

**UNITED STATES TRANSPORTATION COMMAND  
(USTRANSCOM)  
POLICY DIRECTIVE 32-1**

15 September 1995

Civil Engineering

**USTRANSCOM FACILITIES - BUILDINGS 1900 AND 1961, AND  
USTRANSCOM-OCCUPIED WORK SPACE AT OTHER AGENCIES ON  
SCOTT AIR FORCE BASE, ILLINOIS**

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- REFERENCES:**
- (a) Department of Defense (DoD) Instruction 1010.15, Smoke-Free Workplace.
  - (b) Air Force Instruction (AFI) 34-119, Services, Alcoholic Beverage Program.

**A. PURPOSE:** Establishes policy and procedures to manage USTRANSCOM facilities at Scott AFB IL; specifically, Buildings 1900 and 1961. It implements references (a) and (b).

**B. APPLICABILITY AND SCOPE:** This policy directive applies to:

1. All personnel occupying space in Buildings 1900 and 1961.
2. All personnel assigned to USTRANSCOM at Scott AFB IL.
3. All visitors, contractors, and personnel of other agencies and businesses that operate within or visit workplaces within Buildings 1900 and 1961.

**C. DEFINITIONS:**

1. **Facility Manager (FM).** Individual responsible for the exterior, interior, and all maintenance-related issues of a facility/building to include care and upkeep.
2. **Decor.** Decor in this policy directive means art, photographs, plaques, artifacts, plants, bulletin boards, and other items placed in common areas.
3. **Common area.** Refers to hallways, stairwells, meeting rooms, lobbies, foyers, restrooms, and areas not assigned to individuals as personal work areas.

**4. *Environmental tobacco smoke (ETS)*.** Also referred to as secondhand or passive smoke. Exhaled and/or sidestream smoke emitted from smokers and the burning of cigarettes, cigars, and pipe tobacco.

**5. *Carcinogen*.** A cancer-causing agent.

#### **D. POLICY:**

##### **1. Decor.**

**1.1.** Decor within USTRANSCOM facilities or USTRANSCOM-occupied facilities of other agencies, will not be displayed, removed, or moved without the approval of the USTRANSCOM Research Center (TCRC). In those rare cases when decor needs to be removed, permission must be received from TCRC and annotated on Air Force (AF) Form 1297, Temporary Issue Receipt.

**1.2.** Individuals may display items in their work areas if framed and in good taste. Taping or tacking items to walls is not in good taste.

**1.3.** The Command's goal is to project a professional image to our visitors and customers. Our decor and personal displayed items must reinforce this goal.

##### **2. Alcohol.**

**2.1.** Alcohol consumption in USTRANSCOM facilities is not permitted.

**2.2.** The use of alcohol at promotion or award ceremonies and special holiday events at appropriate base facilities will be as outlined in AFI 34-119, reference (b).

**2.3.** Requests for exceptions to this policy must be addressed in writing to the Command First Sergeant (TCDC-F).

##### **3. Smoking.**

**3.1.** Smoking is *not* authorized inside any USTRANSCOM facility.

**3.2.** Smoking is permitted only in designated outside areas.

**3.2.1.** Building 1900. There is one designated smoking area located at the rear loading dock. Smokers will insure they do not interfere with any activity in the loading dock area of Building 1900.

**3.2.2.** Building 1961. There is one designated area located off the walkway to the southwest entrance of the building (near the U.S. Post Office). Smoking on the steps or porch is *not* permitted.

**3.2.3.** Smokers must *not* impede pedestrian traffic entering and exiting the buildings.

**3.2.4.** It is DoD policy to protect all DoD civilians and military personnel from the health hazards caused by exposure to tobacco smoke and/or ETS. The National Institute for Occupational Safety and Health (NIOSH) Current Intelligence Bulletin (CIB) 54, Environmental Smoke in the Workplace, confirms ETS as a potential occupational carcinogen and a risk factor for heart disease.

**4.** Maintenance. TCDC-F will serve as the principal liaison between Command and Base Civil Engineering for real-property maintenance, repairs, minor construction, and fire protection activities in USTRANSCOM facilities. Requesters/users of facilities support will provide security escorts as needed for local contractors when identified by the Facility Manager.

#### **E. RESPONSIBILITIES:**

**1.** USTRANSCOM/TCRC is the Command approval authority for decor in USTRANSCOM facilities, Buildings 1900 and 1961, and USTRANSCOM-occupied facilities of other agencies at Scott AFB IL.

**2.** TCDC-F is the Command approval authority for all USTRANSCOM facilities-related issues for Buildings 1900 and 1961. General areas of responsibility are:

**2.1.** Safety officer for Buildings 1900 and 1961.

**2.2.** Insure fire routes are clearly marked and maintain liaison with fire monitors in each area to insure egress routes stay clear of boxes and debris, Buildings 1900 and 1961.

**2.3.** Strategically post floor plans showing fire exits along egress routes, Buildings 1900 and 1961.

**2.4.** Principal liaison with the base fire department in all aspects of fire safety for Buildings 1900 and 1961.

**2.5.** Oversee the quality and timeliness of custodial, refuse collection, snow removal, and grounds care services provided by Base Civil Engineering and/or local contractors, Buildings 1900 and 1961.

**2.6.** Connect/disconnect electrical circuits as required, Buildings 1900 and 1961.

4

USTRANSCOMPD 32-1

15 September 1995

**2.7.** Approval authority for all purchasing of systems furniture and components, including configurations to existing systems, to insure compliance with safety and interior design standardization guidelines. Provide keys and locks for systems furniture.

**2.8.** Perform minor maintenance and repairs throughout Buildings 1900 and 1961 which do not require Base Civil Engineering and/or local contractor support; for example, removal or replacement of shrubs; heating, ventilating, and air conditioning systems; investigation of structural problems/limitations identified by customers; and routine electrical work.

**2.9.** Manages the signage, horticulture, cable television, and janitorial contracts for Buildings 1900 and 1961.

**2.10.** Liaison for installing cable television in Buildings 1900 and 1961.

**2.11.** Office of Primary Responsibility for the USTRANSCOM Facilities Master Plan.

**F. EFFECTIVE DATE AND IMPLEMENTATION:** This policy directive is effective immediately. Directors and Chiefs, Direct Reporting Elements, will ensure that this policy is widely disseminated to all levels.

#### **APPROVED BY**

SIGNED

HUBERT G. SMITH  
Lieutenant General, U.S. Army  
Deputy Commander in Chief

OPR: TCDC-F

Distribution: X (TCCC-X, TCIG, TCIM, TCJA, TCPA, TCRC, TCVP - 1 each; TCSG, TCJ8- 2 each; JTCC, TCJ5 - 4 each; TCDC-JS, TCJ1, TCJ2, TCJ6 - 5 each; TCJ3/J4 - 11).