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STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
**OFFICE OF THE ADJUTANT GENERAL**  
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NGHI-TAG

13 October 2015

MEMORANDUM FOR All Hawaii National Guard Soldiers & Airmen

SUBJECT: Consumption and/or Abuse of Alcohol Policy Letter

1. The Adjutant General (TAG) has determined the need to update the policy relating to the consumption of alcohol while on or in any property under the control of the Hawaii National Guard (HING), in any duty status, at any official HING function, a social activity sponsored by a unit, or anytime a member is in uniform. Abuse of alcohol will have a negative impact on unit readiness, safety, and good order and discipline. The personal consequences of alcohol abuse include human tragedies, loss of military careers, legal proceedings, and diminished professionalism.

**2. Commander's intent:**

a. It is the Commander's intention that if any military members or employees are to consume alcohol in the situations described in this policy letter, they do not do so at the expense of safety, military standards, or good order and discipline. While it would be impractical to regulate all situations in which our members execute choices involving alcohol, the consumption of alcohol in the situations described in this policy letter is governed by the principles which follow.

b. This policy supplements, but does not replace the guidance issued by local installation commanders, or as stated in DoD guidance, state or federal law.

**3. Consumption of alcohol while on or in property under the control of the Hawaii National Guard:**

a. Consumption of alcohol on or in any property under the control of the HING is prohibited, except when specifically authorized on an approved DD Form 2977, Deliberate Risk Assessment Worksheet (attachment 1). Authorization must come from TAG or TAG's designee and submitted by the first commander in the chain of command. For the purpose of this policy, the following personnel are designated approval authority on the DD Form 2977 for units under their command:

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- (1) Joint Force Headquarters: Director of the Joint Staff and/or Chief of the Joint Staff
- (2). Hawaii Army National Guard Commander
- (3). Hawaii Air National Guard Commander

*\*Further delegation of authority by the above is authorized but will be no lower than a command O-6 position*

#### **4. Consumption of alcohol while in a duty status and prior to entering a duty status:**

a. All members of the HING, as well as federal and state employees under the control of the HING, are prohibited from consuming alcohol during duty hours, except when specifically authorized for a particular event, by TAG or TAG's designee.

b. Individuals are also prohibited from consuming alcohol prior to assuming a duty status to any extent which would render them under the influence or impaired by alcohol upon entering into a duty status. Members will comply with specific component requirements when consuming alcohol during on and off duty times; Army Regulation 600-20 or Air Force Instruction 1-1

#### **5. Consumption of alcohol in uniform while off-duty:**

a. Consumption of alcohol by members of the HING who are off-duty, but are in uniform, is prohibited, except as permitted in this paragraph or paragraph c below, or where specifically authorized by TAG or TAG's designee. Off-duty events at which alcohol may be consumed while in uniform without specific authorization may include Military Balls and other traditional military events. Every officer and enlisted member has a personal responsibility to ensure members of our organization are exercising individual discipline in their alcohol consumption at these events.

b. The prohibition against consumption of alcohol in uniform extends to stops while off-duty to private clubs and establishments open to the public, such as gatherings at a bar or restaurant. Consumption of alcohol while in uniform in public places erodes confidence in our military institution and presents an unprofessional image.

c. The prohibition against consuming alcohol in uniform does not apply to military clubs, Non-Appropriated Fund (NAF) establishments, NAF special events or other establishments or events under military control. At such events and establishments, military members must conform to the standards established by command authority in effect at the location.

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**6. Hawaii Statute:**

a. The legal age for drinking alcohol within Hawaii is 21. It is illegal for anyone under 21 to consume alcohol, and it is illegal for anyone over 21 to provide alcohol to anyone under 21. There is no immunity from this law while in any duty status.

**7. What is expected:**


a. All members of the HING share in the responsibility to ensure laws and regulations are followed, to protect everyone's safety and well-being, and to maintain high standards of conduct.

b. If our members are to drink alcohol, I urge each and everyone to do so responsibly. Exercise good judgment in knowing your own limits and in recognizing the limits of others. Use the "battle buddy" and "wingman" system to keep each other in check and utilize "designated drivers" to avoid risks behind the wheel of a car.

c. Understand the severe consequences and hardship that can be caused by overindulgence, as well as the many alternatives to provide assistance and support to fellow members.

d. In the balance between enjoying the camaraderie of friends and stepping out of bounds, there is a path which all members are expected to view with clarity and self-discipline. Do not let alcohol blur the lines of clarity. If you drink alcohol, drink responsibly.

Encl  
DD For 2977

  
ARTHUR J. LOGAN  
Major General, HING  
Adjutant General



## DELIBERATE RISK ASSESSMENT WORKSHEET

<b>1. MISSION/TASK DESCRIPTION</b> Conduct Brigade Combat Operations	<b>2. DATE</b> (DD/MM/YYYY)
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<b>3. PREPARED BY</b>		
a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position
d. Unit	e. Work Email	f. Telephone (DSN/Commercial (Include Area Code))
g. UIC/CIN (as required)	h. Training Support/Lesson Plan or OPORD (as required) i. Signature of Preparer	

Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions  
 (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)

4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	

**10. OVERALL RESIDUAL RISK LEVEL** (All controls implemented):  
 EXTREMELY HIGH     HIGH     MEDIUM     LOW

**11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION**

**12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK**     APPROVE     DISAPPROVE

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position	d. Signature of Approval Authority
e. Additional Guidance:			

## DELIBERATE RISK ASSESSMENT WORKSHEET

<b>Risk Assessment Matrix</b>		<b>Probability: (expected frequency)</b>				
		<b>Frequent:</b> Continuous, regular, or inevitable occurrences	<b>Likely:</b> Several or numerous occurrences	<b>Occasional:</b> Sporadic or intermittent occurrences	<b>Seldom:</b> Infrequent occurrences	<b>Unlikely:</b> Possible occurrences but improbable
<b>Severity: (expected consequence)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Catastrophic:</b> Death, unacceptable loss, or damage; mission failure, or unit readiness eliminated	<b>I</b>	<b>EH</b>	<b>EH</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>Critical:</b> Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	<b>II</b>	<b>EH</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>Moderate:</b> Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability	<b>III</b>	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>Negligible:</b> Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability	<b>IV</b>	<b>M</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>

**Legend:**

EH – extremely high risk    H – high risk    M – medium risk    L – low risk

**13. RISK ASSESSMENT REVIEW:** (Required when assessment applies to ongoing operations or activities)

a. Date	b. Last Name	c. Rank/Grade	d. Duty Title/Position	e. Signature of Reviewer

**14. FEEDBACK AND LESSONS LEARNED**

**15. ADDITIONAL COMMENTS OR REMARKS**