 379th Air Expeditionary Wing (379 AEW). The instruction does not supersede the Performance Work Statement (PWS) of any contract unless the PWS specifically cites this instruction. **Failure to obey paragraphs 2.2.3, 2.2.4, or 2.2.6 constitutes a violation of Article 92(1), UCMJ—failure to obey lawful general order or regulation.** DoD civilian employees and contractors may face adverse administrative or criminal action under the Military Extraterritorial Jurisdiction Act (MEJA) or IAW Host Nation laws. This publication may be supplemented at any level, but all supplements must be routed to 379 AEW/A1 for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. 379 AEW Commander (379 AEW/CC):

- 1.1.1. Approves or denies all Senior Leader Alcohol Requests (SLAR) and all event lounge requests (delegable to the 379 EFSS/CC), and all exceptions to this policy (ETP).
- 1.1.2. May revoke a satellite lounge's authorization to operate, SLAR authorizations, or any other exception to policy for cause or for any other reason as appropriate.
- 1.1.3. Authorizes the consumption of alcohol on AUAB, sets all guidelines and alcohol policies for AUAB, and authorizes all exceptions to policy for this AUABI.

#### 1.2. 379 AEW Director of Manpower, Personnel, & Services (379 AEW/A1):

- 1.2.1. Prepares policies for approval and develops guidance on controlling, selling, procuring, and consuming alcoholic beverages.
- 1.2.2. Provides procedural guidance for controlling, selling, procuring, and using alcoholic beverages to 379 EFSS/CC.

#### 1.3. 379 EFSS/CC:

- 1.3.1. Executes guidance on procuring, controlling, transporting, storing, selling, serving, possessing, and consuming alcoholic beverages; ensures compliance with alcohol venue standards and policies.
- 1.3.2. Approves or denies all SLARs and all event lounge requests when delegated the authority to do so by the 379 AEW/CC.

#### 1.4. 379 EFSS Community Services Flight (379 EFSS/FSW):

- 1.4.1. Oversees all programming, distribution, control, and sales of alcohol for the installation; provides operational guidance and ensures safe and well-maintained alcohol venues; stores and distributes alcohol to approved alcohol consumption areas; and maintains accountability and other controls on privileges to purchase and consume alcoholic beverages.
- 1.4.2. Directly manages lounge operations, including, but not limited to, informing guests of policy limitations and declining to serve guests who appear intoxicated in accordance with Dram Shop liability principles. Assists unit leaders with alcohol requests and inquiries.
- 1.4.3. Ensure funds handling complies with AFMAN 34-202, *Procedures for Protecting Non-Appropriated Fund Assets*.

#### 1.5. Unit Commanders: (On G-series or equivalent orders) and Senior National Representatives:

- 1.5.1. Ensure enforcement of and full compliance with this instruction by those affiliated with their organizations.
- 1.5.2. Deglamorize the use of alcohol to discourage and treat its irresponsible use.

#### 1.6. Satellite Lounge Operation Managers: (e.g., Churchill's, French Corner, CAOC "The Garage", and other approved Coalition Forces locations).

- 1.6.1. Upon being appointed in writing (with notice to 379 EFSS/FSW) to operate satellite lounge operations, fully comply with and enforce this instruction.

1.6.2. Will not serve more than the set daily base limit.

1.6.3. Will train their lounge staff on alcohol service (proper serving sizes, quantities permitted, etc.), document training and provide training certificates to 379 EFSS/FSW. Training must be accomplished annually, and new certificates provided to 379 EFSS/FSW for all staff that sell or serve alcohol.

1.6.4. Will ensure a safe and secure method for alcohol storage and consumption and will decline to serve guests who appear intoxicated in accordance with Dram Shop liability principles.

## Chapter 2

### ALCOHOLIC BEVERAGE CONTROLS

**2.1. Governing Criteria.** The 379 EFSS is the sole provider of alcoholic beverages on AUAB, as directed by 379 AEW/CC. Failure to obey the guidance in this instruction may lead to suspension or revocation of alcohol privileges independent of any other administrative or UCMJ action taken by commanders and/or supervisors.

**2.2. Eligibility Verification and Purchase Accountability.**

2.2.1. U.S. DoD Common Access Card (CAC). Individuals must present a valid CAC, passport, foreign military ID, or any form of national or state identity card that contains an individual's birthdate, photo, and name, to purchase alcoholic beverages on AUAB. The CAC is the primary item utilized to monitor alcohol consumption and requires registration in the drink tracking system. The CAC must be registered prior to utilization at any alcohol serving location and is accomplished at the FOX Sports Lounge. Failure to register the CAC will prevent the sale of alcohol to that individual at any location.

2.2.2. Drink tracking system token cards may be issued by the 379 EFSS/FSW for members that do not have a U.S. DoD CAC, or as needed for unique circumstances. All personnel issued a token card must return it when departing AUAB and will not be returning for a long period of time (approx. 30 days or more). Issuance and registration of the token card is accomplished at the FOX Sports Lounge or contact 379 EFSS/FSW ([379efss.fsw@us.af.mil](mailto:379efss.fsw@us.af.mil)).

2.2.3. Underage Consumption. Individuals under the age of 18 will not consume alcoholic beverages on AUAB. 379 EFSS and satellite lounge managers will not sell alcohol to any person under the age of 18. **Failure to obey this paragraph constitutes a violation of Article 92(1), UCMJ—failure to obey lawful general order or regulation.**

2.2.4. Alcoholic Beverage Rationing. **Failure to obey this paragraph constitutes a violation of Article 92(1), UCMJ—failure to obey lawful general order or regulation.**

2.2.4.1. All individuals assigned to, transiting, or residing on AUAB shall consume no more than three (3) alcoholic beverages during any 18-hour period, unless additional alcohol consumption is specifically authorized by the 379 AEW/CC or designee.

2.2.4.2. Unless specifically approved in writing by 379 AEW/CC, only the 379 EFSS may introduce and distribute alcohol for possession, storage, and consumption on AUAB. Personnel must not give, sell, exchange, divert, or allow (negligently or otherwise) alcoholic beverages to be possessed or consumed by anyone other than the individual who was served the beverage.

2.2.4.3. Once served, alcoholic beverages must be consumed or disposed of by the patron who was served so that no one else may take control of the beverage within the confines of the venue in which the alcohol was served, or at authorized adjacent locations. The alcohol may not be moved to, stored, or consumed in any other location. See para 2.3 for authorized locations on AUAB.

2.2.5. Alcoholic Beverage Serving Sizes. One alcoholic beverage consists of:

2.2.5.1. No greater than 1.5 ounces of liquor.

2.2.5.2. No greater than 5 ounces of wine.

2.2.5.3. A single bottle or can of beer, ale, alcoholic cider, or wine cooler (any of which can be no greater than 17 ounces).

2.2.6. Driving a Vehicle. The Blood Alcohol Content limit for operating a vehicle (including motorized vehicles, scooters, and bicycles) is 0.00% on AUAB and in the State of Qatar. Under no circumstances will alcohol be consumed prior to operating a vehicle. After consuming an alcoholic beverage, the member must wait a minimum of eight hours before operating a vehicle. **Failure to obey this paragraph constitutes a violation of Article 92(1), UCMJ–failure to obey lawful general order or regulation.**

2.2.7. CHEERS Alcohol Sales Program. The USAF Drink Tracking Solution system uses the Vertical System Incorporation and SQL database, which is commonly referred to as the “CHEERS” system, to track alcohol sales. In the event of a CHEERS system outage, the 379 EFSS/FSW will use a backup system that tracks alcohol purchases. This system will count the number of drinks purchased by individuals and identify personnel when their authorized limit is reached.

### **2.3. Purchase, Possession, Storage, and Consumption Locations.**

2.3.1. Alcohol shall only be consumed at the location it was purchased, including FOX Sports Skybox Lounge, Memorial Plaza, Kasbah/Zink/Corner Pocket Lounges, Churchill's, French Corner, or CAOC "The Garage." Personnel shall not remove alcohol from these locations without an approved ETP (e.g., SLAR). 379 EFSS/CC may approve other locations for alcohol consumption for 379 EFSS-sanctioned events. The Kasbah/Zink may be reserved for unit functions with or without alcohol service. All reservation requests must be emailed to the 379 EFSS/FSW organizational inbox (instructions can be found at [www.379efss.com](http://www.379efss.com)).

2.3.2. Coalition ETPs. Requests to purchase, receive, store, or consume alcohol from entities other than the 379 EFSS/FSW will be coordinated through AFCENT/A5 Coalition Coordination and the AFCENT Chief of Staff (AFCENT/CoS).

2.3.3. Transporting alcohol. Transporting alcohol in Qatar by any means is illegal and prohibited, with few authorized exceptions (e.g., SLAR). Receiving alcohol from any person or organization, and transporting it onto AUAB, is prohibited.

### **2.4. Suspension, Revocation, and Reinstatement of Alcohol Privileges.**

2.4.1. If there is an occurrence in which an individual violates provisions of this instruction pertaining to the purchase, control, transportation, storage, possession, and/or consumption of alcoholic beverages. Individuals will have their account suspended or revoked.

2.4.1.1. Suspension will remove all alcohol privileges authorized under this instruction for a specified period of time not to exceed to 12 months.

2.4.1.2. Revocation will remove all alcohol privileges authorized under this instruction for 12 months from the discovery of an offense or for the remaining duration of the individual's current assignment, deployment, or temporary duty to AUAB, whichever is later.

2.4.2. Authorized Revocation Authorities. 379 AEW/CC, 379 AEW/CD, 379 EABG/CC, 379 AEW/CoS, 379 EFSS/CC and 379 EFSS/FSW/CC are authorized to suspend and revoke alcohol privileges for all individuals residing on or assigned to AUAB. Other unit commanders (on G-Series or equivalent orders) and Senior National Representatives (for coalition members) may suspend and revoke AUAB alcohol privileges for individuals under their command or supervision. The 379 AEW/A1 may recommend to any of the above authorities that a

member's alcohol privileges be suspended for cause, with proper documentation, when notified of an alcohol policy violation.

2.4.3. **Commander's Role.** This instruction does not prevent commanders or supervisors from prohibiting the purchase, control, transport, storage, possession, or consumption of alcohol by individuals under their command or supervision based upon mission requirements or in accordance with other applicable guidance. Suspension or revocation of alcohol privileges in accordance with this instruction also does not prevent commanders and supervisors from taking appropriate disciplinary action to address violations of this instruction or any other alcohol-related offense.

2.4.4. **Unit Commander Suspensions & Revocations.** Unit commanders and Senior National Representatives who wish to suspend or revoke alcohol privileges for individuals under their command or supervision will notify the individual, 379 EFSS/CC, and 379 AEW/JA of the offense committed, and the suspension or revocation action taken in response.

2.4.4.1. **Blocking Purchases at the Point of Sale.** Upon receipt of an alcohol privileges suspension or revocation notice from a unit commander, authorized revocation authority, or Senior National Representative, 379 EFSS/CC will direct 379 EFSS/FSW to block, for the duration requested, all purchases of alcohol at all AUAB point of sale locations for the individual whose privileges have been suspended or revoked.

2.4.4.2. **Subsequent Modification & Reinstatement Requests.** Unit commanders and Senior National Representatives who subsequently seek to modify suspension or revocation actions for individuals under their command or supervision, or who wish to fully reinstate alcohol privileges for the same, will notify 379 EFSS/CC, who will in turn execute the modification or reinstatement through 379 EFSS/FSW.

2.4.5. **Individuals who have departed AUAB.** Suspension and revocation actions for individuals who have departed AUAB will remain in effect and continue to be enforced if the individual returns to AUAB before the suspension or revocation period ends.

## Chapter 3

### SENIOR LEADER ALCOHOL REQUEST

#### 3.1. Authorized SLAR.

3.1.1. Authorized Users. The individuals identified below are authorized to possess and consume alcohol in their assigned quarters, in addition to other locations authorized by this AUABI. Alcohol possessed in accordance with this policy is for the personal consumption of the authorized individual only and is not to be shared with others. Consumption of alcohol in assigned quarters, alone or in combination with consumption at other authorized locations, must not exceed 3 servings during any 18-hour period, unless an exception to this limit (i.e., a four-drink night) is issued by the 379 AEW/CC.

3.1.1.1. Command positions. Current/sitting squadron, group, or wing commanders in the grade of O-4 or above on G-series orders (or other document demonstrating assumption of, appointment to, or succession to command) are authorized SLAR. This includes sister service and foreign equivalents.

3.1.1.2. Other positions. Other personnel in the grade of O-6, GS-15, E-9, CW4, and above who reside on AUAB, with approval from their commander, are authorized SLAR.

3.1.1.3. ETP. Individuals who do not meet the criteria in para 3.1.1.1 or para 3.1.1.2 may submit requests for SLAR privileges to the first General Officer in the chain of command, which may be delegated no lower than the O-6 level for approval as an ETP.

3.1.2. Request Process. SLAR requestors will submit a SLAR using an AF IMT 1768, Staff Summary Sheet (see Figure 3.1 for example, with most current version located on 379efss.com) and acknowledge associated rules by initialing applicable areas and signing with a digital signature. Requestors will submit requests via email to the 379 FSS/FSW ([379efss.fsw@us.af.mil](mailto:379efss.fsw@us.af.mil)). The 379 FSS/FSW forward requests to 379 EFSS/CC for approval/denial. Requests denied by the 379 EFSS/CC may be appealed to the 379 AEW/CD. Upon approval, signed requests will be returned to the 379 EFSS/FSW, who will add requestors to the authorized SLAR roster and notify them of designated SLAR purchase times and locations.

3.1.2.1. ETP. Requestors will utilize Figure 3.1 as directed in 3.1.2 and, once endorsed by their first General Officer in the chain of command or delegated O-6 authority, submit the request via email to the 379 FSS/FSW ([379efss.fsw@us.af.mil](mailto:379efss.fsw@us.af.mil)). The 379 FSS/FSW forward requests to 379 EFSS/CC for approval/denial. Requests denied by the 379 EFSS/CC may be appealed to the 379 AEW/CD. Upon approval, signed requests will be returned to the 379 EFSS/FSW, who will add requestors to the authorized SLAR roster and notify them of designated SLAR purchase times and locations.

3.1.2.2. Coalition Partners. Coalition partners submitting SLARs will coordinate their requests through the AFCENT/A5 Coalition Coordination office and the AFCENT Forward Chief of Staff prior to submitting those requests to the 379 EFSS/FSW.

3.1.3. SLAR Point of Sale. 379 EFSS/FSW will designate the times and locations where SLAR users may purchase alcohol.

3.1.4. Procurement. Prior to alcohol distribution, SLAR users must provide a signed alcohol order form (see Figure 3.1 for example, with most current versions located on 379efss.com)

to the 379 EFSS lounge staff. Eligible SLAR users are limited to procuring no more than 90 servings of alcohol per 30-day period.

3.1.5. Restrictions. Alcohol for in-quarters possession and consumption will be purchased only from AUAB facilities managed by the 379 EFSS. 379 EFSS will track all alcohol purchased by SLAR users (to include those purchased for in quarters consumption and consumption at other authorized locations) and will not sell alcohol in excess of the amount to which a SLAR user would be entitled within a one-month period under an allowable consumption rate of 3 servings per day.

3.1.6. Storage Limit. No more than the monthly serving limit of alcohol will be stored as part of personal inventory in a SLAR user's assigned quarters at any given time. It is the SLAR user's responsibility to ensure compliance with the alcohol procurement and storage procedures and limits.

3.1.7. Restrictions. Authorized SLAR users may possess and consume alcohol inside their assigned living quarters. Alcohol purchased for consumption within living quarters cannot be transferred to, stored in, or consumed at any other location. SLAR users who share a 1+1 room in BPC Lodging, with individuals not authorized SLAR privileges, will not store alcohol in common areas; all alcohol must remain secure within the authorized individual's quarters.

**3.2. Request, Denial and Cancellation.** Any Group Commander, the 379 AEW/CD, or other approval authority as specified in Chapter 2 para. 2.4.4.1 may deny, reduce, or cancel approval of any alcohol requests submitted under this chapter based on host nation, operational, or inventory constraints, or based on any violation of this instruction.

**3.3. Excess Alcohol.** SLAR users are responsible for the proper disposal or storage of all unconsumed alcohol. Under no circumstances will alcohol containers be thrown in the trash with alcohol left in the container. Upon request, the 379 EFSS/FSW may assist with the physical disposal of all unconsumed alcohol as necessary but will not accept returns for reentry into alcohol inventory or reimburse purchasers for unconsumed alcohol.

**Figure 3.1. SENIOR LEADER ALCOHOL REQUEST (SLAR)**

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE ( <i>Sumame</i> ), GRADE AND DATE		TO	ACTION	SIGNATURE ( <i>Sumame</i> ), GRADE AND DATE
1	Requester	Coord	Last, First, Rank, Date Mn Yr Click to sign	6		Click to sign
2	Unit Commander	Coord	Last, First, Rank, Date Mn Yr Click to sign	7		Click to sign
3	EFSS/FSW	Coord	Last, First, Rank, Date Mn Yr Click to sign	8		Click to sign
4	EFSS/FSW	Approve	Last, First, Rank, Date Mn Yr Click to sign	9		Click to sign
5			Click to sign	10		Click to sign
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
INSERT NAME & GRADE		Office Symbol	DSN:	XX		
SUBJECT					DATE	
Senior Leader Alcohol Request (SLAR)						
SUMMARY						
<p>1. Eligibility: (Please select one)</p> <p><input type="checkbox"/> Command positions: current/sitting squadron, group, or wing commander in the grade of O-4 or above on G-series orders (or other document demonstrating assumption of, appointment to, or succession to command); sister service and foreign equivalents included</p> <p><input type="checkbox"/> Personnel in the grade of O-6, GS-15, E-9, CW4 and above who reside on AUAB with endorsement from their commander</p> <p><input type="checkbox"/> This is an ETP request requiring approval by the first General Officer in the member's chain of command, which may be delegated no lower than the O-6 level, IAW AUABI 34-107, 3.1.1.3</p> <p>2. (Please initial and acknowledge the following)</p> <p><input type="checkbox"/> I understand that I may purchase the equivalent of 90 servings per 30 days for personal consumption.</p> <p><input type="checkbox"/> I understand that I am the only person who can procure SLAR servings on my behalf. I will not allow anyone to use my CAC to pick up, purchase, store, or procure SLAR servings on my behalf.</p> <p><input type="checkbox"/> I reside on AUAB.</p> <p><input type="checkbox"/> I understand that I can pick up my order Monday through Sunday from 1700-0200 at the Kasbah/Zink.</p> <p><input type="checkbox"/> I understand this alcohol purchase must be in US Dollars or Eagle Cash Card.</p> <p><input type="checkbox"/> I understand that I must have my alcohol purchase token at the time of purchase.</p> <p><input type="checkbox"/> I understand that alcohol will only be consumed inside the personal living quarters of authorized SLAR user IAW AUABI 34-107</p> <p><input type="checkbox"/> I understand that all alcohol purchased on AUAB must be consumed on AUAB and will not be transported off the installation</p> <p><input type="checkbox"/> Individuals who share a 1+1 room configuration with a roommate who is not an authorized SLAR user will not store alcohol in the common area/kitchen; all alcohol must remain secure within the authorized individual's quarters.</p> <p><input type="checkbox"/> I am responsible for my behavior and ensuring compliance with AUABI 34-107.</p> <p>3. Dorm/Room Number: _____</p> <p>4. Date Arrived on Station/Estimated Departure Date: _____</p> <p>5. Requester email address: _____</p> <p>6. Once forms are complete please email to 379 EFSS/FSW org box.(379EFSS.FSW@US.AF.MIL)</p> <p>7. Digital signature is required on this form upon pickup of alcohol.</p>						
					SIGNATURE BLOCK, Rank, BRANCH Position/Duty Title	

## Chapter 4

### LOUNGES AND OTHER VENUES

**4.1. Dress and Appearance.** All patrons at AUAB lounges and other alcohol venues must adhere to AUAB Rules for Dress and Appearance IAW 379 AEWI 1-1, *Community Standards*. 379 EFSS and Lounge staff have the authority and responsibility to enforce the dress code and have the right to refuse service to individuals not in compliance with dress and appearance rules.

**4.2. Behavior.** Access to installation lounges and other alcohol venues is a privilege at AUAB. Patrons must adhere to all policies and standards set forth in USCENTCOM General Order 1D, AFCENT General Order 1D, this instruction, and any other base policy. Housekeeping practices directly impact the health, hygiene, and quality of life of all patrons. Patrons will dispose of their trash in an appropriate trash receptacle before leaving. 379 EFSS personnel have the authority and responsibility to remove any individual and/or contact Security Forces directly to report any misconduct.

**4.3. Authorized Patronage.** 379 EFSS lounges are open to all commissioned and warrant officers, enlisted personnel, U.S. Government civilian employees, DoD Contractors, retired U.S. military personnel, coalition partners, and all authorized guests as approved in writing by the 379 EFSS/CC. EFSS will manage and monitor the alcohol sales at the function to include verifying patron eligibility, maintaining alcohol accountability, and pouring/serving alcohol IAW established guidelines.

#### 4.4. Venues.

4.4.1. The following are approved alcohol venues and locations where alcohol may be consumed:

4.4.1.1. Satellite Lounges. CAOC “The Garage,” Churchill’s, and other authorized locations, to include other approved coalition force locations, are satellite lounge locations authorized to sell alcoholic beverages procured through 379 EFSS. These lounges will operate under the guidance outlined in this instruction.

4.4.1.2. Kasbah and Zink Lounges.

4.4.1.3. FOX Patio and Memorial Plaza. Alcohol may be consumed within the confines of the FOX Patio, Memorial Plaza and the immediate area surrounding the band stand and covered area. At no time will alcohol be taken outside the Memorial Plaza area.

4.4.1.4. Corner Pocket. Located in the BPC Community Center within the Mall. Alcohol may only be consumed within the Community Center. USO does not permit alcohol consumption in their respective area.

4.4.2. Authorized Inventory.

4.4.2.1. Only the Officer-in-Charge (OIC)/Lounge Manager, designated in writing, is authorized to request alcohol for Churchill’s, the French Corner, CAOC “The Garage,” and other authorized coalition force locations. The OIC/Lounge Manager will utilize CHEERS to monitor consumption. The OIC/Lounge Manager is responsible for ensuring no more than the set daily base limit is consumed in an 18-hour period.

4.4.2.2. Weekly orders will be based on inventory needed to support operations that are open to all members of AUAB and visiting coalition members. The OIC/Lounge Manager

will submit weekly inventories to 379 EFSS/FSW for verification of adherence to the serving limit.

4.4.2.3. 379 EFSS is authorized to conduct no-notice inspections to ensure proper procedures are being followed and validate current inventory.

**4.5. Reservations.** Event reservations are authorized in the Kasbah/Zink lounges and the FOX Skybox Kitchen. Reservations are not authorized for Memorial Plaza or the FOX Lounge. A unit or local organization may reserve a private space to host unit functions or general functions (as described in para. 4.5.4.1 and 4.5.4.2).

4.5.1. Event Sponsors. The event sponsor may delegate (in writing) a designee, in the grade of E-7 or above, for an approved event. Alcohol service, if applicable, will begin when the event sponsor (or designee) arrives and will cease when the event sponsor (or designee) leaves the vicinity of the event. The event sponsor (or designee) must be present for the entire duration of the event.

4.5.2. Controls. All event sponsors are responsible for ensuring attendees comply with the mandatory provisions and prohibitions of this instruction. Event sponsors or organizations who violate any provision or prohibition of this instruction will lose the privilege to host alcohol events for a period of time at the discretion of the 379 EFSS/CC.

4.5.3. Request Process. The requestor must email a signed copy of the Event Reservation Request (ERR) (found on 379efss.com) to the 379 EFSS/FSW organizational email account no later than seven (7) days prior to the event. The event sponsor will acknowledge relevant rules by initialing applicable areas and signing with a digital signature. This responsibility cannot be delegated. The requester must contact 379 EFSS/FSW to cancel or reschedule an event. No-shows for scheduled events without prior notice to 379 EFSS/FSW may result in a unit or organization being restricted from reservations for 30 days. Requests will be staffed for approval to the designated approval authority, 379 EFSS/CC.

Figure 4.1. Event Reservation Request (ERR)

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	Requester	Coord	Last, First, GRADE, dd mmm yy Click to sign	6			Click to sign
2	EFSS/FSW	Coord	Last, First, GRADE, dd mmm yy Click to sign	7			Click to sign
3	EFSS/CC	Approve	SHAMP, ALEX, O-5, dd mmm yy Click to sign	8			Click to sign
4			Click to sign	9			Click to sign
5			Click to sign	10			Click to sign
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPYIST'S INITIALS	SUSPENSE DATE
INSERT NAME & GRADE				DSN:			
SUBJECT							DATE
379 EFSS/FSW Event Reservation Request							
SUMMARY							
***Please return this form to the org box (379EFSS.FSW@us.af.mil)*** ***BPC or CC Theater reservations are made through Vectrus (CC.Theater@us.af.mil)**							
1. Event Details: -Date of Event: _____ -Name of Event: _____ -Location: FOX Skybox Kitchen / Kasbah Lounge / Zink Lounge / Zink Patio   (Please list all that apply): _____ -POC: _____   DSN: _____   Email: _____ -Approximate Amount of Guests: _____ -Set-up Start Time: _____ -Clean-up End Time: _____ -Large Screen TV Needed (Kasbah/Zink Only)? _____							
2. Reservation Guidelines: POC(s) or designee will be responsible for the following: (Please initial) <input type="checkbox"/>   Will send reservation requests NLT 7 days in advance to: 379 EFSS/FSW Flight at 379EFSS.FSW@us.af.mil. <input type="checkbox"/>   Will be present at the requested set-up start time and throughout the whole event. Reservation will be canceled 30 minutes past set-up time if a representative fails to show. <input type="checkbox"/>   Will adhere to the following personnel capacity restrictions: Kasbah Lounge (75), Zink Lounge (60), Fox Skybox Kitchen (25) <input type="checkbox"/>   Will not rearrange furniture. Only Protocol-sponsored events are authorized to rearrange furniture. <input type="checkbox"/>   Will provide any necessary accessories (ex - music, laptops, cables, and/or media devices, etc.) for the event. Assistance from staff is required when operating the sound system and/or large TV display, if applicable. <input type="checkbox"/>   Will retain all responsibility for clean-up of the area following the event. All trash will be removed and the area will be cleaned and returned to its original state. <input type="checkbox"/>   Will pick up the building keys from FSW Staff at the FOX Lounge for FOX Skybox Kitchen reservations. <input type="checkbox"/>   Will be responsible for any damages and cleanliness of all kitchen appliances and equipment in the FOX Skybox Kitchen. <input type="checkbox"/>   Will make contact with FSW Staff for a post-event inventory & inspection prior to departing. <input type="checkbox"/>   379 EFSS/FSW does not provide DV Catering support. Please contact 379 AEW Protocol for assistance.							
3. If requesting the Kasbah Lounge, Zink Lounge, or Zink patio, please initial to acknowledge the additional item(s) below: <input type="checkbox"/>   The Kasbah/Zink building does not offer any kitchen, cooler, freezer, sink/water source, or ice support. Please plan accordingly. The back area of the building is off-limits to guests without an authorized escort. <input type="checkbox"/>   Be mindful and courteous of other events that may take place in the adjacent areas around the same time.							

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PREVIOUS EDITION WILL BE USED.

4.5.4. Approval Authority.

4.5.4.1. Unit Functions. A unit function is an event directly hosted by a unit commander (or equivalent) on G-Series orders or equivalent orders. In order to support all AUAB organizations, units are authorized a maximum of one unit alcohol request, or event with alcohol support, per month. All ERRs must be signed by the event sponsor and endorsed/approved by the unit commander or equivalent.

4.5.4.2. General Functions. A general function is an event hosted by an approved local organization or individual member. In order to support all AUAB organizations, local organizations are authorized a maximum of one unit alcohol request, or event with alcohol support, per month. All ERRs must be signed by the event sponsor/organization president and endorsed/approved by the 379 EFSS/CC. Individual member's sponsoring an event will require the approval of their direct commander.

## Chapter 5

### CONDITIONS FOR ALCOHOL SERVICE

**5.1. Procedures.** To protect the assets and interests of Non-Appropriated Fund Instrumentalities (NAFI) and the Air Force, NAFI personnel must adhere to the following procedures:

5.1.1. 379 EFSS Lounge Staff are prohibited from serving alcoholic beverages to individuals who appear intoxicated or close to being intoxicated.

5.1.2. Servers will complete the Dram Shop liability training and document acknowledgement in an established training binder. The employee will acknowledge completion of the Manager's Employee Brief by signing underneath the following statement: "I understand my responsibility to not sell or serve alcoholic beverages to persons who appear to be nearing intoxication or are intoxicated and not in complete control of their faculties." The statement is placed in the comments section of the activity's training binder along with the Dram Shop liability training certificate.

5.1.3. Activity managers will ensure proper safeguards or controls to protect the welfare of an intoxicated patron. Activity managers promptly report any incident that may result in a potential claim to 379 EFSS/CC (see DAFMAN 34-123, *Non-Appropriated Fund Property and Liability Program* and DAFI 34-107, *Alcoholic Beverage Program*).

**5.2. Training.** Training must cover Dram Shop liability, alcohol bystander intervention, methods for identifying intoxicated patrons, and potential liability for serving intoxicated patrons. Other recommended training includes procedures to prevent individuals from driving under the influence of alcohol and the importance of encouraging patrons to use a designated driver, wingmen and battle buddies, calling for a ride, or utilizing scheduled bus service.

TRAVIS L. EDWARDS  
Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 34-202, *Procedures for Protecting Non-appropriated Funds Assets*, 25 June 2019

DAFMAN 34-123, *Non-appropriated Fund Property and Liability Program*, 31 August 2023

DAFI 34-107, *Alcoholic Beverage Program*, 5 July 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFPD 34-1, *Department of the Air Force Services*, 20 June 2023

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

USCENTCOM GO-1D, *Prohibited Activities for United States (U.S.) Department of Defense (DoD) Personnel Present Within the USCENTCOM AOR*, 26 June 2020

AFCENT GO-1D, *Prohibited Activities for Ninth Air Force assigned or attached personnel within the USCENTCOM AOR*, 9 October 2023

379 AEWI 1-1 Sup, *Community Standards*, 1 October 2023

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, Recommendation for Change of Publication

AF IMT 1768, Staff Summary Sheet

***Abbreviations and Acronyms***

**AEW**-Air Expeditionary Wing

**AFCENT**-Air Forces Central Command

**AFMAN**-Air Force Manual

**AFPD**-Air Force Policy Directive

**AUAB**-Al Udeid Air Base

**BPC**-Blatchford-Preston Complex

**CAC**-Common Access Card

**CC**-Coalition Compound

**COR**-Contracting Officer Representative

**DAFI**-Department of the Air Force Instruction

**DAFMAN**-Department of the Air Force Manual

**DV**-Distinguished Visitor

**EFSS**-Expeditionary Force Support Squadron

**ERR**-Event Reservation Request

**ETP**-Exception to Policy

**IMT**-Information Management Tool

**MEJA**- Military Extraterritorial Jurisdiction Act

**NAF**-Non-Appropriated Fund

**OIC**-Officer in Charge

**OPR**-Office of Primary Responsibility

**RDS**-Records Disposition Schedule

**SLAR**-Senior Leader Alcohol Request

**UCMJ**-Uniform Code of Military Justice

**USCENTCOM**-United States Central Command

*Office Symbols*

**379 AEW/A1**-379th Air Expeditionary Wing Director of Manpower, Personnel, and Services

**379 AEW/CC**-379th Air Expeditionary Wing Commander

**379 AEW/CD**-379th Air Expeditionary Wing Deputy Commander

**379 AEW/CAOC**-379th Expeditionary Combined Air Operations Center

**379 EFSS/CC**-379th Expeditionary Force Support Squadron Commander

**379 EFSS/FSW**-379th Expeditionary Force Support Squadron Community Services Flight

**379 EABG/CC**-379th Expeditionary Air Base Group Commander

*Terms*

**Adult**-A person who is 18 years old or older.

**Alcoholic Beverages**-Potable beverages containing any amount of ethyl alcohol.

**Beer**-An alcoholic beverage usually made from malted cereal grain (as barley), flavored with hops, and brewed by slow fermentation.

**Container**-The innermost sealed container, regardless of the packaging material, in which the bottler places an alcoholic beverage for commercial sale.

**Wine**-A beverage made from the fermented juice of grapes or from other agricultural products containing not less than seven percent, and not more than 24 percent, alcohol by volume.

**CHEERS**- A drink tracking server to provide a way for establishments and individuals to track drink consumption