



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
ANNISTON ARMY DEPOT  
7 FRANKFORD AVENUE  
ANNISTON, ALABAMA 36201-4199

AMSTA-AN-RCP

Commander's Policy Statement #39

SUBJECT: Commander's Policy on Controlled Smoking

1. The Depot Smoking Policy was established on 12 September 1991 and fully implemented on 12 September 1992. The policy is depot-wide and applies to all employees, including tenant activities, guests, and visitors.
2. In accordance with DOD Instruction 1010.15, subject: Smoke-Free Workplace, dated 7 March 1994, the smoking of tobacco products in all DOD workplaces is banned.
3. Smoking is allowed outside, in designated areas, during normally scheduled break and lunch/meal periods. Certain employees are not entitled to fixed rest periods in accordance with ANADR 690-24. For those employees, one smoke break may be allowed during the first half of the work shift and one smoke break during the second half of the work shift, at a time when the employee would otherwise be obtaining refreshments as set forth in paragraph 4d(7), ANADR 690-24, workload permitting. These smoke breaks should be of reasonable duration but in no case, more than 15 minutes.
4. Supervisors and building custodians must ensure that smoke-break areas are outdoors and away from common points of entry and/or exits into the workplace. The designated areas must be reasonably accessible to employees and should provide a measure of protection from the elements, e.g., an overhang.
5. Certain Morale, Welfare, and Recreation (MWR) facilities are exempt from the outdoor smoking requirement based on the nature of the mission, e.g., 220 Club. Even in those areas, however, separate smoking and non-smoking areas must be maintained. By December 2002, all MWR facilities must be equipped with special ventilation and smoke containment features in designated smoking areas or else they must be smoke free.
6. Auditoriums, conference rooms, classrooms, restrooms, gymnasiums, fitness centers, and elevators will not be designated smoking areas. Common break areas will not be designated smoking areas, as they are used by both smokers and nonsmokers. Also, smoking is prohibited in all government vehicles and aircraft.
7. This policy does not prohibit incidental smoking, i.e., as employees occasionally walk between buildings or to and from vehicles. Under no circumstances will employees dispose of cigarette butts on the ground.

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8. Smoking cessation classes are offered by the Community Counseling Center on a quarterly basis and a maximum of 4 hours of administrative time is authorized to attend these classes. Employees should contact their supervisor if they desire to enroll in one of the classes.

9. I fully expect supervisors at all levels to enforce rules consistent with the spirit and intent of this policy. Time away from the workplace for both smokers and nonsmokers is costly and should be held to a minimum. Providing for the needs of smokers and nonsmokers must be consistent with the accomplishment of our mission, and must comply with the provisions of our Negotiated Agreement.

10. This Policy Statement supersedes Policy Statement #39, dated 22 November 2000.

**Gerald Bates Jr**

GERALD BATES, JR.  
Colonel, OD  
Commanding

DISTRIBUTION:

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All Tenants