

MEMORANDUM FOR ALL SUPERVISORS

FROM: 72 ABW/CC

SUBJECT: Installation Tobacco Use Policy

1. Over the past several years you have been briefed or received written information regarding installation tobacco use policies. These policies were the outgrowth of DoD directives, AF regulations and instructions, and negotiated agreements with AFGE Council 214 and AFGE Local 916. Air Force Instruction (AFI) 40-102, Tobacco Use in the Air Force was fully implemented 15 Aug 00. A total ban on smoking in all Tinker facilities was effective 1 Jun 01. AFI 40-102 was updated 3 Jun 02. Tobacco use policy and practices at Tinker AFB have not changed but a periodic reminder is important so that our enforcement of these practices and policies are consistent.
2. The following are areas I want you to emphasize, not only to bargaining unit employees but all military and installation employees (contract employees as well):
 - a. According to AFI 40-102, paragraph 2.2. states, "The Air Force prohibits smoking (cigar, cigarette, pipe) and the use of smokeless (spit/loose tobacco) products in the workplace to protect the health of all workers".
 - b. Designated tobacco use areas will be away from points of ingress and/or egress (i.e. doors) to facilities, in addition to windows and air intake units/vents, which are considered part of the workplace. Tobacco use area distance must be more than sufficient so as not to allow smoke to be drawn into the building through openings in doors, windows, and/or air intake units. All areas will be marked with signs: "Designated Tobacco Use Area".
 - c. Proper disposal of litter and cigarette butts in trash/butt containers must be adhered to so that outdoor areas remain litter free. Disposal cans will be located only in the designated outdoor area and away from doorways or vestibules. Flicking your cigarette butts on the ground is unacceptable.
 - d. Supervisors are responsible for administering/approving smoke breaks prudently. An excessive number of smoke breaks in a work day and smoke breaks of unreasonable duration drive up our cost of doing business and are not acceptable. Supervisors are required to enforce these rules and employees must use self-control in this regard. The union and management have agreed that discipline for violations of these policies will be preceded at a minimum by two warnings annotated in the AF 971 file. Such warnings will be non-grievable. Any subsequent discipline will be progressive in nature in accordance with AFI 36-704.
3. As we all know, tobacco use has many adverse health effects both for the user as well as individuals who may come in contact with tobacco smoke. Commanders, First Sergeants, senior officers, enlisted personnel, and supervisors are strongly

encouraged to refrain from the use of tobacco during the duty day as you are a role model to others. I expect your continued commitment to follow these basic practices. Doing so will allow those who use tobacco to maintain the privileges and responsibilities associated with current policy. These policies are reasonable, should be followed and are in the best interest of all.

ROY A. CLELAND, Colonel, USAF
72d Air Base Wing Commander