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**MEMORANDUM OF AGREEMENT  
ON THE USE  
TOBACCO PRODUCTS ON TINKER AIR FORCE BASE**

1. The purpose of this agreement is to define the parameters regarding the use of tobacco products by civilian employees while on Tinker Air Force Base. The parties, OC-ALC, Tinker AFB (Agency) and AFGE Local 916, IAFF F-211 (Union) agree the terms outlined in the memorandum constitute the policy regarding the use of these products
2. In keeping with the intent of AFI 40-201 to promote a safe and healthy work environment, smoking is prohibited in all Air Force buildings and within 50 feet of all installation public facilities and areas.<sup>1</sup> While the prescribed standard is 50 feet, the parties recognize that exceptions to this standard will be necessary where facility layouts or locations make adherence to the standard unfeasible. In these situations, the maximum amount of distance possible from buildings will be used, while still maintaining a reasonable degree of safety and protection for employees and the public.
3. To provide a smoke free corridor to enter buildings, smoking is prohibited in a 25 foot corridor from points of entry to the edge of parking lots around all non-public Tinker facilities. For Building 3001, Main Entrance, the corridor will include a 50 foot wide area from the entry doors to the Staff Drive fence.
4. Designated Tobacco Use Areas (DTA's) around all public buildings will be established and the areas clearly marked. Smoking is limited to those areas and prohibited when approaching, or exiting DTA's. Tobacco users will dispose of litter in trash containers and cigarettes in butt containers to DTA's litter free. Management will ensure sufficient butt containers are available. DTA's are not required for each building as a single DTA may be used for more than one facility. In establishing DTA's management will consider the distance from the work areas (reasonably accessible), the number of employees utilizing the area, and when possible the DTA will allow for some protection from the elements. In order to ensure a consistent approach regarding the use of DTA's management will maintain a listing showing all areas defined as DTA's, and provide the union with the opportunity to bargain any changes impacting DTA's.

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<sup>1</sup> Example of public buildings/areas are Base Clinic, AAFES establishments, Commissary, Shoppettes, Bowling Center, Tinker Club, Chapel, Day Care centers, golf course, walking trails, outdoor recreation areas, etc. Public buildings/Areas are listed in Attachment 1.

5. Smoking around all other buildings on base will be permitted subject to any safety/environmental prohibitions and the 25 foot corridor around points of entry. Smoking on Flight line areas will be restricted to DTA's as identified in **Attachment 2**. Existing outdoor smoking shelters will remain in place, but any new shelters will conform to the terms outlined in this agreement. The benchmark for any new shelters will be that they are (1) reasonably accessible to employees, and (2) provide the same measure of protection from the elements as existing shelters. All changes to existing shelters or the addition of new shelters will be discussed with the union to satisfy any bargaining obligations. The parties further agree to identify shelters for possible relocation due to population decreases in a building, decreased usage and/or building demolition.
6. Established breaks periods are not affected by this agreement, but smokers and nonsmokers may, however, be afforded the opportunity to leave the work area for short periods during the workday upon receipt of approval by the employee's supervisor. Supervision will ensure consistency with good work practices and the accomplishment of the mission when approving these requests.
7. The use of smokeless tobacco products within building is permitted provided the user contains tobacco spit in a covered, sealable, spill-proof container. The proper method for employees to dispose of this material is by placing the container in plastic-lined trash receptacles. The use of smokeless tobacco is not allowed in medical areas, food preparation areas, rooms where child care is being provided or other areas where safety and environmental concerns prevent the use of such products.
8. The parties further agree that discipline for violations of this policy will be preceded by a minimum of two warnings annotated in the AF 971 file. Such warnings will be non-grievable, and subsequent discipline for violations of the policy will be addressed per AFI 36-704.
9. The parties agree to publicize this agreement and policy in the appropriate media.

  
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FOR THE UNION                      2/16/11  
DATE

  
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FOR THE AGENCY                      2/16/11  
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FOR THE UNION                      2/16/11  
DATE

**MEMORANDUM OF AGREEMENT  
USE OF TOBACCO PRODUCTS ON TINKER AIR FORCE BASE**

**ATTACHMENT 1  
(PUBLIC BUILDINGS AND AREAS)**

- A. Base Clinics (Hospital and Occupational Medicine Building)
- B. Commissary
- C. Shoppettes
- D. Base Exchange Area
- E. Base Chapel
- F. Post Office
- G. Chapel
- H. Outdoor Recreation Areas (swimming pools, base track, softball & football fields, etc)
- I. Walking Trails
- J. Base Gyms
- K. Bowling Center
- L. Base Theater
- M. Base Library
- N. All Day Care Facilities, including Youth Center
- O. Golf Course Clubhouse
- P. Tinker Club
- Q. Vanway Dining Hall
- R. Latte Lounge
- S. 72 ABW Headquarters (Bldg. 460)
- T. Employment Buildings (Bldg. 3535 and Bldg. 4069)
- U. Airman and Family Readiness Center
- V. Arts and Craft Center (Bldg. 478)
- W. Auto Hobby Center

*[Signature]* 12 Feb 00  
 Fire Inspector, 72nd CEQ/CEFT  
 16 Feb 00  
 Union Representative, AFGE Local 916  
*[Signature]* 15 Feb 00  
 Aircraft Division Chief

