



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO
NETPDTCINST 5100.2B
Code N83
AUG 19 2004

NETPDTC INSTRUCTION 5100.2B

Subj: **TOBACCO USE PREVENTION, CESSATION, AND EDUCATION**

Ref: (a) SECNAVINST 5100.13C
(b) NETCINST 5100.1

Encl: (1) DESIGNATED TOBACCO USE AREAS - SAUFLEY FIELD
PENSACOLA

1. **Purpose**. To provide policy and guidance per reference (a) to assist personnel in tobacco use prevention, cessation, and education and to more specifically define "smoking breaks" and to inform NETPDTC remote sites of the need to establish a local smoking policy in accordance with applicable directives and regional/activity host commands.

2. **Cancellation**. NETPDTCINST 5100.2A

3. **Definitions**

a. **Common Space**. Any space, indoors or outdoors, which is commonly used by occupants and visitors such as corridors, hangars, parking lots, warehouses, elevators, lobbies, lounges, stairways, restrooms, cafeterias, snack bars, barber shops, laundry rooms, vestibules, entrances, egresses, patios, etc.

b. **Environmental Tobacco Smoke (ETS)**. ETS is the combination of exhaled smoke and smoke emitted from burning tobacco products. ETS is a major source of harmful indoor air pollution containing formaldehyde, cyanide, and other toxins, and is a known cause of lung cancer and other respiratory illness.

c. **Tobacco Use**. Includes the use of smoking and smokeless tobacco (e.g., spit, plug, leaf, snuff, dip, and chew).

AUG 19 2004

4. **Applicability**. This instruction applies to all NETPDTC military personnel, civilian employees, including nonappropriated fund employees, contractor employees, and all family members and visitors while in NETPDTC cognizant buildings and facilities. This instruction does not cancel or supersede other instructions where smoking is controlled because of fire, explosive, safety, or other environmental considerations. This instruction has been negotiated with AFGE Local 1960 covering the NETPDTC bargaining unit employees in Pensacola.

5. **Background**. Medical research has found that use of tobacco products negatively affects the health and readiness of the Navy. In particular, smoking of tobacco has been determined to be the most preventable cause of illness and death in the United States. Smoking increases susceptibility to disease, impairs certain physical skills, reduces cardiopulmonary endurance, exercise tolerance, and stamina. Similarly, there is conclusive proof that passive inhalation and second-hand smoke can cause serious health problems for nonsmokers.

6. **Policy**. Navy policy as specified in reference (a) is aimed at establishing a healthy work environment, discouraging the use of tobacco products, educating personnel about the dangers of tobacco use, and providing encouragement and assistance to smokers who wish to quit. There is no intent to prohibit tobacco use or coerce abstinence, but to ensure a healthy, safe, unpolluted work and living environment. To that end, the following rules apply:

a. Use of tobacco products is specifically prohibited inside all buildings and common spaces that fall under the cognizance of the Commanding Officer of NETPDTC.

b. Outdoor areas designated for smoking will not be in areas commonly used by nonsmokers, and will not be in the immediate vicinity of supply air intakes or building entry ways and egresses or outdoor hallways or balconies.

c. In accordance with reference (b), NETPDTC staff members and instructors, in a duty status, will not use tobacco in the presence of students, recruits, officer candidates, or Midshipmen.

AUG 19 2004

d. The use of smokeless tobacco is prohibited during briefings, meetings, classes, formations, inspections, while on watch, and in all other situations not listed above where proper decorum is required.

e. Where smokeless tobacco use is permitted, tobacco spit shall be held in containers with sealing lids to prevent odor and accidental spills. Tobacco spit and residue shall be disposed of in a sanitary manner that prevents public exposure.

f. Employees will be allowed appropriate time during the morning and afternoon for smoking breaks. These breaks should not occur at the beginning or end of the work day nor in conjunction with the lunch break. Specifically:

(1) Smokers will be allowed two smoking periods in the morning, and two smoking periods in the afternoon. These smoking periods will not exceed 5 minutes each.

(2) Provided the employee is not involved in an urgent task at the time, a smoking break may be taken at any time **except** during the following time frames:

- 30 minutes after arrival in the morning
- 30 minutes prior to the lunch period
- 30 minutes after the lunch period
- 30 minutes prior to departure in the afternoon

(3) Employees will advise their immediate supervisor when departing for and returning from smoking breaks.

7. **Action.** Personal example by all in leadership and supervisory positions is important to the success of this policy. Accordingly, Department Heads and Special Assistants will:

a. Publicize information and encourage participation by tobacco users in approved smoking cessation clinics and workshops such as those offered by the Family Services Center, Chapel, Regional Hospital, Branch Medical Clinic, Civilian Welfare and Recreation Association, American Cancer Society, and the American Lung Association.

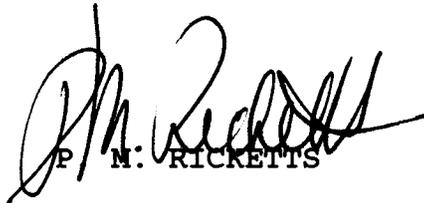
AUG 19 2004

b. Include tobacco use cessation and prevention in GMT Programs.

c. Investigate complaints of smoking violations and air contamination.

d. Ensure employees under their cognizance, including remote site employees, know where designated outdoor smoking areas are located, and that employees comply with their local and DOD smoking policies.

8. **Designated Tobacco Use Areas**. Enclosure (1) provides areas in which smoking around NETPDTCC Saufley Field cognizant buildings is permitted.



P. M. RICKETTS

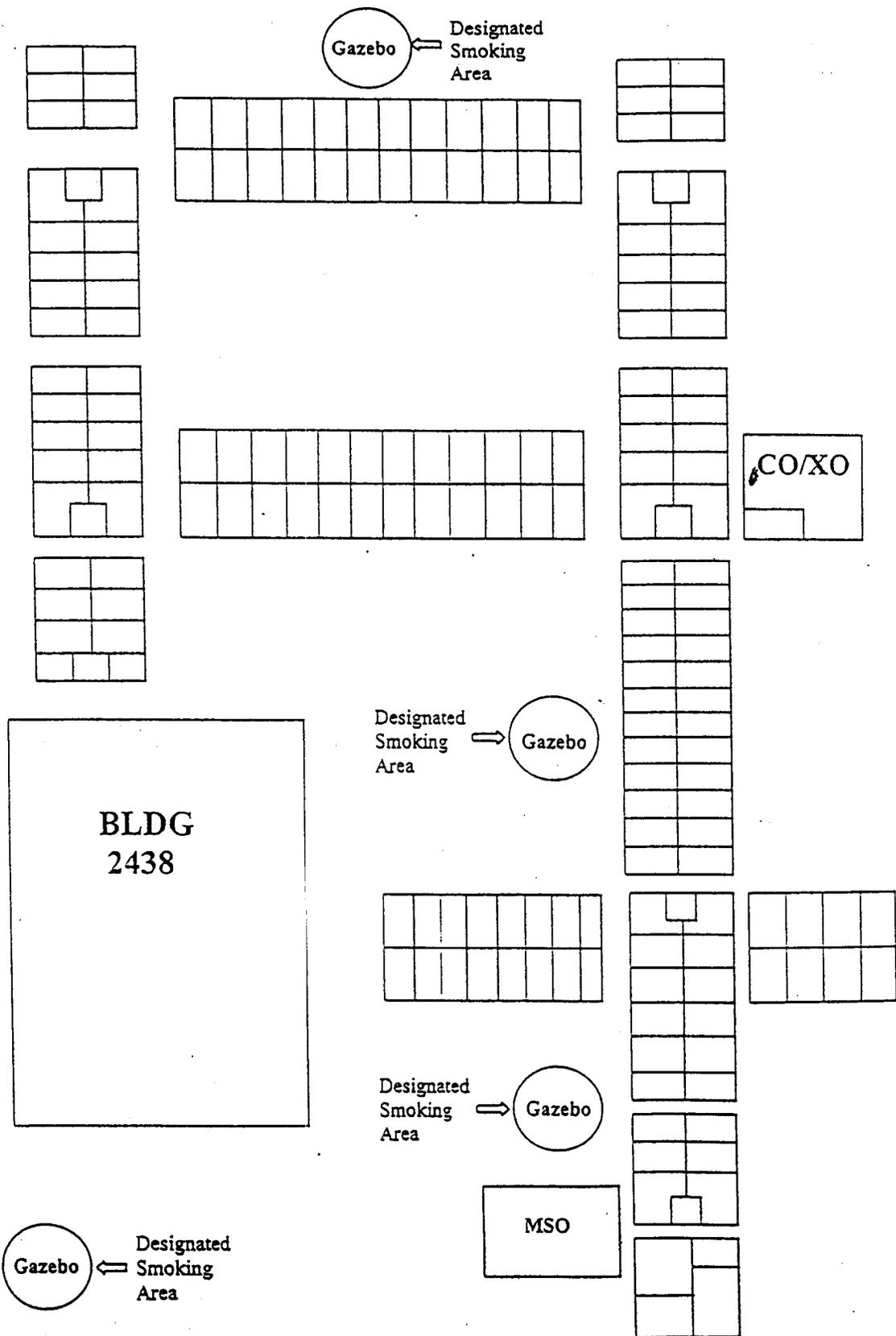
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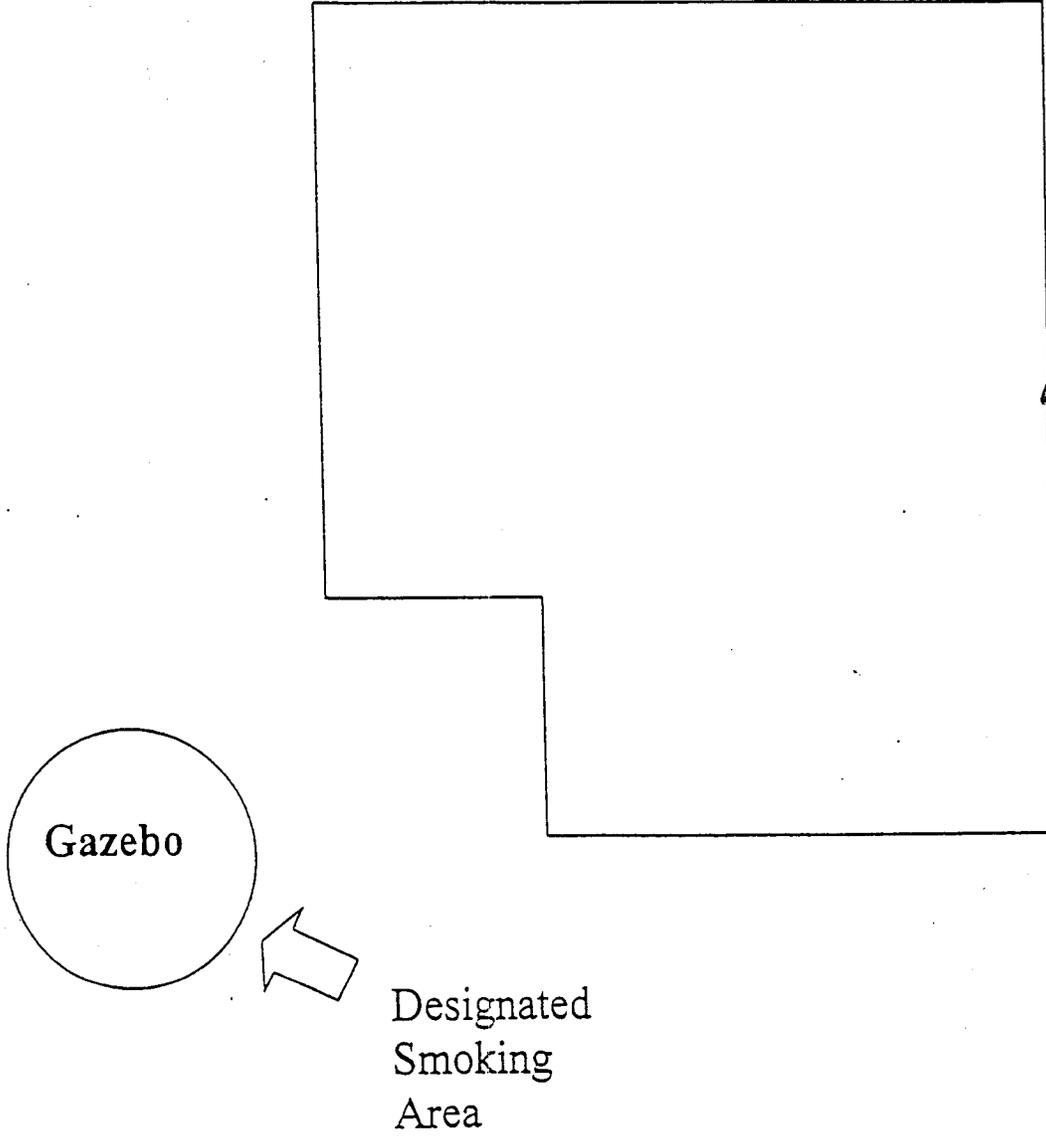
AUG 19 2004

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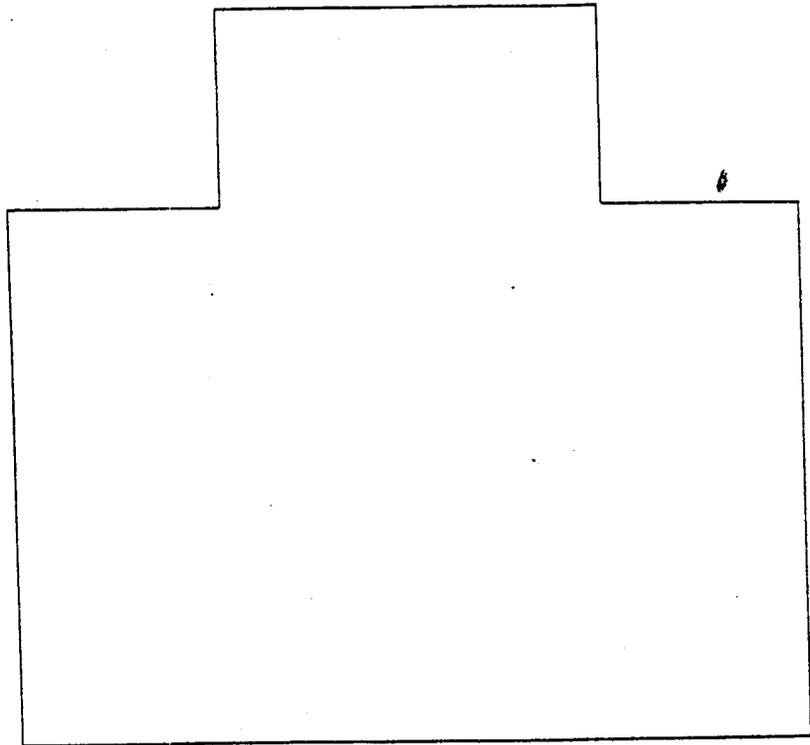


AUG 19 2004

BLDG 803



Designated
Smoking
Area



AUG 19 2004

BLDG 839

