



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 5100.13F

ASN(M&RA)

2 Dec 2020

SECNAV INSTRUCTION 5100.13F

From: Secretary of the Navy

Subj: NAVY AND MARINE CORPS TOBACCO POLICY

Ref: See enclosure (1)

Encl: (1) References  
(2) Definitions  
(3) Background  
(4) Prohibitions and Authorizations  
(5) Training and Assistance for Military Members  
(6) Responsibilities  
(7) Program Compliance Report Template

1. Purpose

a. To implement overarching policy and program guidance, in accordance with references (a) through (u), for the control and reduction of tobacco product use within the Department of the Navy (DON).

b. This instruction is a complete revision and should be reviewed in its entirety. Significant updates include minimum age change for the sale of tobacco products, alignment with the Food and Drug Administration (FDA) definition of tobacco products to include Electronic Nicotine Delivery Systems (ENDS), dissolvables, pipe tobacco, hookah tobacco and future products; changes to Designated Tobacco Use Areas (DTUAs); and use of prevailing price in the local community for sales of tobacco products at DON sales outlets.

2. Cancellation. SECNAVINST 5100.13E.

3. Definitions. See enclosure (2).

4. Applicability

a. This instruction applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), and

2 Dec 2020

the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

b. This instruction applies to all DON military and reserve components and civilian personnel, including appropriated and nonappropriated fund employees, family members, patients, visitors, volunteers, and contractors while in DON spaces or on DON installations.

c. This instruction does not cancel or supersede other instructions where tobacco products are regulated because of fire, explosive, or other safety considerations.

5. Policy. As reported by the Centers for Disease Control and Prevention (CDC), tobacco product use is the leading cause of preventable disease, disability, and death in the U.S. The negative impact to Service Members includes reduced physical-performance capability, impaired night vision, increased risk of respiratory illnesses and surgical complications, delayed wound healing, accelerated age-related hearing loss, and negative impacts on oral health. There are also long-term health effects such as cancer, stroke, emphysema, and heart disease. Despite these negative effects, Service Members continue to use tobacco products at rates that exceed those in the U.S. adult population, refer to reference (s). Due to the harmful effects of tobacco products on health and readiness, it is DON policy to aggressively reduce tobacco product use by all personnel and discourage initiation. Additional details regarding the dangers of tobacco products to include impact on non-tobacco users, and the effects on readiness are in enclosure (3).

a. Sale of tobacco products will not be subsidized by the DON. Tobacco products sold in Navy and Marine Corps exchanges, Morale, Welfare, and Recreation (MWR) facilities and ships stores in the U.S. will be priced to match the prevailing price within the local community, including the effects of state and local sales tax using methodology prescribed by the Department of Defense (DoD) in reference (o). Outside the U.S., prices must fall within the range of prevailing prices for that same product established in outlets of the defense retail systems in the U.S. Where the DoD pricing methodology leaves discretion to the DON, Navy and Marine Corps sales outlets will not set prices that could reasonably be perceived as discounting tobacco products. Refer to enclosure (4) for additional guidance for the sale of tobacco products.

b. All indoor areas of DON facilities must be designated as "tobacco product-free" and tobacco product use is restricted to specifically designated outdoor areas. DTUAs must not be located near areas frequented by minors such as schools, playgrounds, pools, and athletic fields. It is the responsibility of those at all levels of leadership to take appropriate action to address tobacco product use in areas not specifically designated for tobacco product use and enforce the guidance outlined in this instruction. Refer to enclosure (4) for additional prohibitions and authorizations.

c. Tobacco product cessation resources, programs, and treatment should be accessible and available to all beneficiaries. Tobacco product cessation programs, to include public education, awareness, and anti-tobacco product media campaigns, will be continually improved and sustained based on best practices for comprehensive tobacco product control programs as stated by the CDC in reference (u).

d. All military personnel will receive training on the dangers of tobacco products, to include impacts to health and readiness, throughout the military life cycle in accordance with enclosure (5).

6. Responsibilities. See enclosure (6).

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:  
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

2 Dec 2020

8. Reports. The reporting requirements contained in enclosure (5), paragraphs 1b and 2, and enclosure (7) in its entirety are exempt from reports control in accordance with SECNAV M-5214.1, Part IV, paragraph 7n.



Gregory J. Slavonic  
Assistant Secretary of the Navy  
(Manpower & Reserve Affairs)  
Performing the Duties of the  
Under Secretary of the Navy

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<https://www.secnav.navy.mil/doni/>

**REFERENCES**

- (a) National Institute for Occupational Safety and Health (NIOSH) Current Intelligence Bulletin (CIB) 54 of June 1991
- (b) Environmental Protection Agency Report, Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders of December 1992 (NOTAL)
- (c) Healthy People 2020 [Internet], Washington, DC: U.S. Department of Health and Human Services, 07 March 2019
- (d) National Prevention Council, *National Prevention Strategy*, Washington, DC: U.S. Department of Health and Human Services, Office of the Surgeon General, 2011
- (e) Public Law 104-52
- (f) NAVPERS 15665I
- (g) MCO 1020.34H
- (h) DoD Instruction 1330.21 of 14 July 2005
- (i) DoD Instruction 1330.09 of 7 December 2005
- (j) Public Law 116-94, Section 603
- (k) Under Secretary of Defense (Personnel and Readiness) Memorandum, Minimum Age for the Sale of Tobacco Products of 16 April 2020.
- (l) Public Law 110-417, Section 713
- (m) SECNAV memo, Tobacco Cessation in the Department of the Navy of 2 Mar 12
- (n) Secretary of Defense Policy Memorandum 16-001, Department of Defense Tobacco Policy of 8 April 2016
- (o) Acting Deputy Assistant Secretary of Defense (Military Community and Family Policy) Memorandum, Implementation Procedures for the DoD Tobacco Pricing Policy of 21 February 2017
- (p) DoD Instruction 1010.10 of 28 April 2014
- (q) SECNAVINST 5200.35G
- (r) *The Health Consequences of Smoking-50 Years of Progress*, Washington, DC: U.S. Department of Health and Human Services, Office of the Surgeon General, 2014
- (s) Institute of Medicine (US) Committee on Smoking Cessation in Military and Veteran Populations, *Combating Tobacco Use in Military and Veteran Populations*, Washington, DC: National Academies Press, 2009
- (t) DoD Instruction 6040.45 of 16 November 2015, as amended
- (u) *Best Practices for Comprehensive Tobacco Control Programs*, Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014

## DEFINITIONS

1. Carcinogen. Any substance, agent, radionuclide, or radiation that promotes carcinogenesis, the formation of cancer.
2. Beneficiary. A person eligible to receive medical care in an Military Treatment Facility (MTF).
3. DON Spaces. Any interior space owned, leased, or controlled by the DON, including any Navy or Marine Corps space, building, facility, vessel, aircraft, or vehicle.
4. ENDS. ENDS are hand-held personal electronic devices that vaporize a solution of an aerosolized mixture containing flavored liquids and nicotine during inhalation. These devices that do not burn or use tobacco leaves. The main constituents of the solution, in addition to nicotine when nicotine is present, are propylene glycol, with or without glycerol and flavoring agents. ENDS are also commonly referred to as e-cigarettes, personal vaporizers, vape pens, e-cigars, e-hookah, pod mods, or vaping devices. ENDS can resemble traditional tobacco products like cigarettes, cigars, pipes, or common gadgets like flashlights, flash drives, or pens.
5. Environmental Tobacco Smoke (ETS). Also referred to as "second-hand" or "passive" smoke. Exhaled and or side-streamed smoke emitted from smokers, burning cigarettes, cigars, pipe tobacco, and other tobacco products and vapor from ENDS products. Per references (a) and (b), ETS is a major source of harmful air pollution designated as a human lung carcinogen, or "Group A" carcinogen by the Environmental Protection Agency (EPA) and known to cause respiratory illness and heart disease.
6. Local Community. An area no greater than a 20-mile radius from the installation. For installations in locations without the minimum sampling size required by this instruction, the next closest municipality meeting the minimum sampling requirements will be used.
7. Minor. Anyone under 18 years of age.
8. MTF. A military facility established for the purpose of furnishing medical and dental care to eligible individuals.
9. Prevailing Price. The most common shelf price paid for a tobacco product by local consumers within the local community.

2 Dec 2020

10. Residue. By-products of tobacco product use (e.g., butts, ashes, matches, product wrappings, spit, spit cups, and ENDS products, including batteries and other components).

11. Smokeless Tobacco (ST). Tobacco or a tobacco product that is used by means other than smoking. These uses include chewing, sniffing, placing the product between the teeth and gum, or application to the skin. ST products are produced in various forms, such as chewing tobacco, snuff, snus, and dissolvable tobacco.

12. Tobacco Cessation Products. FDA-approved products and medications used to support tobacco product cessation. Includes, but is not limited to, FDA approved Nicotine Replacement Therapy (NRT) products such as NRT gum, patches, lozenges, and prescription medications like bupropion and varenicline.

13. Tobacco Products. Includes the use of smoking tobacco (e.g., cigarettes, cigars, water pipes, hookah, pipe tobacco, roll-your own); ST (e.g., spit, plug, leaf, snuff, dip, chew, snus); nicotine gels; dissolvables; ENDS and associated devices to include vaporizers, electronic cigarettes, electronic pipes, and electronic hookah (e.g., e-cigarettes, e-pipes, e-hookah, vape pen, pod mod); any product that can be used to deliver nicotine or tobacco; and any other ENDS and future tobacco products as classified by the FDA.

## BACKGROUND

1. Dangers of Tobacco. As reported by the FDA and Office of the Surgeon General, tobacco product use is the single largest cause of preventable premature mortality in the U.S. among adults. Cigarette smoking may cause heart disease, reproductive effects (such as infertility and low birth weight), several kinds of cancer (lung, larynx, esophagus, pharynx, mouth, and bladder) and chronic lung disease. It also contributes to cancer of the pancreas, kidney, and cervix. The use of ST may cause a number of serious oral health conditions and problems, including cancer of the mouth and gums, periodontitis, and tooth loss. ENDS contains carcinogens and toxic chemicals such as nitrosamines and propylene glycol. ENDS have not been subject to the standards imposed on tobacco products and pharmaceutical companies, resulting in manufacturers not disclosing the ingredients used in ENDS. The aerosol released from ENDS contains chemicals such as formaldehyde and acrolein that can have adverse effects such as watery eyes; burning sensations in the eyes, nose, and throat; coughing; wheezing; nausea; and skin irritation. All of these consequences in the use of tobacco products result in a loss of medical readiness for the individual and the DON.

2. Impact to Non-smokers and Tobacco Product Users. As reported by the EPA in reference (b), studies have found that involuntary exposure to tobacco product smoke can cause cancer, lung, and heart disease in healthy nonsmokers. Because of these findings, the EPA has classified Environmental Tobacco Smoke (ETS) as a known human-lung carcinogen or "Group A" carcinogen under EPA's Carcinogen Classification System. Additionally, ST residue (from spitting into open containers, waste baskets, or on the ground) presents an unsanitary condition. Saliva is a culture medium for infectious organisms; ST residue poses a risk to those nearby. Non-tobacco product users may reduce their exposure to ETS by avoiding areas where tobacco products are being used. Tobacco product users can also reduce their exposure by limiting time in DTUAs.

3. Tobacco Product Use in Any Form is Addictive. There is no safe form of tobacco products. Smoked tobacco, ST, ENDS and associated devices, dissolvables, and future products are harmful. The CDC has documented that most smokers identify tobacco product use as harmful and nearly 70% of cigarette smokers want to quit completely.



2 Dec 2020

4. Negative Effect on Readiness. As reported by the FDA and Office of the Surgeon General, tobacco product use is associated with higher absenteeism, diminished motor and perceptual skill, and poor endurance. The use of tobacco products adversely affects low-light and night vision, respiratory capacity, wound-healing rates, and contributes to the risk of cold-related injuries, including frostbite, refer to reference (s).

5. Protecting DON Personnel. The use of tobacco products adversely affects the health of all personnel and prevents the tobacco-free environment objective. The DON must take reasonable steps to protect its personnel by providing a safe, healthy, non-polluted, and tobacco product free work environment.

**PROHIBITIONS AND AUTHORIZATIONS**

1. Tobacco Product Use While in Uniform. Service Members will follow the Service instructions in accordance with references (f) and (g) while using tobacco products in uniform. Additionally, tobacco product use is prohibited while in uniform when representing DON in an official capacity. Leadership is responsible for enforcing this policy.

2. Tobacco Product Breaks. Time spent for tobacco product use (while on duty) must occur only during approved break periods that will be designated by supervisors based on staffing and in accordance with regulations, personnel policy, and collective bargaining agreements. Tobacco product users will have the same number and length of breaks as non-tobacco product users. Tobacco product use is prohibited during time authorized for physical fitness, training, and conditioning.

3. DTUAs. DTUAs are outdoor areas established not to encourage tobacco product use, but to provide the exclusive location on DON installations and weather decks of vessels where tobacco products may be used so as to not expose others to ETS and residue. Residue will only be discharged in non-combustible containers provided for that purpose and should be available in all DTUAs. Without exception, use of tobacco products is prohibited in all DON leased and controlled spaces, including the interior of vessels and military aircraft.

a. DTUAs will meet the following requirements:

(1) Be outdoors, at least 50 feet away from all points of facility entry/egress and air intake ducts;

(2) Be at least 100 feet away from areas frequented by minors. Set back distances will not be waived;

(3) Not be directly in front of buildings;

(4) Be located so as to minimize exposure by non-tobacco product users to ETS. Reasonable steps must be taken to avoid proximity to outdoor areas used by non-users such as sidewalks, walkways, picnic tables, and entrances; and

(5) Prominently display tobacco product use warnings and information regarding the availability of tobacco product cessation programs.

b. Vessels. As safety and operational requirements permit, commanding officers (COs) may designate one or more weather decks as a DTUA on his or her vessel.

c. Other Conditions. In recognition of the general inapplicability of DTUA requirements when operating away from the built up areas of installations, COs of units may authorize to designate one or more DTUAs without adhering to the requirements listed in paragraph 3.a.(3) through 3.a.(5).

d. Housing

(1) Consistent with the policy to lessen the harmful effects of ETS and promote tobacco product cessation efforts, all DON owned or leased housing, including family housing, unaccompanied housing, and lodges, must be ETS free. Installations should provide DTUAs in the vicinity of these housing areas.

(2) Privatized housing is not owned by the DON, and is not subject to the ETS free requirements of the DON. However, efforts to negotiate terms supporting the objective of a smoke-free environment by privatized housing owners are strongly encouraged.

e. Support from Non-Government Entities. To ensure broad support for and compliance with tobacco policy on DON installations, commanders and COs should coordinate with representatives of relevant groups such as unions and Public Private Partnerships for military family housing, in encouraging practices consistent with this policy.

f. Vehicles. Tobacco product use is not permitted in DON or government vehicles. Tobacco product use in a privately-owned vehicle (POV) on a DON installation is permitted provided the POV is traveling on a roadway or, if parked, is at least 50 feet away from all points of facility entry/egress and air intake ducts, at least 100 feet away from areas frequented by minors, and not directly in front of a building.

g. If feedback is received that the current distance of a DTUA is insufficient for protecting individuals from exposure to ETS, the responsible official will take appropriate action to protect personnel from the dangers of ETS.

h. If the proposed DTUA does not meet these criteria, no DTUA will be designated for that area. This policy does not

require funds be expended to provide, construct, move, or maintain sheltered outdoor DTUAs.

4. Initial Entry and Training Programs. Military and civilian staff members, at initial entry and training programs, are prohibited from using tobacco products when in the presence of students, recruits, officer candidates, or midshipmen. Consistent with long-standing policy, new accessions will not use tobacco products while at Marine Corps Recruit Depot, Navy Recruit Training Command, Officer Candidate School or during Plebe Summer at the U.S. Naval Academy.

5. Promotion of Tobacco Products. DON components will not participate in any promotional programs, activities, or contests aimed primarily at Service Members, except as noted in references (h) and (i) that promotes tobacco products. DON Exchanges that sell tobacco products will visibly display tobacco cessation products. DON components will not allow the advertising of tobacco products in official print and electronic publications. Advertisements that highlight tobacco product-free behavior are encouraged.

6. Solicitation and/or Acceptance of Free Tobacco Products. Pursuant to references (h) and (i), solicitation or acceptance of free tobacco products by DON military or civilian personnel while in an official capacity is prohibited. Leadership will enforce this policy.

7. Tobacco Product Sales to Minors and Sampling of Tobacco Products. Pursuant to references (h), (i), (j), and (k), tobacco products must not be sold to anyone less than 21 years of age at DON installations and facilities within the U.S. and its territories and possessions and on U.S. naval vessels at a U.S. port. Outside the U.S. and its territories and possessions, and on U.S. naval vessels at sea or at a foreign port, tobacco products may be sold to persons as allowed by the laws of the host country, but may not be sold to anyone under 18 years of age, provided that such sales do not contradict international laws or treaties to which the U.S. are a party. At DON installations and facilities within the U.S. and its territories and possessions and on U.S. naval vessels at a U.S. port, a customer's ID must be checked if his or her age is not known to be over 21, and appears to be under 30. For locations outside the U.S. and its territories and possessions, and on U.S. naval vessels at sea or at a foreign port, a customer's ID must be checked if his or her age is not known to be over 18 and appears to be under 27 years of age. The sale of tobacco

products in vending machines located in DON controlled spaces is prohibited. Pursuant to reference (n), the distribution of free tobacco products from organizations or businesses is prohibited on DON installations and commands.

8. Tobacco Product Pricing. Tobacco products sold in Navy and Marine Corps exchanges, MWR facilities and ships' stores in the U.S. (including territories and possessions) must be priced to match the prevailing price within the local community, including the effect of state and local sales tax as required by references (n) and (o).

a. At sales outlets within and outside the U.S., sellers of tobacco products will follow the DoD methodology promulgated in reference (o) to establish the prevailing price.

b. Where the DoD methodology provides discretion to Service sales outlets, it is DON policy that Navy and Marine Corps sales outlets must not set prices that could reasonably be perceived as discounting tobacco products.

c. Prices in ships' stores aboard U.S. Navy vessels will be comparable to the prices at the exchange outlets located at each ship's homeport.

**TRAINING AND ASSISTANCE FOR MILITARY MEMBERS**

1. Training Requirements. Tobacco product training will be provided to Sailors and Marines to ensure comprehensive knowledge of tobacco products throughout their military lifecycle.

a. Tobacco product training will include the following topics:

- (1) Nicotine addiction and its negative impact on readiness;
- (2) Health risks of tobacco product use;
- (3) Health risks posed by involuntary inhalation of ETS;
- (4) Monetary costs of tobacco product use; and
- (5) Availability of assistance to quit tobacco product use.

b. Training will be delivered:

- (1) During accessions training upon initial entry;
- (2) At command indoctrinations and orientations;
- (3) As an ongoing part of a command health promotion and wellness program; and
- (4) As directed by the Services' annual General Military Training policies.

2. Professional Assistance. As reported by the FDA, tobacco cessation products are intended to help treat nicotine addiction which is a result of using tobacco products. Referral for treatment for tobacco product users is highly encouraged and should be available via numerous access points.

a. MTFs and Marine Corps Community Services must provide current tobacco product use information, cessation encouragement, and professional assistance to those wishing to stop using tobacco. Where professional counseling is not immediately available or when such counseling is beyond the capability of the facility, referral assistance must be

2 Dec 2020

provided. Care must be taken to encourage tobacco cessation without coercion for personnel to enter these programs.

b. Encourage DON personnel to utilize Tricare services, quit lines, counseling services, and/or tobacco cessation products.

## RESPONSIBILITIES

1. The Assistant Secretary of the Navy (Manpower & Reserve Affairs) (ASN (M&RA)) will:

a. Maintain oversight of Navy and Marine Corps Tobacco Product Programs to ensure overall compliance with the DON intent and serve as the lead representative on issues related to tobacco product cessation and pricing;

b. Receive and assess compliance reports from Navy and Marine Corps;

c. Approve or disapprove requests for alternative pricing submitted by commanders of installations outside the U.S. where local price differentials endanger the health of Sailors, Marines, and families at that location; and

d. In accordance with references (n) and (o), comply with existing collective bargaining agreements and consult with employee labor representatives regarding the implementation of this instruction.

2. The CNO and CMC will:

a. Issue Service-wide policy, in accordance with this instruction, that encourages a tobacco product-free lifestyle and promotes a healthy culture without tobacco products;

b. Issue guidance to commanders that promotes tobacco product-free living and cessation at the command level and encourages all leaders to be tobacco product-free and role models for healthy living;

c. Ensure the establishment and operation of Navy and Marine Corps tobacco product cessation programs which support abstinence and discourage use of all tobacco products. Ensure funding levels are sufficient to meet program requirements;

d. In accordance with reference (m), ensure FDA-approved NRT products are supplied at no cost to assigned Service Members aboard all ships and at Battalion Aid Stations. Additionally, ensure these supplies are made available at Navy Operational Support Centers and U.S. Marine Corps Reserve Centers for authorized beneficiaries;



- e. Coordinate with the Defense Health Agency to provide FDA-approved first-line medications at no cost to Service Members at all base clinics and pharmacies;
- f. Ensure all military personnel receive training, in accordance with enclosure (5);
- g. Conduct education campaigns as well as counter-marketing initiatives through a variety of mass media channels;
- h. In accordance with references (n) and (o), ensure tobacco products sold in Navy Exchanges and Marine Corps Exchanges in the U.S. are priced to match the prevailing price within the local community. Prices for tobacco products sold by ship's stores will be comparable to the prices at the exchange outlets located at each ship's homeport;
- i. Identify a primary office to represent the Service in coordination of issues pertaining to tobacco product cessation;
- j. Report program compliance to ASN (M&RA) utilizing the template contained in enclosure (7) by 30 September each required fiscal year. The first program compliance report is due no later than 30 September 2021 and triennially thereafter;
- k. Issue guidance for all commanders to enforce this policy with specific guidance for security and other personnel to enforce limiting tobacco product use to DTUAs for all personnel, residents, and visitors on DON controlled, leased, or owned property;
- l. In accordance with references (n) and (o), comply with existing collective bargaining agreements and consult with employee labor representatives regarding the implementation of this instruction; and
- m. In accordance with reference (q), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program report, the naval Services will provide the ASN (M&RA) with copies of the sections of their reports that are relevant to this program. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

3. The Surgeon General of the Navy /Chief, Bureau of Medicine and Surgery will:

a. Make recommendations to DON regarding health information and training regarding tobacco product use and its adverse effects;

b. Monitor tobacco product-related medical research, tobacco product industry claims and marketing trends, and determine patterns of use in military and civilian populations;

c. Provide tobacco product cessation programs at all DON controlled MTFs;

d. Prohibit military medical personnel from using tobacco products while in the presence of patients or while in uniform when representing Navy Medicine;

e. Promote tobacco product prevention and provide tobacco product cessation programs;

f. Ensure health care providers at all DON controlled medical and dental facilities:

(1) Apply tobacco product use cessation clinical practice guidelines;

(2) Inquire about the patient's tobacco product use, including smoking, smokeless, ENDS, and alternative tobacco products during routine physical or dental examinations and during periodic health assessments;

(3) Advise tobacco product users of the risks associated with tobacco product use and of the benefits of quitting. Advise users on assistance available to quit and provide appropriate referrals;

(4) Encourage and promote tobacco product-free worksites and commands;

(5) Advise all pregnant tobacco product users of the health risks to the fetus and where to obtain assistance to stop using tobacco products; and

2 Dec 2020

(6) Provide medical counseling about the added risks of tobacco product use to high risk personnel and those who are part of special occupational groups.

g. Designate all DON controlled MTF campuses as completely tobacco product free compounds.

4. DON Installation Commanders will:

a. Support Bureau of Medicine and Surgery in ensuring DON controlled MTF campuses are tobacco product-free.

b. In accordance with references (n) and (o), comply with existing collective bargaining agreements and consult with employee labor representatives regarding the implementation of this instruction.

**Program Compliance Report Template**

1. Executive Summary. Provide an executive summary of the Service tobacco policy.
  
2. Policy Updates. List and provide a brief description of all Service-wide policy updates and any policy issued in response to changes in state, local, or foreign laws since the last report.
  
3. Service Education and Awareness Campaigns. Provide a list, brief description (including start and stop dates), and point of contact for all Service education and awareness campaigns intended to reduce tobacco product use.
  
4. Housing
  - a. Government-owned or government-leased housing. Provide affirmation that all DON owned or leased housing, including family housing, unaccompanied housing, and lodging is ETS free.
  
  - b. Privatized housing. Provide a listing of the tobacco product use policies in privatized housing.
  
5. DTUAs. For each installation, provide CO affirmation that all DTUAs meet the criteria of this instruction and any additional restrictions applied by the Service.

Installation	Primarily Medical Y/N	Rank and Name of CO	Compliant Y/N	*Reason and Plan:
--------------	--------------------------	---------------------	------------------	-------------------

\*If not compliant, explain why and the plan to become complaint.

6. Training
  - a. Provide a list of training that is currently available. Include a brief description of the training, intended audience and a point of contact; and
  
  - b. Provide number of personnel by status (active duty/reserve) that completed accessions level training and related general military training (if applicable) for the past two fiscal years;
  
  - c. Describe any significant changes to tobacco product training implemented since the last report (Not required for the 30 September 2021 report).

7. Cessation Programs

a. Provide the total number of personnel that were provided treatment for tobacco product cessation; and

b. Provide the total number of personnel that completed a course of treatment for tobacco product cessation.

8. Tobacco Product Use Rates. Provide tobacco product use rates by Service and component for the previous calendar year. Data from the Navy and Marine Corps Public Health Center's Annual Workplace Health Risk Assessment report may be used.

9. Barriers to Implement Tobacco Policy. Report instances and associated barriers (e.g., lack of funding bargaining with unions) where the full implementation of this policy has been delayed or prevented.