



DEPARTMENT OF THE NAVY

NAVAL MEDICAL CENTER
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2197

IN REPLY REFER TO:

NAVMEDCENPTSVAINST 6280.1G
09F100

24 NOV 2008

NAVMEDCENPTSVA INSTRUCTION 6280.1G

Subj: SMOKING AND TOBACCO USE POLICY

Ref: (a) BUMEDINST 6200.12
(b) OPNAVINST 6100.2A
(c) SECNAVINST 5100.13E

Encl: (1) Authorized Smoking Areas

1. Purpose. To establish policy on the use of tobacco products for Naval Medical Center (NAVMEDCEN), Portsmouth, and all tenant commands on the NAVMEDCEN compound per references (a) through (c).

2. Cancellation. NAVMEDCENPTSVAINST 6280.1F

3. Scope. This instruction applies to the core medical center, all tenant commands, all outlying clinics, Naval Dental Clinic Sewells Point, and the Substance Abuse Rehabilitation Program.

4. Background. The Surgeon General of the United States has determined smoking and the use of smokeless tobacco are the most preventable causes of illness and death. Medical evidence shows overwhelmingly that use of tobacco products adversely impacts the health and readiness of our military and civilian personnel. Tobacco use impairs such critical military skills as night vision and hand/eye coordination. It impairs cardiorespiratory endurance, exercise tolerance, and stamina. It directly causes certain seriously debilitating diseases and increases susceptibility to many others which produce reduced efficiency, productivity, and dependability.

5. General Policy. It is the policy of the Surgeon General of the Navy that Medical Department personnel, as healthcare professionals, must lead the way in encouraging programs and practices which will eliminate the use of tobacco products. The Chief, Bureau of Medicine and Surgery (BUMED), has determined that all BUMED subordinate commands will set the example by establishing and maintaining a tobacco-free environment for patients, visitors, and staff.

"FIRST AND FINEST"

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a. Use of tobacco products of any kind will be prohibited in all spaces and buildings under the cognizance of NAVMEDCEN effective 20 November 2008. This prohibition will include all areas of the NAVMEDCEN compound. It will apply to all staff, visitors, contractors, and patients while on the NAVMEDCEN compound. The only exceptions will be that active duty and GS/NSPS staff members who were assigned to the compound prior to 1 July 2008 and residents of the NAVMEDCEN Barracks (Buildings 282 and 288) may use tobacco products on the compound, in the two specified tobacco-use areas. In addition, firefighters who are on duty on the NAVMEDCEN Portsmouth compound, and who were Federal Firefighters on or before 1 January 2009 may use tobacco products in the tobacco-use area located behind Building 107. This tobacco use area is for the use of firefighters as noted above only. Active duty and GS/NSPS staff members assigned on or after 1 July 2008 will not be permitted to use these designated tobacco-use areas.

b. Prior to 20 November 2008, the use of tobacco products will be prohibited in all spaces and buildings under the cognizance of NAVMEDCEN where patients are seen or work. This prohibition applies to all public areas, diagnostic and treatment areas, inpatient rooms, restrooms, administrative areas, private offices, all other areas occupied by patients or visitors, and inside Department of Defense (DOD) (only) vehicles.

c. Use of tobacco products of any kind is prohibited during the performance of official duties, briefings, meetings, classes, formations, inspections, on watch, and in all other situations not listed where proper military decorum is required.

d. This instruction does not cancel or supersede other instructions that control smoking because of fire, explosive, or other safety or operational consideration or where it could create a hazardous or otherwise unacceptable situation (i.e., in close proximity to entrances to buildings where other personnel entering or exiting could be exposed to smoke or fumes, or have their entry/exit impeded.)

e. Appropriate signs reflecting tobacco use (and the tobacco-free policy, effective 20 November 2008) will be placed at all entry gates, entrances to buildings, and in appropriate public areas, including all areas that were formerly authorized tobacco-use areas. In addition, the remaining authorized

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tobacco use areas as of 20 November 2008 will prominently display signs warning about the dangers of tobacco use and the availability of tobacco cessation programs.

f. Prior to 20 November 2008, tobacco use on the NAVMEDCEN will be permitted only in the areas designated in enclosure (1). On 30 June 2008, 1 August 2008, 1 October 2008, and 20 November 2008, the number of authorized tobacco-use areas will be reduced as noted on enclosure (1). Except for the two tobacco-use areas provided for the exclusive use of active duty and GS/NSPS staff members assigned/employed prior to 1 July 2008 and barracks residents, and the area provided for the exclusive use of on-duty firefighters employed on or before 1 January 2009, there will be no authorized tobacco-use areas on the NAVMEDCEN compound effective 20 NOV 2008. Designated smoking areas will be located a minimum of 50 feet from building entrances. These areas will be inconspicuous to any primary entrance ways. All areas within 50 feet of a building entrance will be designated a "No Smoking Zone".

g. Receptacles for waste materials generated from the use of tobacco products will be located at all designated areas where smoking is permitted. Outside grounds will be maintained clean and free from tobacco waste products (e.g., cigarette butts, empty packets, and other such waste materials). All personnel using the authorized smoking areas must use the receptacle provided.

h. Prior to 20 November 2008, ambulatory inpatients may use tobacco products in approved use areas only with the written order of an attending physician. Use of tobacco products on the NAVMEDCEN compound by patients on or after 20 November 2008 is prohibited.

i. Tobacco cessation classes and adjunctive medications (nicotine patches and gum, bupropion SR, varenicline) will be provided to all active duty personnel and their dependents, per current command/Department of the Navy policy.

j. To assist NAVMEDCEN and tenant command civilian GS/NSPS employees in making the transition to a tobacco-free environment, tobacco cessation classes and adjunctive medications will be provided to these staff members until 1 January 2009. In addition, until 1 January 2009, GS/NSPS staff members, but not contract workers, may attend NAVMEDCEN-provided tobacco cessation classes as part of their duties (and thus be paid during the time spent in the classes) at a time to

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be arranged with their supervisor. GS/NSPS Federal Firefighters are eligible for classes and adjunctive medications until 1 July 2009. Contract workers are not eligible for adjunctive medications.

k. Violators are subject to appropriate corrective or disciplinary action.

l. Tobacco products will not be sold in any medical/dental treatment facilities or administrative offices under the control of the Commander.

6. Action

a. Directors, Department Heads, and Division Officers

(1) Strictly enforce the policy and pertinent restrictions imposed by this instruction in their respective work areas and ensure that command policy is appropriately implemented to meet the guidelines, rules, and restrictions set forth herein.

(2) Ensure that all assigned personnel are aware of and comply with the requirements of this instruction.

(3) Encourage staff to refrain from smoking and using smokeless tobacco products.

(4) Encourage and support participation in cessation programs. However, no personnel will be unduly pressured or coerced in any way to participate in a cessation program or reprimed against in any manner for refusing to participate in such a program.

(5) Ensure that subordinates' time spent to indulge in tobacco use only occurs during breaks provided equally to all personnel, whether or not they choose to use tobacco, and does not adversely impact on mission accomplishment.

(6) Receive and verify reports of policy violations and take corrective action, per paragraph 7 below. NOTE: Security personnel will be summoned in cases where violators refuse to comply with the policy after being requested to do so.

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b. Staff Personnel

(1) Familiarize themselves with the provisions and restrictions of this instruction and adhere to its requirements.

(2) Assure that absences from the workplace to indulge in tobacco use only occur during breaks provided equally to all staff regardless of whether they choose to use tobacco.

(3) Report any and all violations by other staff, patients, or visitors to appropriate supervisory, management, and Security personnel.

c. Director for Administration. Ensure all tobacco products are removed from sale within areas under control of the Commander no later than (NLT) 30 June 2008.

d. Public Affairs Officer. Ensure appropriate articles appear in the *Courier* and other similar publications, and that news releases are provided to local news outlets as appropriate.

e. Head, Base Operations Medical Installation Department

(1) Provide and maintain receptacles for waste material generated from the use of tobacco products at all designated smoking areas.

(2) Ensure such receptacles are removed when authorized smoking areas are closed.

(3) Maintain three tobacco use areas as noted in enclosure (1). These areas will be at least partially enclosed to ensure that access requires use of the staff badge.

f. Head, Operating Management Department. Prepare, prominently post, and maintain appropriate signs related to the tobacco-free policy, and authorized smoking areas.

g. Head, Wellness Department. Collaborate with the Head, Addiction Medicine Division, to ensure appropriate education and tobacco cessation support is available to all staff and beneficiaries.

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h. Head, Addiction Medicine Division

(1) Collaborate with the Wellness Department to ensure appropriate education and tobacco cessation support is available to all staff and beneficiaries.

(2) Incorporate into Command Orientation for new staff members and into general military training, appropriate information and guidance concerning this instruction. Specifically, Command Orientation will focus on:

(a) Explaining the requirements of this instruction and the consequences of failure to adhere to them.

(b) Discouraging the use of tobacco products.

(c) Educating personnel on the consequences of tobacco use with emphasis on nicotine addiction and its negative impact on readiness, health risks of tobacco use including smokeless tobacco, the risks of exposure to environmental ("second hand") tobacco smoke, and availability of assistance to stop using tobacco products on an individual or group basis.

(3) Ensure that tobacco cessation classes are made available and free of charge to all active duty, retirees, dependents, and DOD GS/NSPS civilians. As noted in paragraph 5j above, time spent in classes will be considered a place of duty for DOD GS/NSPS civilians prior to 1 January 2009 and for GS/NSPS firefighters, prior to 1 July 2009. For assistance with tobacco cessation classes, contact the Addiction Medicine or the Wellness Department.

i. Head, Graphics Division. Prepare appropriate signs for use within the buildings, and post appropriate information related to this policy on the plasma screens located in Buildings 2 and 3. Prepare appropriate card-sized handouts for staff use in redirecting and educating individuals found using tobacco in violation of this policy.

j. Head, Security Department

(1) Ensure that Security personnel are familiar with the provisions of this instruction and that they respond promptly to requests for assistance in dealing with violators of the tobacco-free policy at NAVMEDCEN.

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(2) Program badges of GS/NSPS and active duty staff members who were assigned to the command prior to 1 July 2008 to allow access to the designated smoking areas. For GS/NSPS Federal Firefighters: those with badges who were employed prior to 1 January 2009 will have their badges programmed for the smoking area behind Building 107 only. In addition, as not all firefighters have badges, a "generic" badge, coded for access to the Building 107 smoking area, will be maintained at the fire station. Data from the badge readers at the designated smoking areas will not be used as a primary means of determining whether staff members are spending an excessive amount of time in the tobacco-use areas, but it may be used to corroborate information provided by a supervisor that a staff member has been away from their assigned place of duty for an excessive amount of time.

7. Enforcement. Failure of staff to comply with the requirement of this instruction, and its policy and restrictions, as set forth herein, will result in appropriate disciplinary action. When smoking is done in an area or manner which creates the danger of fire, explosion, or other such hazardous condition, a first offense could result in severe action up to and including courts-martial or removal. Patients who fail to comply may be subject to appropriate action. Visitors who fail to comply may be required to leave the medical center or clinic premises, and may be subject to other sanctions.



C. BONNEMA
Deputy

Distribution:
NAVMEDECENPTSVAINST 5215.1F (List B)

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Authorized Smoking Areas

Smoking and use of other tobacco products are only authorized in the following areas (the date of closure of these areas to tobacco use is noted in parentheses):

NAVMEDCEN Compound

- Building 1: Courtyard outside middle doors (30 June 2008)
- Building 2: Side entrance by Laboratory exit (remains open as noted above)
- Building 3: Shelter between Buildings 2 and 3 (30 June 2008)
- Building 3: Courtyard outside east exit of building (1 August 2008)
- Building 104: Gazebo outside rear exit to building (1 October 2008)
- Building 107: Fifty feet from the rear exit of building (closes to all except Federal firefighters on duty at NAVMEDCEN) (1 October 2008)
- Building 249: Covered area adjacent to loading dock by Building 250 (1 August 2008)
- Building 250: Covered area adjacent to loading dock (1 August 2008)
- Building 252: Designated area, rear of building (1 August 2008)
- Building 256: Sand Bar Center, designated areas only (30 June 2008)
- Building 271: Designated area only, rear of building (30 June 2008)
- Building 272: Designated area, between Building 272 and the tennis courts (20 November 2008)
- Building 273: Gazebo adjacent to building (1 August 2008)
- Building 274: Building 272 smoking area (20 November 2008)

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Building 276: Designated area, rear of building
(1 October 2008)

Building 282: Designated area, rear of building (remains open
as noted above)

Building 288: Designated area, rear of building
(20 November 2008)

Baseball Field: Designated area by picnic area
(20 November 2008)

Hospital Point: Designated picnic area (1 October 2008)