

## TOBACCO CESSATION EXEMPTION CHECKLIST

**Reference: Body Composition Standards Program, COMDTINST M1020.8 (series)**

CHECK  
BLOCK



The below checklist provides a listing of documents required for tobacco Cessation Exemption requests.

**1. MEMO FROM MEMBER WITH COMMAND ENDORSEMENT:**

A memo from the member requesting a **one- time** 6 month tobacco cessation exemption to include the date the member quit smoking and Command point of contact.

**2. COPY OF ALL ADMINISTRATIVE REMARKS PERTAINING TO WEIGHT HISTORY:**

Copy of "**ALL**" Administrative Remarks related to the member's current weight probation, past weight probations, abeyances, and tobacco cessation programs.

**3. CURRENT WEIGHT & BODY FAT MEASUREMENTS:**

Commands must verify member is in compliance with **body composition** standards by conducting a weigh-in at the time of submitting the tobacco cessation exemption request.

**E-mail all requests for tobacco cessation packages to:**

***HQS-SMB-CGPSC-PSDFS-WEIGHT***

**For questions or assistance regarding abeyance packages contact:**

**YNCS C. George    202-795-6622**