



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5100.29G
N01

MAY 31 2001

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.29G

From: Commander, Naval Training Center, Great Lakes

Subj: TOBACCO USE, CESSATION, PREVENTION AND EDUCATION

Ref: (a) DOD DIRECTIVE 1010.10
(b) DODINST 1010.15
(c) SECNAVINST 5100.13A
(d) OPNAVINST 6100.2
(e) CNETINST 5100.4
(f) ALNAV 131/93
(g) 41 CFR § 101-20.105-3
(h) Executive Order 13058

Encl: (1) NTC Complex Designated Smoking Areas

1. Purpose. To provide command policy and guidance per references (a) through (h) and to assist in promoting smoking cessation and education throughout Naval Training Center (NTC) Complex, Great Lakes.

2. Cancellation. NTCGLAKESINST 5100.29F

3. Scope. This instruction applies to all military, civilian and contractor personnel who work on board NTC Great Lakes.

4. Background. Smoking of tobacco has been determined to be the most preventable cause of illness and death. The use of oral tobacco ("snuff") causes oral cancer and gum disease. Environmental tobacco (second hand/passive smoke) poses a greater health risk than all other air pollutants combined. The use of tobacco or exposure to tobacco smoke reduces the performance level of individuals, shortens one's life span and reduces the readiness of our military personnel.

5. Policy.

a. An environment will exist to support abstinence and discourage the use of tobacco products, create a healthy working environment, and provide smokers encouragement and professional assistance to stop smoking.

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b. A continuing educational tobacco use cessation program shall be available to assist personnel.

6. Action.

a. Commander, Naval Training Center, maintains overall responsibility and provides support for the implementation and control of the Tobacco Use, Cessation, Prevention and Education Program, which includes roads and real property situated within boundaries of NTC, Recruit Training Command, Naval Hospital, Burkey Mall Complex; all family housing at Forrestal Village, Halsey Village, Nimitz Village, Glenview Housing, Fort Sheridan Housing; the Supply Annex; the NTC Golf Course; Buildings 3200, 3400 and 8100; and all real estate owned, leased, or controlled by the U.S. Government, contiguous to these areas, except the Veteran's Administration Medical Center, North Chicago, Illinois.

b. TOBACCO USE IS PROHIBITED IN ALL GOVERNMENT WORK BUILDINGS AND GOVERNMENT VEHICLES WITHIN THE NTC COMPLEX (PHYSICALLY DEFINED IN PARAGRAPH 6A OF THIS INSTRUCTION) WITH THE EXCEPTION OF DESIGNATED FACILITIES. (See Enclosure (1)).

c. Smoking is permitted in individually assigned family Quarters, except when they are served by a heating, ventilation and air-conditioning (HVAC) system common to all units of the same type. Smoking is permitted on the golf course and in rooms in the Navy Lodge designated for smoking.

d. Smoking is not permitted in the BOQs or BEQs. Smoking is not permitted in common spaces of multiple housing units (e.g., family housing apartment complexes, bachelor quarters, Navy Lodge). Common space is defined as any space within a building common to all occupants and visitors, such as corridors, elevators, lobbies, lounges, stairways, restrooms, barber shops, laundry rooms, etc. Designated smoking areas of multiple housing units will be separately ventilated, and ventilation will exhaust directly outdoors.

e. The Main Exchange store at Burkey Mall and the Mini-Mart in Forrestal Village are the only NEX facilities at NTC that will stock or sell tobacco products.

f. Staff and students will not share a smoking break area. Staff members may not use tobacco products in the presence of students or recruits while in a duty status or in uniform. While in uniform, the use of tobacco products by students,

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recruits or staff outside of the designated tobacco-use area is prohibited.

g. Smoking is not permitted at the entrance into any building of NTC to include MWR facilities, NEX store entrances (including the Student Store) or barracks. Designated smoking areas will be located at least fifty (50) feet away from any entrance to or exit from a building and shall be located away from windows, openings in the building to include ventilation intake areas to ensure the safety and well being of the employees and customers. A receptacle for cigarette butts shall be provided at each designated smoking area. As resources permit, commands should provide shelter for protection from natural elements such as wind, rain, sleet or snow.

h. Commanding Officers, Officers-in Charge, and Activity Heads within the NTC Complex, shall:

(1) Give maximum support to the Tobacco Use, Cessation, Prevention, and Education Policy.

(2) Initiate an active program that offers personnel maximum opportunities to attend smoking cessation programs.

(a) Provide general military training for all members regarding:

1 Nicotine addiction and its negative impact on readiness.

2 Health risk of tobacco use.

3 Availability of assistance for non-tobacco use.

(b) Encourage individuals to attend tobacco cessation and/or facilitator training provided by the Health Promotion Office, Naval Hospital Great Lakes, Illinois. Up to two hours of administrative time per month may be granted to employees participating in this program.

(3) Use the outside tobacco-use areas designated for their building(s). Ensure appropriate control and policing of outside tobacco areas. These areas shall not be at the front of or by conspicuous entrance areas to a building and shall conform to the requirements of Paragraph 6.g. and to all other requirements in this Instruction. Personnel using outside

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tobacco-use areas shall be in proper uniform, including cover. While in uniform, tobacco use outside of designated tobacco-use areas is prohibited.

(4) Provide Chief of Staff, Operations a layout of unit specific designated tobacco-use areas.

i. Staff members and instructors may not use tobacco in the presence of students or recruits while in a duty status.

j. NTC Drug and Alcohol Program Advisor (DAPA) shall coordinate with all commands DAPAs and Fitness Coordinators to provide current information on available cessation, prevention, and educational programs. NTC DAPA will provide a referral service and will be responsible for publicity of all events related to tobacco-use cessation.



G. L. GERARD
Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case B) & III-A, B, C

MAY 31 2001NTC DESIGNATED SMOKING AREASNavy Exchange

<u>Building</u>	<u>Activity</u>	<u>Location</u>
105	Vending/Maint	West side of building
111	Fleet Store	West side of building only
220	Laundry	East side, press room door exit (50 ft away from entrance)
400	Student Store	North end of the building
912	Tailor Shop	East side of building
1312	Photo Lab	Back dock
1405	Pack & Wrap/Barber	RTC designated area (Gazebo)
2500	Navy Lodge	East side of building, (50 ft away from entrance)
2710	Mini Mart	East side of building
3212-B	Home Gallery	South end of rear loading Dock
3452	Burkey Mall NEX	Parking/loading area behind building (not on ramp)
3503	Distribution Center	Southwest loading dock

Morale, Welfare and Recreation

140	Port O'Call	Patio outside Pub 140
180	Rynish Bowling Ctr	Game Room
525	Pier 525	Club Liberty/Over 21 Club (Outside entrance <u>is not</u> a designated area!)
3312	Golf Course	Patio outside Duffer's Den and on the golf course

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Public Works Center

<u>Building</u>	<u>Location</u>
1A/68	Southeast side of Bldg. 1A parking lot
11	North side of Boiler #4
12A	West side between bldg 12A and bldg 12
68H	East of bldg 68H near west side of bldg 111H
103	South loading dock
104	Sheet metal/welding shop; south side near overhead door
104A	Machine shop; south parking lot and Paint shop; south side near canopy
200H	East of Hospital across 8 th Street
1506	West side of bldg, overhang area outside of lunchroom & east side under overhang
2016	North porch, loading dock east side
3223/3223A	South end near ComEd fence line
3511	Outside bldg 3511 at southwest corner
61 (Glenview)	Southeast side of building
378 (Ft Sheridan)	West side, south of overhead door
5	Near bldg 179
2446A	South side

Navy College

<u>Building</u>	<u>Location</u>
2	Gazebo, east side of building

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Personnel Support Activity (NTC/RTC)

<u>Building</u>	<u>Activity</u>	<u>Location</u>
1405	RTC	Gazebo, north end of building
2C	NTC	Shack, southwest corner of bldg

U. S. Military Entrance Processing Command

<u>Building</u>	<u>Location</u>
3400	Smoke stand west side of bldg

Service School Command

<u>Building</u>	<u>Staff location</u>	<u>Student location</u>
2B	West side	South side
3	Rear exit	N/A
122	Rear exit	Student area
215	Patio	Fenced area
229	Rear Exit	Southside bldg 328
236	Rear Exit	Southside bldg 328
238	Rear Exit	Southside bldg 328
300 BEQ Complex	Courtyard	Courtyard
322	Rear Exit	Southside bldg 328
324	Rear Exit	N/A
325	NW corner	North of bldg 236
328	bldg 236 Rear Exit	Southside bldg 328
329	bldg 238 Rear Exit	Southside bldg 328
500 BEQ Complex	Courtyard	Courtyard
510	Rear Exit	Rear Exit

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520	Rear Exit	Rear Exit
521	Smoke Shack	Smoke Shack
523	Rear Exit	Rear Exit
830 BEQ Complex	Smoking Gazebos	Smoking Gazebos
616	Garage area	Center Courtyard
621	North side	South end

Transient Personnel Unit

Staff location

Transient location

Lean-to, east side, main entrance bldg 177

Cement pad west side, bldg 178 main entrance, (in inclement weather) Gazebo, SE corner bldg 177

Construction Battalion Unit FOUR ZERO ONE

Building

Location

3214 and 3215

Outside building 3215, west side, adjacent to recreation room

3216B/C

Outside building 3216B (Alfa company), under awning, west side center exit door

Navy Recruiting Region Central

Building

Location

3

North side of bldg 3

Recruit Training Command

Building

Location

800

CPO Lounge

1000

E-5/E-6 Lounge

1312

Behind NE corner

Enclosure (1)

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1405 Gazebo, north end of bldg
 928 West stairwell going to basement
 1128 Gazebo, SE corner of bldg
 912 Behind east side of bldg

Military Medical Support Office (MMSO)

Covered barbecue pit in courtyard area

Fire Department

<u>Building</u>	<u>Location</u>
Main Sta.	Prohibited in the Captain's Office; Assistant Fire Chief's Office; berthing areas, and the galley. Smoking is also prohibited in the lounge when a non-smoker objects. Smoking is otherwise authorized throughout the building.
Sta. 2	Fire apparatus bay only
Fort Sheridan	Fire apparatus bay only

Police Department

<u>Building</u>	<u>Location</u>
130	East side of bldg behind wooden fence

NETPDTC

<u>Building</u>	<u>Location</u>
3400	West side of bldg in enclosed area

Naval Hospital

<u>Building</u>	<u>Location</u>
200H	East side of bldg in covered shelter

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NTC

<u>Building</u>	<u>Location</u>
1	Gazebo on north side of bldg 1
27	Gazebo on north side of bldg
400 BEQ Complex	Between 430 and 433 Between 431 and 435 Large concrete pad centrally located Between 432/433/434/435 SW corner of 436 (behind the building)
400 BEQ Complex	North side of 439. (just off of the patio)
Boorda Hall	Three barbecue pits between 31/32, 32/33, and 33/34
BOH Bldg 62	Gazebo behind the main building (lake side)
BEQ 833 and 834	Breezeway beneath 834
3200	Southwest corner, outside rear door
8100	Gazebo on the east side of bldg 8100

Naval Reserve Center

<u>Building</u>	<u>Location</u>
3209	Outside exterior doorway of room 509
1712	Fenced-in area at rear of bldg outside garage door
52	Exterior doorway facing NW at the entrance to the compound
190	Outside the exterior doorway at the foot of the SE stairwell adjacent to the drill deck

Naval Dental Research Institute

<u>Building</u>	<u>Location</u>
1H	Area referred to as the "QUAD" between bldgs 1H and 43H