



DEPARTMENT OF THE ARMY  
FORT BLISS NONCOMMISSIONED OFFICER ACADEMY  
BUILDING 2E SHERIDAN ROAD  
FORT BLISS, TEXAS 79916

ATSS-CDA

30 May 2023

MEMORANDUM FOR ALL Assigned/Attached Personnel, NCO Academy, Fort Bliss, Texas 79916-6501

SUBJECT: Policy Letter #13, **Usage of Personal Cellular Phones**

1. Reference: Army Pamphlet 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia, dated 26 January 2021.
2. Purpose: To outline the Commandant's policy on the use of business and/or personal cell phones and the safe use of cell phones by students and facilitators.
3. Facilitators will not use their cell phones while instructing or observing students in the classrooms. Facilitators will step out of the classrooms to utilize their cell phones unless it is an emergency.
4. Students are permitted to carry their cell phones, but they will not have them out during classroom instructions at any time, unless there is an emergency identified by the facilitator. If use of a personal cell phone causes disruptions, the student may become subject to disciplinary action. At no time will any student utilize cell phones while in formation.
5. While conducting academic instructions at BLDG 2E, the only authorized use of cell phones is in front of BLDG 2E on the grass field and in between BLDG 2E near the picnic area during authorized breaks.
6. At no time will any student utilize cell phones while in formation.
7. Cell phones will be turned off, set to silent, or on vibrate mode during formations, conferences, in classrooms and in other locations where incoming calls may disrupt normal workflow.
8. While at the Fort Bliss NCOA BLC, students and facilitators are expected to exercise discretion in using personal cellular phones. Personal calls during the school hours can interfere with training productivity, safety, and may be a distraction to others. Students are encouraged to make personal calls during breaks and lunch ensuring that friends and family members are aware of training hours. When an emergency or business situations occurs, facilitators may authorize use of cell phones.

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9. The point of contact for this memorandum is the undersigned at (915) 568-2440.

A handwritten signature in black ink, appearing to read 'S. Gibbs', with a stylized, flowing script.

S. STEVE GIBBS  
CSM, USA  
Commandant