



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
CYBER CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy  
(CNCOA)

SUBJECT: Policy Memorandum #10 - Smoking or Using Tobacco Products

1. References:

b. Army Regulation 600-63, Army Health Promotion, Rapid Action Review 7 SEP 2010.

2. This policy letter applies to all military and civilian personnel assigned or attached to the CNCOA. The purpose of this memorandum is to outline the policies concerning smoking, usage of tobacco products and electronic cigarettes within the Academy.

3. The following guidelines will be followed:

a. Smoking, use of all other tobacco products and electronic cigarettes in all buildings belonging to the CNCOA is prohibited. There will be no smoking within 50 feet from any entrance way into a building.

b. Smoking, to include electronic cigarettes, is prohibited in all military vehicles.

c. Break times and frequencies for smoking, will follow the procedures outlined in USASC&FG Circular 1-3. It is the supervisor's responsibility to provide guidance and ensure compliance for break periods.

d. Smoking areas will be designated as such and policed by personnel that use the area.

4. All cadre, military and civilians, are prohibited from using tobacco products in the presence of student Soldiers. Branch Chiefs will establish cadre smoking areas that will not conflict with student interruptions.

5. The point of contact for this memorandum is the Deputy Commandant, MSG Jason M. Holland at 706-791-7882 or [jason.m.holland2.mil@mail.mil](mailto:jason.m.holland2.mil@mail.mil).

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Commandant