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SUMMARY OF REVISIONS

This supplement is substantially revised and must be completely reviewed to comply with AFI 40-102. It adds Pope AFB philosophy regarding emphasis on re-enforcing healthy lifestyle behaviors. Adds references to smokeless tobacco restrictions. Adds reference to smoking while in uniform and adds emphasis on noncompliance. Prescribes minimum ventilation requirements. Adds family members, military beneficiaries and civilians for compliance. Changes bowling center restrictions. Adds prohibition of tobacco vending machines and procedure to help prevent sale of tobacco to minors. Includes requirements for health care providers (HCP) to document tobacco use and interventions in medical/dental records. Identifies support of tobacco cessation programs for personnel assigned to geographically separated sites.

1.2.1. Commanders and supervisors must enforce the provisions of AFI 40-102, and this supplement, ensuring that appropriate administrative actions are taken against those who willfully violate the Air Force tobacco use policy. Commanders must always consider the rights, health, comfort, and convenience of nonsmokers, as well as those of smokers, when designating smoking areas. In this regard, commanders should also consider that the majority of Air Force personnel do not use tobacco. The goals of the 43d Airlift Wing are to educate all personnel, to include family members, other military beneficiaries and civilians, on the hazards associated with using tobacco products, discourage and deglamorize tobacco use, and provide help for those who wish to quit using tobacco products. Adopting a healthy lifestyle and leading by example is the first step to reach the "Tobacco Free Air Force" goals.

1.2.2. Supervisors are encouraged to allow tobacco users to attend tobacco cessation classes offered through the Health and Wellness Center or other nationally accredited programs.

1.2.4. (Added) leaders will eliminate conflicting messages IAW AFI 40-102 and evaluate their policy letters on tobacco use areas annually.

1.2.5. (Added) Not using any tobacco products (smokeless and smoking tobacco) is the norm at Pope AFB.

2.2.3.1. (Added) Smoking in Pope AFB Services Facilities. All designated smoking areas in Services recreation facilities must ensure minimum ventilation standards are met. This standard prescribes minimum airflow rates to obtain acceptable indoor air quality and does not ensure the avoidance of all possible adverse health effects. This policy will in no way supersede any existing or future instructions established for fire, health, or safety reasons.

2.2.3.1.1. Officer and noncommissioned officer clubs must reduce designated smoking areas to no more than 20 percent of lounge areas by 1 October 1999. Smoking is prohibited in the dining area, party room, snack bars, and related food service areas. During activities for children all areas involved will be smoke-free.

2.2.3.1.2. Bowling center will provide at least 1 day a week when the facility is smoke-free. Bowling center will also be smoke-free during peak lunch hours, 1100-1400, weekdays. By 1 October 1999, at least 2 days per week will be smoke-free to include peak lunch hours. Established smoking areas with appropriate ventilation (see para 2.2.3.2.) will limit smoking throughout the bowling center 7 days a week to the established smoking room.

2.2.3.2. Designated smoking areas should receive 30 cubic feet per minute per person of fresh or transfer supply air. Total occupancy shall not exceed 70 people per 1,000 square feet to comply with designated smoking area standards.

2.2.3.3. The facility airflow standard should not be used as justification for facility investment to provide designated smoking areas. In those cases where actual conditions fall short of the ventilation standards, smoking areas will not be designated within the facility. However, if new construction or major renovations are planned and designated smoking areas are to be included, then ventilation systems must comply with the standards of paragraph 2.2.3.2. or with more stringent standards as they are established. Center commander may designate separate smoking lounges in the bowling center when warranted by local mitigating circumstances. Smoking lounges must receive 30 cubic feet per minute per person of fresh or transfer air supply. All return air from the smoking lounge must be exhausted to the outdoors. Total occupancy must not exceed 70 people per 1,000 square feet. The room must be constructed with a separate heating, ventilation, and air conditioning system and maintain a negative pressure compared to the remainder of the bowling center. Appropriated funds may not be used to build smoking lounges.

2.2.3.4. Bioenvironmental Engineering Services will assist the HAWC staff in conducting base-wide indoor designated smoking area inspections annually for compliance with the Pope Tobacco Reduction Plan (see attachment).

2.2.9. Criteria for areas identified as outdoor-designated smoking areas. Tobacco use areas will be a minimum of 15 ft. from any point of egress/ingress, open windows and air intakes to ensure smoke is not drawn into the building. These areas should not be a common area where non-tobacco users frequent. Users of tobacco are required to keep designated areas clean and orderly. All cigarette butts and other tobacco remnants will be placed in proper containers. Air Force funds will not be used solely to provide outdoor smoking areas. Breaks are permitted for smokers and nonsmokers consistent with mission requirements. The number of breaks authorized should be equal for smokers and nonsmokers alike.

2.2.11. Squadron commanders will immediately ensure that all smoking areas are marked with signs: "Designated Tobacco Use Area". Butt cans and receptacles are located only in the designated outdoor area, NOT at doorways or in vestibules.

2.2.12. (Added) While on base, smokeless and smoking tobacco use is prohibited in uniform when not in a designated tobacco use area. This is not applicable to uniformed personnel while in their POV. It is

everyone's responsibility to ensure compliance with this supplement; supervisors are strongly encouraged to counsel/reprimand individuals that do not comply. Air Force personnel should maintain a professional image at all times.

2.3. Sale of Tobacco. Tobacco sales are prohibited in workplaces. Cigarette vending machines are prohibited in all areas. Over-the-counter tobacco sales are allowed only in recreation areas designated by the installation commander. Tobacco products will not be sold to customers who are less than 18 years old. Base retail sales store managers will implement policies to ensure sales clerks routinely ask for proof of age, when deemed appropriate to prevent the sale of tobacco products to customers who are underage.

2.6.2. The HCP will document tobacco use histories of patients on AF Form 1480, Summary of Care, and will document tobacco use histories and intervention efforts on other applicable medical/dental records (e.g., AF Form 3922, Preventive Care – Flow Sheet, SF 600, Health Record – Chronological Record of Medical Care, and AF Form 696, Dental Patient Medical History).

2.6.2.1. (Added) Aerospace Medicine councils will identify those work areas where the respiratory system is a target organ of the occupational exposure (i.e., paint shops, welding shops, etc.) Occupational educational efforts for those work areas by occupational health educators or public health personnel will include information on the risk of tobacco use.

2.6.2.2. (Added) Tobacco cessation classes will be offered and/or funded to active duty personnel, to include personnel assigned to geographically separated units. Prior coordination and concurrence from the medical treatment facility (MTF) is required before obligating government funds. Classes will also be offered to other members of the Pope community (e.g., active duty family members, reservists, civilian employees, and retirees) on a space available basis. If demand exceeds resources, then priorities should be established to fit resource availability.

2.6.2.3. (Added) Participation in an approved tobacco cessation program must be a prerequisite to receiving a prescription for nicotine replacement therapy and/or Zyban; the supply should be capped at a 6-month total. Approved tobacco cessation programs must identify the individual's "stage of readiness" for health-behavior change. Renewed prescription should be based upon a review of the client's stage of readiness.

2.6.2.4. (Added) Tobacco Cessation classes offered to civilian employees as part of an approved health promotion program may be provided at no charge.

2.6.2.5. (Added) Appropriated funds may be used to pay for authorized smoking cessation classes provided to civilian employees, to include the purchase of nicotine patches and/or Zyban if an employee has no medical coverage for nicotine patches and/or Zyban.

3. Application to Civilian Personnel. All contractors awarded a contract involving on-base performance will be advised of the installation's smoking policy. Policies restricting the use of tobacco by civilian contractor personnel on Air Force installations must be included as administrative notices in all new contracts.

4. Tobacco Use Measurement. The installation fitness program manager will compile statistics for the installation and forward them to the major command along with the health promotion quarterly report. Reports will be maintained IAW the applicable table and rule from AFMAN 37-139, Records Disposition Schedule.

Attachment:

Pope Tobacco Reduction Plan

POPE TOBACCO REDUCTION PLAN

1. Are all workplaces on your installation smoke-free?

The policy is no smoking in indoor worksites.

2. What percentage of seating areas in the officer and noncommissioned officer clubs, dining halls, base restaurants, community centers, bowling centers and golf course facilities are designated smoke-free?

Officer and noncommissioned officer clubs must reduce designated smoking areas to no more than 20 percent of lounge areas by 1 October 99. Smoking is prohibited in the dining area, party room, snack bars, and related food service areas. During activities for children all areas involved will be smoke-free.

3. How many smoke-free days per week are offered in your bowling center?

The policy is 2 smoke-free days will be offered by 1 Oct 99. Peak lunch hours 1100-1400, weekdays and one smoke-free day is in effect.

4. What percent of rooms in transient lodging facilities, visiting airmen and officer quarters is designated smoke-free?

The policy is no more than 20 percent of the rooms designated for smoking by 1 Oct 99.

5. Are there any tobacco vending machines on your installation?

The policy is no tobacco vending machines.

6. Are minimum ventilation standards met in all designated smoking areas in Services' recreation facilities?

The policy is 30 cubic feet per minute per person of fresh or transfer supply air. Total occupancy shall not exceed 70 people per 1,000 square feet to comply with designated smoking area standards.

7. Are tobacco products sold in the workplace?

The policy is vending and over-the-counter tobacco sales are prohibited in the workplace.

8. Are workers offered occupational education programs on the risk of tobacco use for work areas where the respiratory system is a target organ of the occupational exposure (i.e., paint shops, welding shops, etc.)?

The policy is smoking history should be questioned during occupational physicals and education provided for all who use tobacco and at all work areas where the respiratory system is a target of occupational exposure.

9. How often are tobacco use cessation classes offered to the work force?

The policy is twice per quarter as a minimum.

10. What additional tobacco deglamorization initiatives have been implemented on your installation?

None

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Commander