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SENT BY : MCNARYJ@WPGATE1.WPAFB.AF.MIL (Joan McNary)
DATED : 28 Mar 1995 at 0929 EST
SUBJECT : Tobacco-free policy
SENT TO : jjlee@wrcdm.robins.af.mil
STATUS : new, read, receipt sent

Form: Memo

Text: (11 lines follow)

Hi June: Per our telecon today, the paragraph in the AFMC tobacco-free policy that states the tobacco free policy will be stated in all contracts is no longer valid. Per coordination with JA and SG, we simply should remind contractors at the appropriate post-award conferences/correspondence and annotate the file. This revised policy will appear in the AFMC supplement to the SG regulation referenced in my letter. Sorry for the confusion- please call if there are any more questions.

Joan McNary
HQ AFMC/PKO
DSN 787-3367
Use Proportional Font: true
Attachment Count: 0

ATCH 95.6F (FAR 23)

4. Copies of the CSAF announcement of the Tobacco-Free Air Force policy and the AFMC Tobacco Reduction policy are attached for your information. For additional information, see AFI 40-102, dated 3 Jun 94, and the AFMC Supplement thereto. Please ensure widest dissemination within your directorate. My POC is Ms. Joan McNary, HQ AFMC/PKO, DSN 787-3367.

FOR THE COMMANDER



TIMOTHY P. MALISHENKO
Brigadier General, USAF
Director of Contracting

Attachments:

1. CSAF Ltr, 14 Jul 93
2. AFMC/CC Ltr, 15 Oct 93

cc:

HQ AFMC/SG
HQ AFMC/CE



DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF STAFF
UNITED STATES AIR FORCE
WASHINGTON, D.C. 20330

14 JUL 1993

XF
SG
JF
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FROM: HQ USAF/CC
1670 Air Force Pentagon
Washington, DC 20330-1670

SUBJ: Tobacco-Free Air Force

TO: ALMAJCOM/CC

1. Tobacco use is inconsistent with a healthy, fit force. Recent Environmental Protection Agency (EPA) reports classify environmental tobacco smoke as a class A carcinogen, posing harm to nonsmokers as well as smokers. The goal is clear: a tobacco-free Air Force.
2. To get there, a time-phased tobacco reduction plan is attached. The first step is to eliminate indoor tobacco smoke. A new policy, to be implemented NLT 15 Aug 93, will prohibit smoking in all Air Force facilities except recreation areas designated by installation commanders and in assigned government housing.
3. I encourage the formation of working groups at MAJCOM and installation levels to include medical, legal, military and civilian personnel, and others deemed essential to begin our tobacco-free efforts. Questions and answers are attached to the plan to assist with local implementation.
4. Commanders must begin negotiations now to include the civilian work force to the maximum extent possible consistent with obligations to meet and confer with labor organizations. In addition, we must emphasize and enforce tobacco policies, measure compliance, and institute metrics to follow progress toward our goal.
5. Health and fitness are force multipliers. The Air Force will lead the way by fostering lifestyles which enhance overall readiness.


MERRILL A. McPEAK, General, USAF
Chief of Staff

1 Atch
Implementation Plan

**UNITED STATES AIR FORCE
TOBACCO REDUCTION IMPLEMENTATION PLAN**

CLASSIFICATION: Unclassified

TITLE: AIR FORCE TOBACCO REDUCTION PLAN

Ref: (a) EPA Report 600/6-90/006F, Respiratory Health Effects of Passive Smoking, Dec 92

Enclosures:

- A. Timelines for USAF Tobacco Reduction
- B. Proposed Questions and Answers

1. PURPOSE

a. General. This plan implements policies to decrease the number of tobacco users with the overall goal of a tobacco-free Air Force. Where policy contained in this plan conflicts with existing policy, this plan is controlling.

b. Background. HQ USAF/SG submitted a proposal for a tobacco-free Air Force to other Deputy Chiefs of Staff agencies in Nov 92. An Air Staff working group was formed 15 Jan 93 to finalize the Tobacco-Free Air Force Plan.

c. Policy. Smoking is prohibited in all Air Force facilities, except recreation areas designated by installation commanders (e.g., bowling centers, snack bars, clubs, etc.) and in assigned government housing. All Morale, Welfare, Recreation, and Services (MWRS) indoor activities where smoking is permitted will offer non-smoking areas.

2. OBJECTIVES

- a. Enhance health of Air Force members and civilian employees.
- b. Provide tobacco users with cessation programs.
- c. Inform active duty and civilians that tobacco use is inconsistent with a healthy Air Force image.
- d. Implement successful tobacco reduction strategies with the following benchmarks for active duty members:

- Prevalence of smokers in 1992 = 29%
- Prevalence of smokers in 1993 = 26%
- Prevalence of smokers in 1994 = 24%
- Prevalence of smokers in 1995 = 19%
- Prevalence of smokers in 1996 = 14%
- Prevalence of smokers in 1997 = 9%
- Prevalence of smokers in 1998 = 4%

e. Implement a safe and healthy workplace for all employees by eliminating environmental tobacco smoke indoors.

f. Encourage new Air Force members to remain tobacco free.

g. Communicate consistent messages to Air Force members/civilian employees that tobacco use is harmful to health and the goal is to be tobacco-free.

3. CONCEPT OF OPERATIONS

a. Implementation of the Tobacco Reduction Plan will begin Summer 1993.

b. The plan will be initiated by a CSAF policy letter to announce smokefree workplaces.

c. An Air Force video will be released to motivate people not to smoke, in an upbeat, contemporary fashion.

d. Attached questions and answers were formulated by the Air Staff Working Group. Frequently asked questions will prepare local experts (from medical, legal, civilian and military personnel, etc.) for installation panel discussions.

e. Accession, professional military, technical, and leadership schools will actively promote the Air Force goal to be tobacco free.

f. Health promotion will collect data on smoking rates of active duty members during cycle ergometry evaluations.

g. The availability of nicotine patches or gum to assist with smoking cessation programs is paramount to the success of these programs. Local medical treatment facilities are encouraged to make these products available.

h. All AF accession and commissioning sources will brief members on the Air Force goal to be tobacco-free, and will conduct healthy lifestyle education stressing personal responsibility for health promotion activities. The members will formally acknowledge they understand the Air Force goal, the attributes of a healthy lifestyle, and their personal responsibilities for their own health.

i. Tobacco vending machines are prohibited in workplaces. They will only be permitted in recreation areas designated by installation commanders.

j. Tobacco reduction will become a Special Emphasis, Functional Management, and Unit Efficiency inspection item. All installation inspections will evaluate compliance with the policy included in this implementation plan.

4. TASKS:

a. SAF/PA and HQ USAF/SGI will provide a script and produce an Air Force tobacco reduction video.

b. HQ USAF/SG will report active duty tobacco use prevalence rates annually to the CSAF as prescribed in AFPD 40-1.

c. HQ USAF/SG will monitor special emphasis and other evaluation results.

d. HQ USAF/DP will ensure that tobacco reduction education is implemented in all education curriculum. HQ USAF/SG will develop the education modules.

e. HQ USAF/MW will continue to investigate the impact on MWRS activities if smoking is not permitted in recreational indoor areas. Health and safety considerations should drive all Air Force facilities to be smokefree.

f. MAJCOM commanders will ensure that all installations comply with Air Force policy.

g. If conditions of employment of bargaining unit members are affected by this policy, MAJCOMs and installation commanders must begin negotiations as soon as practical with unions. Local bargaining obligations must be satisfied prior to implementation.

h. Installation commanders must evaluate their policies and practices to eliminate conflicting messages on tobacco.

i. Commanders and supervisors will ensure that appropriate administrative actions are taken against those who willfully violate Air Force tobacco use policy.

TIMELINES FOR USAF TOBACCO REDUCTION PLAN

- a. CSAF approves policy letter and implementation plan (NLT 30 Jul 93).
- b. Video is released to field (NLT 30 Sep 93).
- c. Installations to initiate panel discussions (NLT 15 Oct 93).
- d. Workplaces become smokefree (NLT 19 Nov 93).
- e. Accession and commissioning sources will begin to brief members on Air Force tobacco-free goal (NLT Nov 93).
- f. Report annual active duty tobacco use prevalence (NLT Jan 94).

USAF TOBACCO REDUCTION QUESTIONS AND ANSWERS

GENERAL INFORMATION

The following questions and answers were provided by Headquarters Air Staff agencies. Ensure before conducting tobacco reduction information sessions that you tailor the answers to pertain to your local installation policies. It may be prudent to establish a working group or discuss the responses at Health Promotion Working Group meetings prior to conducting the tobacco reduction question and answer session.

GENERAL QUESTIONS

Q.1. Where will smoking be restricted?

A.1. Smoking is prohibited in all Air Force facilities, except recreation areas designated by installation commanders (e.g., bowling centers, clubs, etc.) and in assigned government housing. All Morale, Welfare, Recreation, and Services (MWRS) indoor activities where smoking is permitted will offer nonsmoking areas.

Q.2. If my work center is in an MWRS, will I be restricted from smoking?

A.2. MWR policies already state that when assigned personnel are dealing with customers, they will not smoke. Breaks are provided for smokers.

Q.3. When does the policy take affect?

A.3. 15 Aug 93.

Q.4. The Air Force has had a smoking reduction policy for several years. Why are they suddenly starting to enforce it?

A.4. A recent Environmental Protection Agency (EPA) study classifies environmental tobacco smoke as a Class A carcinogen (equivalent to asbestos). Tobacco use has always been inconsistent with a healthy, fit force. We must work the issue proactively.

Q.5. Will the same restrictions be applied to civilian employees?

A.5. Subject to the provisions of the Federal Management Labor Relations Statute.

Q.6. What benefits does the Air Force hope to gain by reducing/eliminating tobacco use?

A.6. The objectives of the Air Force goal to become tobacco-free are two-fold. First and foremost, it will enhance the health of Air Force members, their families, and civilian employees. In addition, a safe and healthy workplace will be available for all employees by eliminating environmental tobacco smoke.

Q.7. Will the same restrictions be applied to nongovernment civilians on base, such as dependents and vendors? What about other non-Air Force military members?

A.7. Yes. All personnel on Air Force installations are subject to policies and regulations of the Air Force.

Q.8. What are the penalties for smoking in a designated nonsmoking area?

A.8. The penalties vary depending on the nature of the violation, the status of the offender, and other relevant factors. A wide range of administrative actions could be taken against military members and civilian personnel. For example, a civilian contractor employee unaware of the policy might receive a warning, whereas one who was aware might be barred from the installation.

Q.9. What about smokers' rights? What provisions will be made to accommodate smokers who are forced to leave their work centers for a break?

A.9. See civilian personnel answer for civilians. Military members will receive breaks on the same basis as nonsmoking members, consistent with mission requirements. Commanders and supervisors will assist personnel, where appropriate, by helping them access cessation programs.

Q.10. If AF policy is to eliminate tobacco use and create a "smoke-free Air Force," why are cigarettes still available for sale on base?

A.10. The Air Force tobacco reduction plan will only apply to areas under direct Air Force control. Commissary and exchange systems come under the Department of Defense.

Q.11. Will the Air Force provide smoking cessation aids (nicotine gum, patches) to help personnel quit?

A.11. Nicotine gum and patches will be provided to the extent the local medical treatment facilities can arrange.

Q.12. What programs/counseling will be available to help people quit smoking? Again, will civilians be permitted to attend?

A.12. Tobacco use cessation programs are held, as a minimum, twice per quarter. For those assigned stateside, classes are held on Air Force installations and in the local community, through the American Cancer Society, etc. For those assigned overseas, behavior modification classes are conducted on Air Force installations. Civilians may attend if space is available.

Q.13. How often will smokers be permitted to leave their work centers for smoke breaks? What is the equity for nonsmokers?

A.13. Breaks will be permitted to smokers and nonsmokers consistent with mission requirements.

Q.14. What latitude will commanders have to designate smoking/nonsmoking areas on base?

A.14. Installation commanders will have latitude to permit smoking in recreation areas. However, MWRS facilities permitting smoking will offer nonsmoking areas. Smoking is not prohibited by the Air Force in assigned government housing (e.g., dorms, temporary quarters, family housing), nor is it generally prohibited outdoors. Additional restrictions may be imposed for safety reasons.

Q.15. Will military members be discharged for failure to comply with the smoke-free policy?

A.15. Violation of Air Force policies subjects military members to a variety of administrative actions (e.g., counseling, reprimand, promotion propriety, etc.). In some cases, administrative discharge may be appropriate.

MEDICAL

Q.1. Why is the ban on smoking in the workplace being implemented?

A.1. Tobacco use is the leading cause of premature death and disability in America. Environmental Protection Agency (EPA) reports indicate environmental tobacco smoke is a harmful carcinogen. To protect the health of all, smoking indoors must be curtailed.

Q.2. How am I supposed to get through the day if I smoke?

A.2. Many people have stopped smoking, and they were just as addicted to tobacco as you are. Most quit "cold turkey." However, we are interested in helping anyone who is serious about quitting. Smoking cessation programs are available to help people give up tobacco addiction. We understand that stopping smoking is a very difficult behavior to change. But to protect your health and the health of those around you, we are convinced that you can stop smoking as thousands of ex-smokers have been able to do.

Q.3. How successful are smoking cessation programs?

A.3. Smoking cessation classes vary as to their success rates. Many variables are associated with smoking cessation classes. If nicotine patches are used, many of our Air Force facilities are reporting as high as a 70-80% success rate. The literature usually shows about 40% success. If behavior modification alone is used, the success rate is about 15-20%. However, if one person stops smoking, it is well worth our efforts. The other important point to remember is that many people learn to cut down on tobacco use in cessation classes even if they don't quit.

LEGAL

Q.1. I know someone that smokes in a private office. They aren't supposed to smoke there now, so how will this policy stop them?

A.1. If you are aware of a violation of a regulation, you should make it known through your supervisory or command chain. This program has the strong support of the Secretary and the Chief of Staff--they expect active commander involvement in this program and enforcement of its provisions.

Q.2. What action can commanders take when military members violate the ban on tobacco use?

A.2. The ban on tobacco use is Air Force policy. Commanders have a number of administrative tools that may be used for violations of policy (e.g., counseling, reprimand, etc.). Frequent or flagrant violations may lead to separation actions.

CIVILIAN

Q.1. The Air Force plan isn't fair. It allows smokers time away from their jobs while us nonsmokers have to carry their load while they're on their smoking breaks!

A.1. The fact that an employee smokes has no bearing as to the breaks he/she may take. The criteria used in determining the justification for granting rest periods are: Protection of employee's health by relief from hazardous work or work which requires continual or considerable physical exercise; reduction of accident rate by removal of the fatigue potential; work in confined spaces or in areas where normal personal activities are restricted; or, possible increase in, or maintenance of, high quality or quantity production attributable to the rest period. Implementation of rest periods is controlled by Air Force regulations, and labor-management negotiated agreements.

Q.2. Is there an obligation to bargain with the union over changes in the smoking policy?

A.2. Yes. Management is obligated to bargain over changes in conditions of employment before implementation.

Q.3. If the parties cannot agree on a policy, what is the next step?

A.3. Generally, some attempt must be made at mediation of impasses through the Federal Mediation and Conciliation Service (FMCS). If no agreement is reached, the matter may be referred to the Federal Services Impasses Panel (FSIP) who may adopt either parties proposal or fashion a remedy of their own.

PERSONNEL

Q.1. Can I smoke outside?

A.1. Yes. Organizational commanders will designate specific smoking areas that may be used during breaks away from the workplace.

Q.2. Can I smoke in GOVs, POVs?

A.2. The policy states that smoking in GOVs is prohibited. To smoke or not in your privately owned vehicle is your choice.

Q.3. Can I smoke in the BX, Restaurants?

A.3. Smoking is restricted in the BX now. There will be some MWR and AAFES facilities where smoking will be permitted.

Q.4. What action can commanders take when Air force personnel violate the ban on tobacco use?

A.4. The ban on tobacco use is Air Force Policy. Commanders have a number of administrative tools that may be used to address policy violations. Frequent or flagrant violations may lead to more severe action being taken.

Q.5. Is the government going to pay for me to go to smoking cessation classes?

A.5. We encourage anyone wanting to quit smoking to contact their installation Health Promotion Manager (HPM). Smoking cessation programs are offered at least twice quarterly at each medical treatment facility for military personnel and their dependents, and civilian personnel as space is available. When space is not available, the HPM can refer personnel to off-base programs. In local communities of all Air Force installation stateside, smoking and tobacco cessation programs are frequently offered by American Cancer Society volunteers and American Heart Associations.

Q.6. I live on base. May I smoke in my home? I live off base. May I smoke?

A.6. This policy refers to duty restrictions and not private dwellings. It is our hope that all tobacco-users will examine their tobacco-use habit and quit.

Q.7. If I bring guests on base, are they subject to the prohibition?

A.7. The policy prohibits smoking in all Air Force facilities except recreation areas designated by installation commanders and in assigned government housing. Your guests need to abide by Air Force policy when on base but there is enough freedom with this policy so as to not restrict them more than those restrictions governing any public area within the civil sector.

Q.8. Will trauma counseling be provided for those people who can't handle the stress with the change in workplace environment?

A.8. Stress management videos to assist with coping skills are available through the installation Health Promotion Program. If you are having unique problems, we encourage you to contact the health promotion manager or other health care providers.

Q.9. Will tobacco products still be sold on base?

A.9. The Air Force tobacco reduction plan does not affect the sale of tobacco products on military installations. It will only apply to areas under direct Air Force control. Commissary and exchange systems come under the Department of Defense.

Q.10. Isn't it inconsistent to sell tobacco products at a reduced rate on base with the policy to be tobacco-free?

A.10 It depends on your perspective. The sale of tobacco products on military installations is a very sensitive issue. DoD is opening discussions with the Defense Commissary Agency and the various exchanges services.

Q.11. Can I use tobacco in the clubs and other recreational facilities?

A.11. The installation commander has the authority to designate tobacco use areas in MWR facilities. (Installation panel members should know the local tobacco use policies prior to beginning the discussion.)



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS AIR FORCE MATERIEL COMMAND
 WRIGHT-PATTERSON AIR FORCE BASE, OHIO

15 October 1993

FROM: AFMC/CC
 4375 Chidlaw Road, Suite 1
 Wright-Patterson AFB OH 45433-5001

SUBJ: AFMC Tobacco Reduction Policy

TO: See Distribution

1. In July, CSAF announced a plan to achieve a tobacco-free Air Force. AFMC fully supports this effort. I have established a separate AFMC tobacco reduction policy and action plan to ensure we reach our goal of providing a safe, healthful, and comfortable work environment for our workforce.

2. The policy is the product of a panel of HQ AFMC functionals and support group and air base wing commanders. Senior leadership is committed to creating a tobacco-free workplace. The attached policy mirrors the Air Force strategy; the action plan identifies specific initiatives and responsibilities for Command activities. Use these tools to further your efforts in reducing tobacco use.

3. The bargaining obligation for the AFGCE consolidated bargaining unit will be fulfilled at Command level. The bargaining obligation for the IAFF consolidated bargaining unit has been completed and the policy is contained in Article 27 of the IAFF Command Labor Agreement. Installations with other local bargaining units may proceed with local negotiations upon receipt of this policy. I expect all negotiated agreements to conform as closely as possible to the Command's announced policy.


 RONALD W. YATES
 General, USAF
 Commander

2 Atch

1. AFMC Tobacco Reduction Policy
2. AFMC Tobacco Reduction Action Plan

AFMC TOBACCO REDUCTION POLICY

1. Purpose of the Policy: Tobacco use is inconsistent with a healthy, fit force. Health and fitness are force multipliers. Environmental tobacco smoke is a significant occupational health hazard for all workers. AFMC is committed to providing a quality environment where our people can live, work, and play. This goal can be achieved only through ongoing efforts to protect all employees from the harmful effects of involuntary exposure to environmental tobacco smoke and to help employees adjust to restrictions on smoking. Effective 19 November 1993, smoking is prohibited throughout AFMC facilities except in designated smoking areas identified by "Smoking Permitted" signs. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

2. Policy Statements:

a. Smoking is not permitted in the following areas:

(1) All indoor work site facilities. All personnel visiting, performing duties, or using AFMC facilities are subject to the restrictions prescribed.

(2) Fitness centers and other indoor health and fitness clubs.

(3) Arts and crafts centers.

(4) Youth centers and any youth programs at any MWRS facility.

(5) Child development centers and programs.

(6) Libraries.

(7) Aero Club aircraft.

(8) MWRS administrative areas, bathrooms, barber and beauty shops, break rooms, cashier cages, common areas, halls, kitchens, offices, pit areas, pro shops, resale shops, ticket and tour sales, and training and classrooms.

(9) All vehicles used for official government business.

b. Tobacco sales, both vending and over-the-counter, are prohibited in workplaces. Tobacco sales are allowed only in recreation areas designated by installation commanders.

c. Smoking policy in MWRS facilities is as follows:

(1) Membership clubs such as rod and gun, skeet, aero, etc., may designate smoking areas at the discretion of their advisory committees.

(2) Officer and NCO clubs, dining halls, base restaurants, community centers, bowling centers, and golf course facilities may have designated smoking areas for no more than 30 percent of lounge, dining, party room, snack bars, and related food service areas for FY94; no more than 20 percent by FY98.

(a) Starting with FY94 summer leagues, each bowling center will provide at least 2 days a week with smoke-free bowling. One must be a weekday. By FY98 at least 4 days/week will be smoke-free.

(b) Smoking for special functions will be determined by the host; nonsmoking areas must be provided.

(3) Prevalence in lodging: TLFs, VAQs, and VOQs may have no more than 30 percent of the rooms designated for smoking in FY94; no more than 20 percent by FY98.

(4) Vending machines

(a) Remove tobacco products from vending machines in all MWRS facilities as contracts expire.

(b) Purchase or replacement of vending machines for tobacco is not authorized starting FY94.

d. All designated smoking areas in MW recreation facilities must ensure minimum ventilation standards are met. This standard prescribes minimum air flow 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 regulations established for fire, health or safety reasons.

(1) Designated smoking areas should receive 30 cubic feet per minute (cfm) per person of fresh or transfer supply air. Total occupancy shall not exceed 70 people per 1000 square feet to comply with designated smoking area standards.

(2) 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 1 above or with more stringent standards as they may be established.

(3) Bioenvironmental Engineering Services will assist in evaluating smoking areas.

e. Unit commanders may identify outdoor designated smoking areas for those buildings under their control. These areas will be situated with sufficient distance from frequently used entrances/exits in order to protect the public from exposure to environmental tobacco smoke. Breaks are permitted for smokers and nonsmokers consistent with mission requirements. The fact that a person smokes has no bearing on the breaks he/she may take.

* f. All contracts awarded involving on base performance will include the installation's smoking policy.

g. Tobacco use cessation classes will be offered twice per quarter, as a minimum, to the AFMC community (active duty and their dependents, civilian employees, reserves, and retirees). If demand exceeds resources, then priorities should be established to fit resource availability.

h. Installation commanders may implement more restrictive standards for their installations.

i. Final implementation affecting employees in bargaining units will not be accomplished until the bargaining obligation has been satisfied.

* Paragraph f. will be deleted - See Buyer Order 14.95. See attached message

*From
to
Next
Contract*

AFMC TOBACCO REDUCTION ACTION PLAN

I. OBJECTIVES

A. Short-term objectives (to be accomplished within 30 days of implementation):

1. Inform all personnel regarding AFMC policies and goals for tobacco reduction.
2. Identify work sites where use of tobacco is currently permitted and systematically eliminate them.
3. List bargaining units affected by new tobacco policies and initiate reduction plans in accordance with Air Force and AFMC goals.

B. Intermediate-term objectives (to be accomplished within 90 days of implementation)

1. Develop a single approach to collective bargaining.
2. Include anti-tobacco policies and goals in training programs for newly hired or transferred civilians.
3. Compile and distribute a listing of available military and civilian classes on smoking cessation.
4. Inventory current stock-levels of cessation products and increase levels where needed to meet local demand based on increased emphasis. Seek increased funding to support efforts as necessary.
5. Survey all indoor MWRS facilities to determine where smoking is currently permitted and then eliminate/reduce tobacco as required by AFMC policy.

C. Long-term objectives (continuing efforts):

1. Meet Air Force reduction goals regarding smoking cessation.
2. Implement a more comprehensive training program for tobacco cessation class facilitators.
3. Increase the number of smoking cessation classes and standardize their content.
4. Seek necessary funding for training costs as well as nicotine reduction/cessation products.
5. Establish long-term publicity campaign to inform personnel about the dangers of tobacco.
6. Identify and, where possible, disassociate from tobacco company sponsored events.
7. AFMC and installation Health Promotion Working Groups will periodically review and monitor tobacco-free policies and goals.

II. RESPONSIBILITIES

A. Commander/senior leaders will:

1. Assume responsibility as role models and use all available forums to inform all personnel of AFMC's policy and goals regarding use of tobacco products.
2. Evaluate their policies and practices to eliminate conflicting messages on tobacco (e.g., equal breaks for smokers/non smokers). Deglamorize tobacco use and create an environment supportive of users' efforts to quit.
3. Identify work sites/MWRS indoor facilities where use of tobacco is permitted. Work to eliminate tobacco from these sites.
4. Ensure Health Promotion Working Groups or Anti-Tobacco Committees review and monitor tobacco-free policies and goals.
5. Identify and, where possible, disassociate from events sponsored by tobacco companies.
6. Work to achieve Air Force and AFMC goals regarding tobacco reduction.

B. HQ AFMC/SG will:

1. Direct the inventory of the cessation products and increase stock levels where needed to meet local demand based on increased emphasis. Seek increased funding as necessary.
2. Increase the number of smoking cessation classes and standardize their content.
3. Monitor AF/AFMC Tobacco Reduction Plans through Health Promotion Working Groups.

C. HQ AFMC/MW will:

1. Work to eliminate smoking in all indoor facilities in accordance with AFMC policy.
2. Identify and, where possible, disassociate from tobacco company sponsored events.
3. Implement tobacco-free activities such as special bingo nights, bowling leagues, etc.

D. HQ AFMC/DP will:

1. List bargaining units affected by new tobacco policies and ensure bases fulfill their bargaining obligations. Initiate reduction plans in keeping with Air Force and AFMC goals.
2. Include anti-tobacco policies and goals in training programs for newly hired or transferred civilian employees.

E. HQ AFMC/PA will support an ongoing awareness campaign to incorporate base newspaper articles, *Leading Edge* magazine and/or AFMC News Service, and message modules on AFMC's tobacco reduction policy for Command speakers to use. Encourage field unit PAs to negotiate contract changes with base newspaper publishers to eliminate tobacco ads for base newspapers.