



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN  
UNIT 45005  
APO AREA PACIFIC 96343-5005

REPLY TO  
ATTENTION OF:

APAJ-GA

14 JUN 2016

COMMAND POLICY MEMORANDUM 16-08

FOR SEE DISTRIBUTION

SUBJECT: US Army Japan (USARJ) Tobacco Policy

1. References.

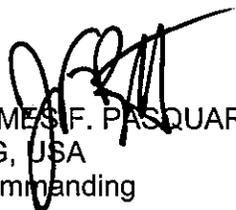
- a. Department of Defense (DOD) Directive 1010.10, Health Promotion and Disease/Injury Prevention, 22 August 2003.
- b. DOD Instruction Number 1010.15, Smoke-Free DOD facilities, 2 January 2001.
- c. AR 600-63, Army Health Promotion, 14 April 2015.
- d. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.
- e. OPORD 15-38, MEDCOM Tobacco Free Living, 8 May 2015.

2. Purpose: To establish the USARJ tobacco policy.

3. Applicability: All personnel, their command sponsored and non-command sponsored dependents assigned or attached to USARJ, tenant units, assigned units, contractors in Japan, Installation Management Command (IMCOM), all Department of Defense Education Administration (DoDEA), Defense Commissary Agency (DeCA) and Army and Air Force Exchange Services (AAFES) personnel.

4. Point of Contact for this policy is the USARJ Well Being Officer at 263-3567.

Encl  
Tobacco Policy

  
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Commanding

DISTRIBUTION:

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## USARJ Tobacco Policy

1. Background: Use of tobacco products harms readiness by impairing physical fitness and by increasing illness, absenteeism, premature death, and health care costs. Readiness is enhanced by promoting the standard of a tobacco-free environment that supports abstinence from, and discourages the use of, any tobacco product.

### 2. Definitions:

a. Workplace: Any DOD-owned, or that portion of any DoD-leased building, where work is performed by DOD military or Civilian personnel.

b. Tobacco: Includes cigarettes, cigars, cigarillos, smokeless tobacco and/or electronic cigarettes, inhaled tobacco, and other tobacco products designed for human consumption

c. Environmental Tobacco Smoke (ETS): Also referred to as secondhand or passive smoke. Exhaled and/or side-stream smoke emitted.

### 3. Tobacco Cessation:

a. All lectures and various forms of health promotion will incorporate the latest available medical research information on tobacco, health and treatment.

b. Tobacco prevention and cessation programs will aim to create a social environment that supports abstinence and offers encouragement and professional assistance in quitting. Interested persons may contact MEDDAC-Japan, Health Promotion Educator, 315-263-2004/5050 for further information.

c. In accordance with Public Law 104-52, the sale of tobacco products in vending machines and the distribution of free samples of tobacco products in or around federal buildings is prohibited.

d. Use of Tobacco products is prohibited in all areas within MEDDAC-Japan, DENTAC-Japan and the surrounding campus, as defined by the MEDDAC Commander.

4. Responsibilities: The USARJ Tobacco Policy requires commander level emphasis in order to ensure the community is aware of the tobacco policies and abide by Army regulations. Commanders must:

a. Enforce DoD Instructions and Army Regulations on controlling tobacco use.

b. Publish a tobacco policy.

c. Enforce regulation which states use of all tobacco products is prohibited in all military vehicles and aircraft and in all official vans and buses.

d. Ensure that the use of tobacco products is prohibited where it presents a safety hazard such as at firing ranges, ammunition storage areas, fuel dumps, motor pools, and equipment maintenance shops.

e. Designate reasonable outdoor accessible tobacco areas. The designated areas will be at least 50 feet away from common points of entering and exiting places of work and will not be located in areas that are commonly used by nonsmokers. These smoking areas will have appropriate trash receptacles available and will be properly policed. Appropriate signs will be prominently posted.

f. Display notices at entrances to buildings and facilities over which DA has custody and control which state that tobacco is not allowed except in designated tobacco areas.

g. Leadership will still allow for routine/designated breaks. Team members will not be allowed additional time for tobacco breaks.

h. Users of tobacco products will not be allowed additional time beyond routine breaks to be away from their jobs for tobacco breaks.

#### 5. General Prohibitions:

a. DA Workplaces. Per Reference 1c, AR 600-63, Army Health Promotion of this policy: Tobacco use is prohibited in all DA-occupied workplaces except for designated smoking areas. The workplace includes any area inside a building or facility which DA has custody and control, and where work is performed by military personnel, Civilians, or persons under contract to the Army.

#### b. Housing:

(1) Smoking in Army Family Housing (AFH): Smoking is permitted only inside individual units of AFH as long as the quarters do not share a common heating, ventilating or air conditioning system. Effective 01 July 2016, smoking inside of residences in Towers 743 and 1050 is unauthorized to include balconies and hallways.

(2) Smoking in Unaccompanied Personnel Housing (UPH): Smoking is not authorized due to the common HVAC system in these buildings.

(3) Smoking is not permitted in common spaces of multiple housing areas such as Family housing apartments, unaccompanied personnel housing, unaccompanied personnel housing permanent party, Army lodging, and other Army-operated hotels and recreational lodging. Common space is defined as any space within a building that is

common to occupants and visitors. These areas include but are not limited to: corridors, laundry rooms, lounges, stairways, elevators, lobbies, storage areas, and restrooms.

c. Child and Youth Services (CYS), Army Community Service (ACS), and Morale Welfare and Recreation (MWR):

(1) Use of tobacco products is prohibited in and around all Child and Youth Services facilities and sports fields, except in designated areas out of the presence or view of children and youth.

(2) Use of Tobacco products is prohibited in the buildings where the Army Community Service (ACS) and Child, Youth, and School Services activities are located.

(3) Use of Tobacco products is prohibited inside Morale, Welfare, Recreation buses and rental vehicles.

(4) Use of Tobacco products is prohibited in auditoriums, fitness centers, gymnasiums, and conference rooms.

d. DoD Education, Army and Air Force Exchange System, and Commissaries.

(1) Use of tobacco products by students is prohibited on the grounds of DoD Education Activity schools. Visiting Adults, faculty and staff may use tobacco products out of the presence or view of students in tobacco-use areas designated in accordance with this policy.

(2) Use of Tobacco products is prohibited in Army and Air Force Exchange System (AAFES) facilities.

(3) Use of Tobacco products is prohibited in the commissaries on Army Installations.

6. Compliance:

a. Failure to comply with the provisions of this policy may subject the military offender to adverse administrative action and/or criminal punishment under the Uniform Code of Military Justice (UCMJ). Violation of these same provisions by civilian employees will be considered as "failure to observe written regulations, orders, rules and procedures" and may result in administrative disciplinary action.

b. For repeated non-compliance, supervisors will counsel, and when appropriate, discipline staff for failure to comply with this policy.