DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-CP

6 Apr 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 19-05, Smoke-Free Work Place

1. REFERENCES:

a. Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 9 August 1997.

b. DOD Instruction 1010-15, "Smoke-Free Workplace DOD Facilities," 2 January 2001.

c. AR 600-63, Army Health Promotion, effective 28 May 1996.

d. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, 3 July 2001.

2. PURPOSE. This policy reissues and updates the policy to protect federal employees and members of the public visiting or using our facilities from exposure to the health hazards caused by exposure to tobacco smoke.

3. POLICY.

a. All civilian and military personnel, as well as members of the public, are to be protected from the health hazards caused by exposure to tobacco smoke. The following guidelines are applicable to all activities at Fort Leonard Wood.

(1) Smoking is prohibited inside installation buildings unless in an area exhausted directly to the outside, located away from air intakes, and maintained under negative pressure sufficient to contain tobacco smoke in the designated area. DoD supervisors will not require workers to enter such areas during normal business hours while environmental tobacco smoke is present.

(2) Residential accommodations for persons residing on a temporary or long-term basis are recognized exceptions to this Executive Order and DoD policy. Designated smoking areas in Fire Stations One and Two, and the assigned living quarters occupied by smokers on a temporary or long-term basis are recognized exceptions, unless the entire building, wing, or floor has been designated as a no-smoking area.

b. Smoking outside buildings is permitted away from common points of ingress or egress and away from building air intake ducts.

c. Use of tobacco products in areas where Initial Entry Training soldiers are likely to observe such use is prohibited.

4. RESPONSIBILITIES.

a. The commander or supervisor who is responsible for a building will determine the location of designated smoking areas.

b. When establishing smoking areas, each designated area should:

(1) Be reasonably accessible to employees.

(2) Provide a measure of protection from the elements.

(3) Be designated away from the air intake ducts of buildings.

(4) Be located at least 50 feet from entrances/exits where appropriate.

c. In cases where buildings provide little or no protection from the elements, alternative protection may be sought.

d. Smoking cessation classes are available for military and civilian personnel.

5. SUPERSESSION. This policy supersedes the previous command policy #19-01, Implementation Guidance, Smoke-Free Work Place.

6. PROPONENCY. The proponent for this command policy is the Director, Civilian Personnel Advisory Center.

RANDAL R. CASTRO
Major General, USA
Commanding

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