



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
2E SHERIDAN ROAD
FORT BLISS, TX 79916

ATSS-CDA

1 July 2020

MEMORANDUM FOR ALL ASSIGNED/ ATTACHED PERSONNEL,
NONCOMMISSIONED OFFICER ACADEMY

SUBJECT: Personal Cellular Phones Usage (Policy Letter #13)

1. References:

a. AR 670-1

2. Purpose: To outline the Commandant's policy on personal cellular phones usage for those personnel assigned to NCOA.

3. While conducting academic instructions at BLDG 2E, the only authorized use of cell phones is in the front of BLDG 2E on the grass field and in between BLDG 2E near the picnic area during authorized breaks.

4. Facilitators will not use their cellphones while instructing or observing students in the classroom. Facilitators will step out of the classroom to utilize their cellphones, unless it is an emergency situation.

5. At no time will any student utilize cell phones while in formation.

6. This policy outlines the personal use of business and/or personal cell phones and the safe use of cell phones by students and facilitators.

7. Students are permitted to carry their cell phones, but they will not have them out during classroom instruction 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 per NCOA policy.

8. Cell phones will be turned off, set to silent, or vibrate mode during formations, conferences, classrooms and in other locations where incoming calls may disrupt normal workflow.

9. While at 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 emergency or business situations occur, facilitator's may authorize use of a cell phone.

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10. POC for this memorandum is the undersigned at 568-2440.

MONTAE M. CLARKE
CSM, USA
Commandant