



SARAH HUCKABEE SANDERS
GOVERNOR

ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600



JONATHAN M. STUBBS
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-HRO-LRS

20 March 2024

MEMORANDUM FOR RECORD

SUBJECT: The Adjutant General's Policy 2024-04, Use of Tobacco and Electronic Cigarettes in the Workplace

1. References:

a. Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 9 August 1997.

b. Department of Defense Instruction 1010.10, Health Promotion and Disease Prevention, 28 April 2014, Incorporating Change 3, 16 May 2022.

c. Air Force Instruction 40-102, Tobacco Use in the Air Force, 7 May 2015.

d. Army Regulation 600-63, Army Health Promotion, 14 April 2015.

e. Arkansas National Guard Regulation (NGAR) 600-5, The Active Guard/Reserve (AGR) Handbook, 01 January 2015.

2. Purpose. This memorandum supersedes The Adjutant General's Policy 2020-15, Subject: Tobacco Use and Electronic Cigarettes in the Workplace, dated 1 April 2020. The intent is to provide guidance for the use of tobacco and electronic cigarettes at Arkansas National Guard facilities and installations. It is not intended to infringe upon the rights of any individual. It is designed to protect all employees in the workplace.

3. Applicability. This policy applies to all members and employees of the Arkansas National Guard and the Arkansas Department of Military.

4. Policy.

a. Smoking tobacco, vaping electronic cigarettes, and smokeless tobacco use are prohibited inside all buildings, hangars, lounges, vehicles, and aircraft owned or operated by the Arkansas National Guard and Department of the Military. Additionally,

NGAR-HRO-LRS

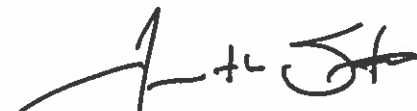
SUBJECT: TAG Policy 2024-04, Use of Tobacco and Electronic Cigarettes

the use of any tobacco product and electronic cigarette is banned within twenty-five feet of the entrances of buildings and hangars.

b. Commanders and supervisors will designate outdoor tobacco/electronic cigarette use areas, which are reasonably accessible to employees and provide a measure of protection from the elements, when possible. Tobacco/e-cigarette use break areas should be outdoors and away from common points of ingress and/or egress into and/or out of Arkansas National Guard facilities and not in front of building air intake ducts.

c. All buildings will have signs posted at entrances indicating that smoking, electronic cigarettes and/or the use of smokeless tobacco is prohibited except in designated areas.

5. Point of Contact. The point of contact for this subject is the Human Resources Office, Labor Relations Specialist at (501) 212-4207.



JONATHAN M. STUBBS
Major/General
The Adjutant General