



June 23, 2011

## MEMORANDUM

TO: Heads of Operating Divisions  
Heads of Staff Divisions

FROM: Howard Koh, M.D.  
Assistant Secretary for Health

E.J. Holland, Jr. *[Signature]*  
Assistant Secretary for Administration

SUBJECT: Policy Issuance: Prohibition of Tobacco Use in HHS-Occupied Facilities

In line with the President's June 22, 2009 signing of H.R. 1256, Family Smoking Prevention and Tobacco Control Act, and the Department of Health and Human Services (HHS) Secretary's November 10, 2010 announcement of the Department's Tobacco Control Strategic Action Plan to reduce tobacco-related death and disease, it is paramount that the Department of Health and Human Services (HHS) lead by example and make all HHS properties tobacco free. Taking this action will protect the health and safety of all HHS employees, contractors and visitors and will serve as a role model for workplaces everywhere.

Effective July 1, 2011, in accordance with the October 11, 2001 delegation to the Assistant Secretary of Administration regarding administrative management and human resources authorities, it is the policy of HHS to prohibit the use of all tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or any other tobacco products, and e-cigarettes) at all times in its facilities. This policy applies to all interior space owned, rented or wholly leased by HHS; all outside property or grounds owned or leased by HHS, including parking areas; private vehicles while on HHS property; and government vehicles—except to the extent that the prohibition interferes with traditional beliefs and ceremonial practices.

To the extent this policy does not conflict with existing labor-management collective bargaining agreements, this policy is in effect July 1, 2011. Furthermore, the Office for Facilities Management and Policy and all Labor Relations offices in the Department are directed immediately to take all actions necessary to give this policy full effect in all Department facilities and all managers are directed to enforce the policy.

Compliance with this policy will demonstrate HHS' commitment to set the example in protecting the health and safety of all employees, contractors and visitors. Please take appropriate measures to ensure compliance with this policy and communicate this policy to your employees, visitors, and other Federal or non-Federal tenants at HHS workplaces.

During the next few months, HHS will be involved in a number of activities focused on this tobacco-free properties initiative. Educational and promotional efforts will be provided in

support of the policy's implementation. We know that quitting tobacco can be difficult for even the most motivated people, and we want to help employees succeed. Since January 1, 2011, the Office of Personnel Management has made tobacco use cessation resources available to all Federal employees by requiring all Federal Employees Health Benefits plans to provide comprehensive, barrier free coverage including counseling and medication. These benefits must be provided with no copayments or coinsurance and are not subject to deductibles, annual or life time dollar limits. We share OPM's concern for our colleagues who suffer tobacco addiction and call attention to the following cessation resources:

**Cessation Resources:**

**Tobacco Use Cessation Quitline: 1-800 QUIT NOW**

Federal Occupational Health: <http://www.foh.dhhs.gov/library/factsheets/SmokingCessation.pdf>

Centers for Disease Control: [http://www.cdc.gov/tobacco/quit\\_smoking/index.htm](http://www.cdc.gov/tobacco/quit_smoking/index.htm)

Indian Health Services: [http://www.ihs.gov/epi/index.cfm?module=epi\\_tobacco\\_resources](http://www.ihs.gov/epi/index.cfm?module=epi_tobacco_resources)

National Institutes of Health: <http://health.nih.gov/topic/SmokingCessation>

National Cancer Institute: <http://www.smokefree.gov>

Office of Personnel Management: <http://www.opm.gov/insure/health/nosmoking/>