

Date: December 11, 2001

In reply refer to: Ethics-12

Subject: Reminder on Use of Intoxicating Beverages

To: OCFO Employees

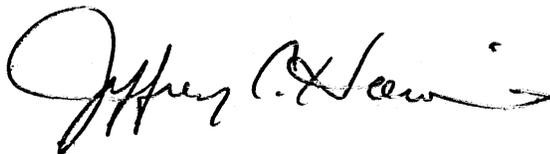
All employees of the Department of Agriculture are required to know and understand the regulations which govern their responsibilities and conduct. This notice is to remind employees of the Department's regulations governing the use of intoxicating beverages which are published in Personnel Bulletin No. 735-1, dated November 12, 1996.

Section 735.201(d) of the bulletin states that employees are prohibited from:

“Using an intoxicating beverage on Government-owned or leased property (except when authorized by the Office of Operations for the Washington, D.C., complex; or by the Agency Head or designee in field locations owned by the Department; or by the Agency Head or designee in field locations leased by the Department or controlled by the General Services Administration [GSA], upon concurrence by the lessor or the appropriate GSA official); or transporting or using an intoxicating beverage in a Government-owned or leased vehicle.”

Employees who engage in the type of activity described above will be subject to appropriate disciplinary action, up to and including removal from the Federal service.

Inquires regarding this memorandum should be referred to your supervisor. Supervisors, with inquires, should contact the National Finance Center Ethics Officer, Linda Simmons at Extension 5-5580.

A handwritten signature in black ink, reading "Jeffrey C. Houin". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

JEFFREY C. HOUIN, Acting Chief  
Human Resources Management Staff