



## Department of Energy

Washington, DC 20585

(Date)

MEMORANDUM FOR DAVID BROWN  
DIRECTOR  
OFFICE OF ADMINISTRATION

FROM: NAME \_\_\_\_\_ add (Digital signature)  
TITLE \_\_\_\_\_  
OFFICE OF \_\_\_\_\_

SUBJECT: Request for Approval to Use Alcoholic Beverages within the  
Forrestal, Germantown, or Leased Headquarters Facilities

The Office of (specific Program Element) has scheduled a (event type, e.g., retirement party, holiday party, etc.) on (date) in room (room) of the (specific building, e.g., Forrestal, Portals, Germantown, etc.) building from (starting time) to (ending time). I request approval to bring alcoholic beverages into the building on (day) for this occasion and to:

- Monitor the consumption of these beverages to maintain appropriate conduct and ensure a safe and healthful environment.
- Remove any remaining alcoholic beverages from the premises within two business days of the completion of the event.
- Provide Non-alcoholic beverages at the event.

I understand that upon approval, a copy of this signed memorandum will be provided to the Headquarters Office of Physical Protection (EHSS - 41) and I will ensure that the employees, if any, named immediately below will present a copy of the approved memorandum when alcoholic beverages are brought on to the premises, as approved.

**Employee(s):**

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**Approving Official:**

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director, Office of Administration

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**Requesting Official:**

**CERTIFICATION OF REMOVAL:**

*(Initial and return within two business days after the event)*

Certification that remaining alcoholic beverages have been removed:

SIGNATURE OF REQUESTING OFFICIAL: \_\_\_\_\_ DATE \_\_\_\_\_