

**DEPARTMENT OF VETERANS AFFAIRS  
ACQUISITION ACADEMY  
Frederick, Maryland**

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December 21, 2011

MEMORANDUM: 003A5-12-02

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**VA ACQUISITION ACADEMY SMOKING POLICY**

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**PURPOSE:** The purpose of this memorandum is to outline a policy implementing a smoke-free workplace, which maintains a quality environment for employees and beneficiaries within the Academy.

**SCOPE:** This policy applies to all VA Acquisition Academy staff, interns/fellows, instructors, students, visitors, and contract employees of the VA Acquisition Academy (VAAA).

**POLICY:** It is the policy of the VAAA that smoking of any kind is prohibited within the building. This prohibition includes smoking within 35 feet of any entrance to the building. This includes all loading and receiving dock areas. Smoking is permissible in designated areas indicated within the procedures section of this memorandum.

**RESPONSIBILITIES:**

The Chancellor, VAAA is responsible for the issuance of this policy.

All VAAA staff, interns/fellows, instructors, students, visitors, and contract employees are responsible for adhering to this policy.

**PROCEDURES:**

**Designated smoking areas:**

Smoking is permissible in the designated smoking areas 35 feet to the north and south of the front entrance. Ash trays have been placed in each designated smoking area.

**REFERENCES:**

VA Central Office, Office of Administration Customer Service Guide, August 2011.

**RECISSION:** None. Initial VAAA policy.

**AUTOMATIC RECISSION DATE:** Three (3) years from the last day of the month of the date of publication.

/s/  
Lisa Doyle  
Chancellor