NAVSUPPACT NAPLES INSTRUCTION 5100.10B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: TOBACCO POLICY

Ref: (a) SECNAVINST 5100.13E
(b) NAVSUPPACTNAPLESINST 11101.12A

Encl: (1) NAVSUPPACT Naples Designated Tobacco Use Areas Capodichino
(2) NAVSUPPACT Naples Designated Tobacco Use Areas Support Site, Gricignano

1. **Purpose.** To issue guidance and assign responsibilities to maintain compliance with references (a) and (b), for U.S. Naval Support Activity, (NAVSUPPACT), Naples Italy.

2. **Cancellation.** NAVSUPPACTNAPLESINST 5100.10A

3. **Scope and Applicability.** This policy is applicable to military, civilian, contract personnel, host nation, dependents and visitors while onboard NAVSUPPACT Naples to include all vehicles, buildings, and facilities. The policy does not cancel or supersede other instructions where tobacco use is controlled by fire, explosives or other safety considerations.

4. **Policy**

   a. It is NAVSUPPACT Naples policy to provide protection from involuntary exposure to tobacco product residue in NAVSUPPACT Naples facilities. Per reference (a), NAVSUPPACT Naples will strive to create a healthy work environment that supports abstinence and discourages use of tobacco products per reference (a) which includes but is not limited to both smoking and smokeless tobacco. We will also assist those individuals who desire help to quit tobacco use.

   b. Tobacco use is permitted in designated areas only per reference (a) and (b). Designated tobacco use areas aboard Capodichino are indicated in enclosure (1) and designated tobacco use areas in Gricignano are outlined in enclosure (2). Any additions or modifications to enclosures (1) or (2) require coordination with the NAVSUPPACT Naples Commanding Officer (CO).

   c. Tobacco use is specifically **PROHIBITED** in the following areas per reference (a) and (b):

      (1) All Navy owned, leased or occupied buildings;

      (2) Alleys/passages between buildings;

      (3) Stairways, ramps, loading docks leading to building entries and exits;
(4) Within 50 feet of building main entries and exits;

(5) In front or near air intake ducts;

(6) In common areas within Family Housing buildings;

(7) All government owned, leased or rented vehicles.

d. Personnel are required to dispose of tobacco use products in the containers/ashtrays available in the designated tobacco use areas. Personnel will not dispose of matches, cigarette/butts, cigars and tobacco associated products on the ground. Disposal of discarded tobacco use materials around and near designated tobacco use areas but not in proper waste receptacles, or in other facilities such as parking garages, is considered littering and is a violation of this policy.

5. Responsibilities

a. NAVSUPPACT Naples CO will ensure tobacco use is consistent with references (a) and (b).

b. U.S. Naval Hospital, Naples, Italy, and Branch Health Clinic, Capodichino, will offer Tobacco Cessation programs on a walk-in basis.

c. All levels of NAVSUPPACT Naples supervision will instruct all personnel, contractors and visitors in their area on the requirements of this policy.

d. All NAVSUPPACT Naples personnel will comply with the requirements of this policy, including use of containers/ashtrays for discarded tobacco use materials and provide other personnel, contractors and visitors with directions to designated tobacco use areas as necessary.

e. Department Heads and tenant commands will coordinate resolution of all problematic tobacco use-related issues pertaining to civilians, U.S. and host nation, with the Human Resources Office, Labor and Employee Relations Division.

6. Action

a. The last Friday of the month will be designated as “Smoke Out” day from 0800-0900 across the installation. Tenant commands will assist in providing personnel to clean designated tobacco use areas. If the last Friday falls on a Day of No Scheduled Activity (DONSA), it will be completed on the last working day prior to the DONSA.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.
8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

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Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html