



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134.5001

MCBO 5353.1C  
B 013

30 OCT 2007

MARINE CORPS BASE ORDER 5353.1C

From: Commanding General  
To: Distribution List

Subj: SMOKE-FREE WORKPLACE

Ref: (a) DoDI 1010.15  
(b) SECNAVINST 5100.13~ (NOTAL)

1. Purpose. To issue instructions for a smoke-free workplace and tobacco prevention program.
2. Cancellation. MCBO 5353.1B.
3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Applicability

a. This Order applies to all buildings under the control and/or maintainability of the CG MCB.

b. The provisions of this Order may not be implemented for civilian employees covered by a negotiated labor agreement until bargaining obligations, if any, under the Federal Labor Management Relations Statute (chapter 71 of 5 U.S.C.) are met.

5. Information

a. Reference (a) establishes the policy and prescribes procedures for a smoke-free workplace for the DoD and bans the smoking of tobacco products in all DoD workplaces.

b. Reference (b) establish policy guidance for a Tobacco Prevention Program within the DON and the Marine Corps. The Marine Corps has a goal in this program to maintain a high state of military readiness and to improve and protect the state of health of military personnel, their families, and civilian employees. Additionally, reference (b) prohibits smoking in all DON vehicles, aircraft, and work buildings. This policy applies to all Navy and Marine Corps personnel, civilian employees (including nonappropriated fund

employees), and all family members, visitors, volunteers, contractors, and personnel of other agencies and business that operate within DON controlled buildings, vehicles, and aircraft.

c. Civilian employees will not be required to submit to any examinations or enter any special program based on the Tobacco Prevention Program, nor will they suffer adverse or disciplinary action related to tobacco use when they comply with the intent of this Order.

d. Civilian smokers wishing to participate in smoking cessation programs sponsored by the Semper Fit Center may do so by using their sick or annual leave. Managers and supervisors will continue to encourage and support employee participation in such programs.

e. Guidelines for providing smoking areas are as follows:

(1) Smoking is not permitted in any common spaces of multiple housing units (e.g., family housing apartment complexes, bachelor quarters, temporary lodging facilities, etc.) or any space within a building common to all occupants and visitors, such as corridors, elevators, lobbies, lounges, stairways, rest rooms, cafeterias, snack bars, barber shops, laundry rooms, etc.

(2) Outdoor areas for smoking will not be in areas commonly used by nonsmokers and will not be in the immediate vicinity of air supply intakes or building entry ways/egresses. COS, OICs, and directors will designate outdoor smoking areas, when possible, which are reasonably accessible to employees and provide a measure of protection from the elements.

(3) Smoking areas will be identified by clearly displayed signs.

(4) Smokers will be required to police and keep designated smoking areas clean and hazard free.

(5) Use of smokeless tobacco is prohibited during briefings, meetings, classes, formations, inspections, and while on watch.

(6) The expectoration of smokeless tobacco waste is confined to heads within government buildings aboard this Installation. The expectoration of smokeless tobacco waste within or from government vehicles is not permitted.

6. Action

a. cos, OICs, and directors responsible for buildings aboard MCB will:

(1) Designate smoking only in outdoor areas as described in paragraph 5e(2) above.

(2) Follow the guidelines contained in this Order for establishing a smoke-free workplace.

b. The Director, Semper Fit Center will continue to promote a tobacco cessation program and provide tobacco prevention classes to civilian and military personnel.

c. The Head, Human Resources and Organizational Management - Quantico will ensure that labor relations obligations are discharged per the Master Labor Agreement.



D. L. WRIGHT  
Chief of Staff

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