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SECRETARY OF THE AIR FORCE**

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Medical Command

TOBACCO FREE LIVING



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This publication implements Air Force Policy Directive (AFPD) 40-1, Health Promotion. It establishes policies governing tobacco use on Air Force installations to minimize the adverse impact of tobacco use on health, mission readiness, and unit performance. This publication applies to all military and civilian Air Force (AF) personnel, including Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waiver wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised to incorporate changes made by Guidance Memorandum in Jul 2015. Ban on smoking in POVs if children under age 14 has been removed. MDG CCs may require tobacco cessation class attendance as a requirement for issuing of tobacco cessation medications if the CC certifies that class availability does not create a barrier to potential attendees. OPR is changed to AF/SG3/5P. Family and Unaccompanied housing responsibilities have been moved under Civil Engineering, although authority to designate housing tobacco free is placed under the installation CC. Additional information regarding DTAs, their requirements and maintenance has been added under CE and Installation Commander responsibilities and the definition of DTAs. FSS/CC is identified as having primary responsibility to work with bargaining unit civilian employees.

Chapter 1

TOBACCO FREE LIVING PROGRAM OVERVIEW

1.1. Background. Tobacco use is the leading cause of preventable death in the United States. Tobacco use degrades Air Force readiness, health, and leads to preventable health care costs. The Air Force discourages the use of all tobacco products. Commanders and leaders should promote Tobacco Free Living in accordance with the Department of Defense's membership on the National Prevention Council and commitment to advance the National Prevention Strategy.

1.2. Definition. Tobacco includes all products that may be configured to deliver nicotine, including but not limited to, cigars; cigarettes; electronic cigarettes (e-cigarettes); stem pipes; water pipes; hookahs; vaporizers; smokeless products that are chewed, dipped, sniffed, or "vaped"; and any other nicotine delivery system that the Food and Drug Administration (FDA) defines as a tobacco product. NOTE: The definition of tobacco does not include FDA-approved prescription or over-the-counter nicotine replacement therapy

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Chief of Staff of Air Force (CSAF). Communicates importance of Tobacco Free Living to the Air Force mission and Comprehensive Airman Fitness.

2.2. Surgeon General of Air Force (AF/SG). Provides mission support for tobacco prevention and cessation programs.

2.3. Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR). Serves as the agent of the Secretary of the Air Force and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets that address health promotion and tobacco use.

2.4. Air Force Medical Support Agency, Health Promotion (AFMSA/SG3P).

2.4.1. Coordinates Air Force (AF) tobacco policy; develops and recommends changes to AF/SG3/5.

2.4.2. Collaborates with national organizations, other military services, and outside agencies on tobacco initiatives and policy.

2.4.3. Represents AF on the DoD Addictive Substances Misuse Advisory Committee, Tobacco Subcommittee, and other DoD tobacco working groups.

2.4.4. Collaborates with other AF agencies, as applicable, on issues related to tobacco policy and interventions.

2.5. Air Force Medical Operations Agency, Health Promotion Operations (AFMOA/SGPZ).

2.5.1. Serves as the liaison between AFMSA, Major Commands (MAJCOMs) and installations on execution of tobacco policy and interventions.

2.5.2. Plans, programs, budgets, and coordinates standardized AF tobacco interventions.

2.5.3. Evaluates and reports tobacco metrics to MAJCOM Surgeons General and AFMSA/SG3P.

2.5.4. Collaborates with other AF organizations in support of Tobacco Free Living.

2.6. MAJCOM/CC.

2.6.1. Communicates importance of Tobacco Free Living to the Air Force mission and Comprehensive Airman Fitness.

2.6.2. Establishes additional guidance to promote Tobacco Free Living.

2.7. Installation Commander.

2.7.1. Communicates importance of Tobacco Free Living to the Air Force mission and Comprehensive Airman Fitness. (T-3)

2.7.2. Establishes additional guidance to promote Tobacco Free Living. (T-3)

2.7.3. Provides funding for signage related to tobacco-free environments, including those used in installation Designated Tobacco Use Areas (DTAs); cigarette butt cans; and receptacles. (T-2)

2.7.4. Approves DTA maps, including the number and location of DTAs, submitted by Civil Engineering (CE). (T-3)

2.7.5. **(Added)** DTA siting must be approved by the local Facilities Board (see AFI 32-10142, Facilities Board). (T-3)

2.7.6. **(Added)** Exercises authority to designate housing units smoke-free based on risk assessment of secondhand tobacco smoke (STS) exposure to non-smokers. (T-2)

2.8. Medical Unit Commander.

2.8.1. Establishes tobacco-free medical campuses. (T-1)

2.8.2. Active Component Military Treatment Facilities (MTFs) only: Establishes tobacco prevention and cessation programs, and ensures they are provided with minimal barriers to active component Service members and other MTF beneficiaries. (T-1)

2.8.3. Coordinates on MTF and Air Reserve Component (ARC) medical campus boundaries and DTA maps submitted by CE prior to Installation Commander approval. (T-3)

2.9. Civil Engineering (CE). Designs, coordinates, and revises DTA maps and signage. (T-3)

2.9.1. **(Added)** Designs, coordinates, and revises DTA maps and signage. (T-3)

2.9.2. **(Added)** Structures associated with DTAs are not the responsibility of Civil Engineering. Civil Engineering may install or repair DTA-associated structures on a reimbursable basis if the local Civil Engineer unit determines in-house capacity is available. Use of facility Sustainment, facility Restoration and Modernization, or military constructions funds for installation or repair of shelters or other facilities (walkways, etc.) for tobacco use is not authorized. (T-3)

2.9.3. **(Added)** Family Housing and Unaccompanied Housing (UH):

2.9.3.1. **(Added)** Briefs prospective residents on the installation housing/UH tobacco policies. (T-3)

2.10. Public Affairs (PA).

2.10.1. Promotes public education and support for Tobacco Free Living, including tobacco-free environment policies and tobacco cessation programs. (T-3)

2.10.2. Enforces compliance with prohibiting advertisement of tobacco products, including any advertisement for a non-tobacco product or service in which a tobacco product is visually displayed, in all official Air Force print and electronic communications, as described in [Chapter 4](#). (T-1)

2.11. DELETED.

2.11.1. Briefs prospective residents on the installation housing/UH tobacco policies. (T-3)

2.11.2. Exercises authority to designate housing units smoke-free based on risk assessment of secondhand tobacco smoke (STS) exposure to non-smokers. (T-2)

2.12. Force Support Squadron Commander or Equivalent:

2.12.1. Ensures patrons are informed of the Air Force policy prohibiting tobacco use in all Services facilities and all installation recreational facilities. (T-3)

2.12.2. Enforces compliance with prohibiting tobacco product sales and tobacco-related special events in Air Force Services facilities, as described in **Chapter 4**. (T-1)

2.12.3. Informs the installation military exchange general manager and commissary store director when tobacco product prices are discounted more than what is permitted IAW DoD Instruction 1330.09, *Armed Services Exchange Policy*. (T-3)

2.12.4. **(Added)** Coordinates wing and MDG instructions with local unions in an effort to maximize compliance among civilians covered by a collective bargaining agreement. (T-3)

2.13. Security Forces Squadron. Coordinates with Health Promotion in communicating key messages on the benefits of tobacco-free environments for health, productivity, and mission performance. (T-3)

2.14. Unit/Squadron Commanders and Supervisors:

2.14.1. Communicate importance of Tobacco Free Living to the Air Force mission and Comprehensive Airman Fitness. (T-3)

2.14.2. Ensure tobacco use does not entitle tobacco users to additional break time from duties compared with non-tobacco users. (T-3)

2.15. Health Promotion Flight (Applicable to only Active Component units; no Health Promotion program in ARC):

2.15.1. Plans, coordinates, and implements the installation tobacco prevention/cessation program, and conducts ongoing program evaluation. (T-2)

2.15.2. Submits periodic tobacco cessation utilization and outcomes data to AFMOA Health Promotion Operations upon request. (T-1)

Chapter 3

TOBACCO FREE ENVIRONMENTS

3.1. Designated Tobacco Use Areas (DTAs)

3.1.1. Commanders and leaders shall minimize the number of DTAs on an installation to as close to zero as possible. DTAs are exclusively located outdoors. There is no requirement for DTAs to be covered or enclosed. Disposal of tobacco products at DTAs shall be IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. Except as otherwise provided by this Instruction, the installation shall prohibit tobacco use outside of DTAs. (T-1)

3.1.2. The installation shall have signs at installation entry points communicating that tobacco use is prohibited except in DTAs. (T-2)

3.1.3. The installation shall implement and enforce the following minimum distance standards for DTAs:

3.1.3.1. ≥ 50 feet from building entrances, pedestrian walkways, parking lots, dining areas (e.g. outdoor patios, non-DTA picnic tables) and athletic grounds (e.g. running tracks, walking trails, basketball courts). **Note:** A handicap-accessible paved path for the exclusive use of tobacco users to access a DTA, if provided, shall not be subject to the 50 feet standard for pedestrian walkways. (T-1)

3.1.3.2. ≥ 100 feet from playgrounds. (T-1)

3.2. Tobacco-free MTF campus (**Note:** For purposes of this AFI, references to tobacco-free MTF campus include ARC medical units.)

3.2.1. MTF campuses shall be tobacco-free. For the purposes of this Instruction, MTF is defined as any clinic or hospital established for the primary purpose of furnishing medical or dental care for DoD-eligible beneficiaries. MTF campuses are defined as the contiguous area surrounding the clinic or hospital, to include parking structures and lots; lawns; and other outdoor areas contiguous with the MTF. (T-1)

3.2.2. For Joint Bases where the Air Force is the installation Supporting Component (i.e. Joint Base Andrews-Naval Air Facility Washington, Joint Base McGuire-Dix-Lakehurst, Joint Base Charleston, Joint Base Elmendorf-Richardson, Joint Base San Antonio, Joint Base Langley-Eustis), the Joint Base installation commander shall also implement and enforce the tobacco-free MTF campus at all non-Air Force MTFs. (T-3)

3.2.3. For Joint Bases where the Air Force is the Supported Component (i.e. Joint Region Marianas, Joint Base Anacostia-Bolling, Joint Base Pearl Harbor-Hickam, Joint Base Lewis-McChord), the MTF campus shall be tobacco-free, unless the Joint Base installation commander specifically disapproves in writing. (T-3)

3.2.4. VA-DoD Joint Venture facilities located on Air Force installations shall implement the tobacco-free MTF campus policy, to the extent it does not conflict with section 1715 of title 38, United States Code (a provision of the "Veterans Health Care Act of 1992"). (T-0)

3.3. Other Tobacco-free environments. Tobacco use shall be prohibited in all:

3.3.1. Indoor workplaces. (T-1)

3.3.2. Air Force Services facilities, including but not limited to clubs, dining establishments, and bowling alleys. (T-1)

3.3.3. Installation recreational facilities, including but not limited to athletic fields, running tracks, basketball courts, golf courses, beaches, marinas, and parks. (T-1)

3.3.4. Lodging guest rooms, common areas of unaccompanied housing, and Temporary Lodging Facility units. (T-1)

3.3.4.1. Tobacco use is authorized in UH designated smoking rooms; however, Installation Commanders have the authority to designate the entire UH facility as non-smoking in order to minimize the health risks from tobacco use and STS, and promote a culture of health and wellness. If UH facilities are designated as non-smoking, smoking shall occur outside the facility in a DTA.

3.3.4.2. Government-owned, -leased, and -managed family housing facilities will be designated smoke-free where there is a common air-handling unit for multiple individuals or families (i.e., stairwell housing, duplex). For family housing units with separate air-handling units, if STS seeps from a smoking unit to a non-smoking unit, the Installation Commander is authorized to designate the involved units as smoke-free, but other forms of tobacco not including smoking would continue to be permitted.

3.3.5. Air Force vehicles and aircraft (T-1)

3.4. Training programs and courses. Tobacco use shall be prohibited:

3.4.1. During basic military training at all times. (T-1)

3.4.2. While in uniform by all students in technical training, accession, and graduate medical education programs. Note: These education and training programs include, but are not limited to, recruiting, pre-commissioning programs (Officer Training School [OTS] and Air Force Reserve Officer Training Corps [AFROTC]), flying training, and graduate medical education (medical and dental residencies and fellowships). (T-1)

3.5. Privately Owned Vehicles (POVs). In general, tobacco use shall be permitted in POVs with the following exceptions:

3.5.1. The MTF campus shall be 100% tobacco-free. (T-1)

3.5.2. DELETED.

3.6. Waivers. Waivers from the tobacco-free environment standards in AFI 40-102 shall be IAW AFI 33-360.

Chapter 4

MARKETING AND SALES

4.1. Advertising

4.1.1. Advertising for all tobacco products, including any advertisement for a non-tobacco product or service in which a tobacco product is visually displayed, shall be prohibited in all official Air Force print and electronic communications. (T-1)

4.2. Sales

4.2.1. Sales of tobacco products shall be prohibited in all Air Force Services facilities (e.g., Officers club, MWR facilities, golf course; NOTE: The military exchange and commissary are NOT Air Force Services facilities.) (T-1)

4.3. Special Events

4.3.1. Special events in Services facilities that promote tobacco use are prohibited (e.g. Cigar Night). (T-1)

Chapter 5

TOBACCO CESSATION SUPPORT

5.1. MTF Capabilities.

5.1.1. The MTF shall meet the clinical needs of enrolled beneficiaries who require tobacco cessation support, including access to medications, in-person counseling, and quitline counseling. The MTF shall not mandate participation in a tobacco cessation class as a precondition for receiving tobacco cessation medications. (T-1)

5.1.1. **(Replace)** The MTF shall meet the clinical needs of enrolled beneficiaries who require tobacco cessation support, including access to medications, in-person counseling, and quitline counseling. The MTF shall not mandate participation in a tobacco cessation class as a precondition for receiving tobacco cessation medications, unless the medical unit commander certifies that the required class is reasonably accessible to beneficiaries. (T-3)

5.1.2. All credentialed and privileged primary care providers, upon request, shall be given prescribing authority for all TRICARE-approved over-the-counter and prescription smoking cessation medications. (T-1)

THOMAS W. TRAVIS
Lieutenant General, USAF, MC, CFS
Surgeon General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFI 33-360, *Publications and Forms Management*, 25 September 2013
- AFI 34-246, *Air Force Lodging Program*, 9 November 2007 (Incorporating Interim Change 1, 29 October 2008)
- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011 (Incorporating Change 3, 17 January 2014)
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- CFR, Title 21, Part 1140, *Cigarettes and Smokeless Tobacco*, 1 April 2011
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Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMOA—Air Force Medical Operations Agency

AFMS—Air Force Medical Service

AFMSA—Air Force Medical Support Agency

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFROTC—Air Force Reserve Officer Training Corps

AF/SG—Air Force Surgeon General

AF/SG3—Deputy Surgeon General, Healthcare Operations

ANG—Air National Guard

ARC—Air Reserve Component

CE—Civil Engineering

CBA—Collective Bargaining Agreement

CFR—Code of Federal Regulations

CSAF—Chief of Staff

DTA—Designated Tobacco Area

GSU—Geographically Separated Unit

IAW—In Accordance With

IDMT—Independent Duty Medical Technician

IDS—Integrated Delivery System

MAJCOM—Major Command

MDG—Medical Group

MTF—Medical Treatment Facility

NRT—Nicotine Replacement Therapy

OTS—Officer Training School

POV—Privately Owned Vehicle

MDG/CC—Medical Group Commander

PHWG—Population Health Working Group

STS—Secondhand Tobacco Smoke

UCMJ—Uniform Code of Military Justice

UH—Unaccompanied Housing