



DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 220-15-66*

AUG 21 2013

PERSONNEL

Tobacco Use

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities for tobacco use. It specifies the requirements for a designated tobacco use area and provides information on tobacco cessation.

2. **Applicability.** This Instruction applies to all DISA activities.

3. **Authority.** This Instruction is published in accordance with the authority contained in Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 9 August 1997; Code of Federal Regulations, Title 41, Part 102-74, Facility Management; and DoD Directive 1010.10, Health Promotion and Disease/Injury Prevention, 22 August 2003.

4. Definitions.

4.1 **Tobacco.** Any of numerous species of plants in the genus *Nicotiana*, or the cured leaves of several of the species, used after processing in various ways for smoking, snuffing, chewing, and extracting of nicotine.

4.2 **Tobacco Product.** A product designed to deliver nicotine to an individual, generally for recreational purposes, to include, but not be limited to, cigarettes, cigars, stem and water pipes, electronic cigarettes, and smokeless products that are chewed, dipped, or sniffed.

4.3 **Nicotine.** Principal alkaloid of tobacco occurring throughout the plant but mostly in the leaves. The chief addictive ingredient in cigarettes, cigars, and smokeless tobacco products.

4.4 **Smokeless Tobacco.** A form of the leaf of the plant in the genus *Nicotiana* that is meant to be chewed or otherwise ingested orally rather than smoked.

4.5 **Electronic Cigarette (e-cigarette).** A personal use electronic delivery system that vaporizes a liquid solution (usually nicotine) into an aerosol mist that a user inhales. May or not be shaped in the form of a standard cigarette, cigar, or pipe.

5. **Policy.**

5.1 Tobacco use at all DISA activities will only be allowed in an area specifically designated for tobacco use, which will be an isolated, segregated area specifically designated for the use of tobacco products. Tobacco use is prohibited in all other areas.

5.2 DISA activities serving as tenant or partner organizations on host installations will follow local tobacco use policies, when more stringent.

6. **Responsibilities.**

6.1 **Director for Manpower, Personnel, and Security (MPS).** The Director, MPS, as the primary focal point for all Agency health promotion and disease and injury prevention efforts, will:

6.1.1 Oversee tobacco cessation for the Agency.

6.1.2 Provide assistance to employees regarding tobacco cessation services provided by the Employee Assistance Program (EAP).

6.2 **Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements.** These individuals will ensure compliance with the Agency tobacco policy at all areas under their control.

7. **Duties.**

7.1 **Facility Managers.** Facility managers will:

7.1.1 Ensure areas specifically designated for tobacco use comply with all requirements specified in paragraph 8.

7.1.2 Notify employees and visitors of the location of facility designated tobacco use areas.

7.2 Supervisors and Managers. Supervisors and managers will:

7.2.1 Ensure employees under their direct control adhere to Agency requirements for tobacco use.

7.2.2 Ensure employees under their direct control do not receive additional break time during the workday solely for tobacco use.

7.2.3 Consider administrative or disciplinary action against employees that fail to comply with this Instruction, as appropriate. (Refer to paragraph 10 for guidance on administrative and disciplinary action.)

7.3 Civilian Employees, Military Service Members, and Contractor Employees That Use Tobacco Products at DISA Activities. These individuals will:

7.3.1 Ensure designated tobacco use areas remain litter free.

7.3.2 Properly dispose of waste from tobacco use in accordance with all fire safety and health requirements.

8. Designated Tobacco Use Areas.

8.1 Where implemented, designated tobacco use areas at DISA activities will, at a minimum, be located at least 50 feet away from the following areas:

8.1.1 All building entrance and exit doors and facility air intakes.

8.1.2 Facility parking areas or pedestrian walkways that provide access to DISA facilities.

8.1.3 Storage areas with flammable or explosive materials.

8.2 Designated tobacco use areas will not be located in courtyards or in the interior of the facility.

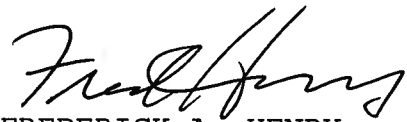
9. Tobacco Cessation. Tobacco cessation is the discontinuation of recreational or nonmedicinal tobacco use to eliminate dependence on nicotine. Individuals that choose to cease tobacco product use can increase their chance of success through participation in a cessation program. Information on tobacco

cessation and tobacco cessation programs is available to all DISA civilian and military employees as a part of the DISA Health and Wellness Program.

10. **Administrative and Disciplinary Action.** Administrative or disciplinary action will be taken against employees that fail to comply with this Instruction, in accordance with military service regulations or Agency civilian personnel management policy, as appropriate.

11. **Union Bargaining Obligations.** Where conflict arises between policy dictated in this Instruction and current union bargaining obligations, all required union bargaining obligations will be met. Conflicts that are identified should be addressed during any future negotiations.

FOR THE DIRECTOR:



FREDERICK A. HENRY
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Chief of Staff

*This Instruction cancels DPL 2006-01, 26 January 2006.

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