DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO
NAVSEAINST 5100.19A
Ser 09A/313
1 March 2002

NAVSEA INSTRUCTION 5100.19A

From: Commander, Naval Sea Systems Command

Subj: NAVSEA WASHINGTON NAVY YARD CAMPUS SMOKING POLICY

Ref: (a) Executive Order 13058,"Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace," Aug. 9, 1997
(b) DoDINST 1010.15
(c) SECNAVINST 5100.13B

Encl: (1) NAVSEA WNY Designated Smoking Areas

1. Purpose. To publish a smoking policy for the Naval Sea Systems Command Headquarters (NAVSEA HQ) and affiliated Program Executive Offices (PEOs) located at the Washington Navy Yard (WNY) that:

a. Complies with all applicable Department of Defense and Department of Navy policies for a smoke-free environment, references (a) through (c);

b. Provides a safe and healthy workplace for all NAVSEA HQ/PEOs Campus military personnel, civilian personnel, contractors, and visitors; and

c. Ensures that the workplace is reasonably free from environmental tobacco smoke (ETS) and its associated discarded waste products.

2. Cancellation. NAVSEAINST 5100.19 of 7 Aug 91.

3. Applicability. This policy applies to the following at the WNY:

a. All assigned NAVSEA HQ/PEO military and civilian personnel,

b. All NAVSEA HQ/PEO contractors, and

c. All visitors at NAVSEA HQ and PEOs.

4. Definitions.

a. Environmental Tobacco Smoke (ETS), also referred to as "secondhand" or "passive" smoke, is exhaled or side stream smoke emitted from smokers and the burning of cigarettes, cigars, and pipe tobacco. ETS is a major source of harmful indoor air pollution and a known cause of respiratory illness and heart disease.

b. A Designated Smoking Area (DSA) is a pre-inspected and approved smoking location with signs posted in the area stating DSA. DSAs will have adequate ventilation and proper waste receptacles for all discarded matches, cigarettes, cigars and tobacco associated products.

5. Policy.

a. Smoking is authorized only in areas identified as designated smoking areas (DSAs) at the WNY. DSAs nearest NAVSEA buildings at the WNY are identified in enclosure (1) and can also be found at **http://wnyops.navsea.navy.mil/employee/Smoking.asp**.

b. Smoking is specifically **PROHIBITED** in the following areas:

(1) All Navy/NAVSEA owned, leased or occupied buildings, facilities, and other areas (including, but not limited to, parking garages, private offices, lobbies, restrooms, cafeterias, and break areas);

(2) Alleys/passages between buildings;

(3) Stairways, ramps, loading docks leading to building entries/exits;

(4) Within 50 feet of building entries/exits; and

(5) In all government owned, leased or rented vehicles.

c. All users of DSAs will dispose of smoking materials in waste receptacles located in the DSAs. Disposal of discarded smoking materials around and near DSAs but not in proper waste receptacles, or in other facilities such as the parking garage, is considered littering and is a violation of this policy.

6. Responsibilities.

a. All levels of NAVSEA HQ/PEO supervision will:

(1) Instruct all personnel, contractors and visitors in their area on all the requirements of this policy;

(2) Provide all personnel, contractors and visitors with directions to the DSA for their building as necessary;

(3) Survey their assigned interior workspace area to ensure compliance with the policy; and

(4) Take appropriate disciplinary action against personnel under their supervision determined to be in violation of this policy.

b. All NAVSEA HQ/PEO personnel will:

(1) Comply with all requirements of this policy, including appropriate use of waste receptacles for discarded smoking materials; and

(2) Provide other personnel, contractors and visitors with directions to the DSA as necessary.

c. The Command Human Resources/EEO Division (SEA 09B5) will provide guidance and assistance to supervisors on disciplinary matters involving NAVSEA HQ/PEO civilian personnel.

d. The Military Manpower and Personnel Office (SEA 09M) will provide guidance and assistance to supervisors on administrative discipline matters involving NAVSEA HQ/PEO military personnel.

e. The Safety Office (SEA 09A OSH) will inspect all DSAs on a recurring basis to determine if any actions are required to encourage compliance.

7. Enforcement and Discipline.

a. Enforcement of this policy will include periodic monitoring of DSAs and non-smoking areas for compliance.

b. Disciplinary action under this policy will include:

(1) All NAVSEA HQ/PEO civilian personnel violating this policy will be subject to appropriate administrative discipline.

(2) All NAVSEA HQ/PEO military personnel violating this policy will be subject to appropriate administrative discipline.

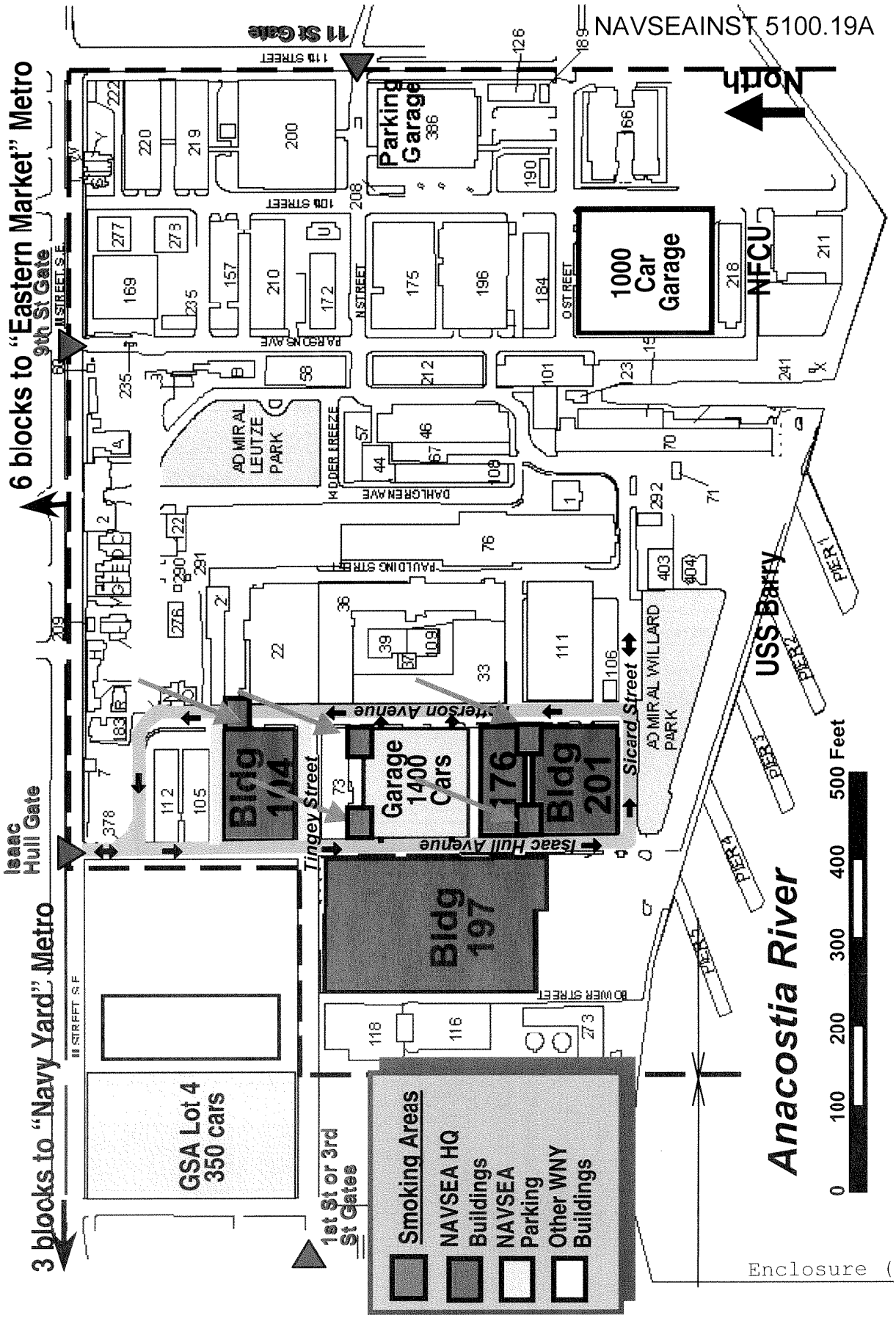
(3) All NAVSEA HQ/PEO contractors violating this policy will be subject to removal from WNY premises and other appropriate remedies under the contractual agreement.

(4) All NAVSEA HQ/PEO visitors violating this policy will be subject to removal from WNY premises.

8. Action. The provisions of this instruction are effective immediately.

G. P. NANOS, JR.

Distribution:
ALL HANDS NAVSEA HQ/PEOs


6 blocks to "Eastern Market" Metro
9th St Gate
11 St Gate
North
Parking Garage
1000 Car Garage
NFCU
ADMIRAL LEUTZE PARK
ADMIRAL WILLARD PARK
USS Barry
Anacostia River
Bldg 114
Garage 1400 Cars
176
Bldg 201
Bldg 197
Tingey Street
Isaac Hull Avenue
Sicard Street
Isaac Hull Gate
3 blocks to "Navy Yard" Metro
GSA Lot 4 350 cars
1st St or 3rd St Gates
Smoking Areas
NAVSEA HQ Buildings
NAVSEA Parking
Other WNY Buildings
0 100 200 300 400 500 Feet