OFFICE SYMBOL DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander’s Tobacco-Free Environment Policy

1. Purpose.

 a. To promote health and encourage healthy lifestyles throughout our community, the use of tobacco products is not allowed in or on any [MTF Name] facilities or properties.

 b. The use of any tobacco products (cigarette, cigar, pipe, smokeless tobacco, and electronic nicotine delivery devices) by any person (employee, patient, visitor, student, volunteer, trainees, vendors, and contract employees) in or on [MTF Name] facilities and properties is prohibited. [MTF Name] property includes any [MTF Name] facility, and military vehicles and aircraft. [MTF Name] property also includes sidewalks, parking lots, and loading docks. Posted signage defines the [MTF name] boundaries.

2. References.

 a. AR 600-63, Army Health Promotion.

 b. The Joint Commission Comprehensive Accreditation Manual for Hospitals.

 c. Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace.

3. Responsibilities. Everyone is expected to comply with and enforce this policy.

4. Procedures.

 a. If a violation occurs, the violator will be informed of the [MTF name] tobacco-free environment policy and the locations where tobacco-use is permitted.

 b. Repeat violators will be counselled, and when appropriate, disciplined for failure to comply.

 c. Individuals seeking assistance in smoking cessation should contact [Office] at [Phone] for assistance.

5. Our health is our most valuable asset. This policy is one of the most important steps that we can take to ensure that we do everything we can to preserve it. We rely upon the cooperation of our employees, patients, and visitors.

6. The proponent of this policy is [Job Title] [Phone Number]. Send comments and suggest improvements to [Job Title].

 Signed

DISTRIBUTION: