



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

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Washington, D.C. 20201

AUG 25 1987

MEMORANDUM TO: Heads of Operating Divisions  
Heads of Staff Divisions  
Regional Directors

SUBJECT: EHS Personnel Instruction On Workplace  
Smoking Policy: Guidance on Personnel  
Issues

Secretary Bowen recently informed you of his decision to establish a smoke-free environment in all HHS building space. The purpose of this memorandum is to transmit to you the Department's Personnel Instruction On Workplace Smoking Policy: Guidance on Personnel Issues. This instruction contains guidance on personnel issues related to the implementation of the Department's smoking policy. The national unions of AFGE, NTEU, and NFFE have been afforded national consultation rights, and their comments considered in the development of the Department's policy. Please remember that you must negotiate specific procedures for implementing the Secretary's policy with appropriate collective bargaining representatives.

Our primary concern must be for the health and well-being of all HHS employees. The Secretary's decision is designed to protect the health of all employees, smokers and non-smokers alike. Our goal is to use the personnel policies and programs available to us to help employees who do smoke to comply with the Secretary's decision. It is very important that we implement this policy through the cooperation, understanding, and support of both the operating management of this Department and the Department's employees and employee representatives.

We know that it is difficult to stop smoking, and that many employees have already quit, tried to stop, or have reduced how much they smoke. For employees who do smoke, the Secretary's decision is an additional incentive to end their physical and psychological addiction. Experts in smoking cessation tell us that people smoke for many different reasons. We should therefore have a variety of options available to employees who wish to stop smoking. In addition to formal smoking cessation programs, some of these options might include training programs, counseling, self-help programs, and support groups. Your Employee Assistance and

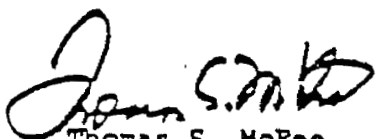
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Training staffs are available to assist you in this area. The Office on Smoking and Health in the Centers for Disease Control is also a valuable source of information and expertise on this subject, and can be contacted on FTS 443-1575.

Our Office of General Counsel has advised me that that we may use appropriated funds for education, training, and counseling related to smoking, but not for medical care, treatment, or rehabilitation. Thus we have a number of services and programs we can make available to employees, as well as several options for procuring and paying for these services. Again, your Employee Assistance and Training staffs should be able to assist you in exploring these options.

Finally, my Employee Assistance, Training, and Personnel Policy offices are ready to assist you as you develop plans for implementing the Secretary's policy. Names and telephone numbers of some key contact persons are attached for your information.--Be sure to also refer to HHS General Administration Manual Chapter 1-60, which covers the Department's policy on smoking in HHS buildings and facilities.

The Secretary's decision to establish a smoke-free environment in HHS benefits us all, and places the Department in a leadership position on this important public health issue. I am ready to assist you in whatever way possible to ensure that we successfully implement this decision.



Thomas S. McPhee  
Assistant Secretary for  
Personnel Administration

Attachments

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