



Natural Resources Conservation Service
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OKLAHOMA BULLETIN NO.OK360-3-13

SUBJECT: ADM – Prohibit Use of Tobacco Products in NRCS Owned or Leased Motor Vehicles and Offices

Purpose: To provide guidance to employees on the use of tobacco products in government owned or leased vehicles and within governmental owned or leased offices.

Expiration Date: September 30, 2003

This bulletin serves as a reminder to all USDA-NRCS employees regarding the prohibited use of tobacco and smokeless tobacco products. This prohibition applies to the following:

- 1) Government leased or owned vehicles, and
- 2) Federally owned or leased facilities.

Executive Order (EO) 13058, located at:

http://www.gsa.gov/cm_attachments/GSA_POLICIES/e013058_R2AVP-u_0Z5RDZ-i34K-pR.htm, established policy for a smoke free environment for federal employees and members of the public visiting or using federal facilities. This Order is reinforced by USDA-NRCS policy, which states, all facilities, including vehicles, shall be free of tobacco products, including smokeless tobacco. Tobacco is considered to be any form of tobacco, whether smoked or chewed. The policy is inclusive of all forms of tobacco products.

Smoking is to be confined to designated smoking areas that are enclosed and exhausted directly to the outside and away from air intakes ducts and maintained under negative pressure, sufficient to prevent second-hand smoke from escaping when the smoke room door is opened. There are no USDA Service Centers or field offices within the state that meet this requirement. All smoking must be outdoors and at least a minimum of 15 feet from the building entrance, windows, or air circulation vents or exchangers. The use of any tobacco products in governmental facilities/vehicles is prohibited.

Supervisors are responsible for enforcing the tobacco policy. Any violations of the prohibited tobacco policy will be subject to disciplinary action that may range from a letter of caution, reprimand, or more severe penalties in the event instances of misconduct are involved or there is more than one infraction.

Initial violations of the smoking policy will be handled by counseling, unless other instances of misconduct are involved.

A handwritten signature in black ink, appearing to read "M. Darrel Dominick".

M. DARREL DOMINICK
State Conservationist

Dist: AE