



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS - VIRGINIA  
5901 BEULAH ROAD  
SANDSTON, VIRGINIA 23150

NGVA-ZA

12 July 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 18-004, Tobacco Use Policy

1. Purpose: This policy provides guidance for tobacco use in the Department of Military Affairs and the Virginia National Guard.
2. Applicability: This policy applies to members of the Virginia National Guard, Virginia Defense Force, DOD civilian employees, state employees, contractors and visitors.
3. References.
  - a. AR 600-63, ARMY HEALTH PROMOTION, 14 APR 2015
  - b. AFI 40-102, TOBACCO FREE LIVING, 4 MAR 2015
4. Background: The overall mission of the environmental health program is to create and maintain a supportive, safe, and healthy environment. Use of tobacco products does not foster such an environment and is discouraged. Tobacco use is known to adversely affect readiness, impair physical and mental fitness, increase potential illness, absenteeism, premature death, and health care costs.
5. Objective: The goal of this policy is to assure full compliance with Army and Air Force guidance and to promote a healthier workforce. Effective implementation of this policy affords each Soldier, Airman, and employee a workplace free from tobacco products that may cause health problems. Promoting a tobacco-free environment enhances readiness and personal health. This policy supports abstinence from tobacco use and encourages good health.
6. Policy.
  - a. This is a commander's program, therefore leaders will enforce this Tobacco Use Policy and foster a climate that instills a healthy workforce.
  - b. Guidance for controlling tobacco use in occupied Virginia National Guard (VaNG) usage facilities buildings and or vehicles:

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(1) Tobacco product use by Soldiers, Airmen, and the civilian workforce of the Virginia National Guard is prohibited in occupied DMA spaces, in or on conveyances, office buildings, or facilities over which DMA has custody and/or control. This prohibition includes military vehicles, aircraft, official vans and buses. *DMA personnel are reminded that this policy applies also to all smokeless tobacco products such as chewing tobacco, snuff, and dip. These products are not to be used inside of any DMA facilities.*

(2) This policy does not cancel or supersede other instructions that control the use of tobacco products because of fire, explosion, or other safety considerations.

(3) Users of tobacco products will not be allowed additional time away from their jobs because he/she uses tobacco. Supervisors will monitor their workers, initiate appropriate administrative action, and lead efforts to ensure compliance with this policy.

(4) Supervisors, Managers, and Commanders must ensure that tobacco use areas are marked with signs: "Designated Tobacco Area." Appropriate receptacles should be located only in the designated outdoor area and away from doorways or vestibules.

c. Individuals will:


(1) Comply with the established standards.

(2) Report observed abuse to Chain of Command and/or NCO Support Chain.

7. Our organization faces greater challenges for combat readiness and resource constraints today than at any time in recent history. We must continue to protect and care for our people, equipment, and facilities. Commanders, Supervisors, and Managers at each level will support, implement, and ensure compliance with this policy.

8. Point of contact for this policy is the State Safety and Occupational Health Manager.

9. This policy will be permanently displayed on all bulletin boards.

  
TIMOTHY P. WILLIAMS  
Major General, VaARNG  
The Adjutant General

DISTRIBUTION:

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