



November 15, 2013

To: Division/Section/Center Heads

From: Gary M. Leonard

A handwritten signature in black ink, appearing to read "GML", is written over the name "Gary M. Leonard".

Subject: **HOLIDAY PARTIES**

As the Holiday Season approaches, this is a reminder that the Laboratory does not permit the serving of alcoholic beverages on site other than at approved Laboratory functions. Please be sure **all employees, users, contractors and visitors** are aware of this rule, and that it is strictly enforced.

cc: Directorate
W. Flaherty
M. Weis, DOE/FSO