## UNITED STATES DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE

WASHINGTON, DC

# **FSIS DIRECTIVE**

2500.2 REVISION 3 8/13/03

#### SMOKING POLICY

#### I. PURPOSE

This directive provides policy and information on smoking restrictions for the Agency.

#### II. CANCELLATION

This directive cancels FSIS Directive 2500.2, Revision 2, dated 12/31/02. **NOTE:** Revision 2 which replaced Revision 1, dated 7/14/98, was not distributed.

#### III. REASON FOR REISSUANCE

This directive is reissued to:

- A. Remove dispute resolution procedures and specific Agency limits on participation in smoking cessation programs.
- B. Discontinue the use of FSIS Form 2500-4, Smoking Cessation Program Application, for advance approval to attend a smoking cessation program.
  - C. Establish self-certification of enrollment for reimbursement claims.

#### IV. REFERENCES

DR4400-6, Smoking Policy

EPA Report 402-F-94-005, Setting the Record Straight: Secondhand Smoke is a Preventable Health Risk

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

#### V. ABBREVIATIONS AND FORMS

The following will appear in their shortened form:

DISTRIBUTION: OPI:

All Employees ASD – Property Management Branch

vees ASD – Property Management Branch LERD – Employee Relations Branch EAP Employee Assistance Program
EPA Environmental Protection Agency

\* \* \*

GSA General Services Administration

\* \* \*

SF-1164 Claim for Reimbursement for Expenditures on Official Business

#### VI. POLICY

It is FSIS policy to prohibit the smoking of tobacco products in:

- A. Buildings and facilities (or portions thereof) owned, leased, or occupied by FSIS personnel. EXCEPTION: Non-federal buildings where Federal personnel are assigned and there are designated smoking areas. FSIS personnel may smoke in such areas if access is permitted.
- B. USDA-owned and GSA- or commercial-leased vehicles in the custody and control of FSIS personnel.

#### VII. DELEGATION OF AUTHORITY

The Agency Administrator is delegated authority to restrict smoking in assigned Agency office space.

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#### VIII. SMOKING CESSATION PROGRAMS

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Smoking cessation programs are available nationwide. An employee may contact the following for approved programs:

- A. Local representatives of nationwide associations (i.e., cancer societies or lung associations) or local health care facilities for services.
  - B. EAP for addiction or dependency counseling.
  - C. Health insurance carrier for services.

#### IX. AGENCY ASSISTANCE

A. FSIS grants official time for the first three EAP visits for addiction or dependency counseling related to smoking cessation. EAP referral for additional counseling unrelated to a smoking cessation program is on the employee's time and expense.

- B. FSIS provides some reimbursement for:
- 1. **Health insurance carrier co-payments** associated with smoking cessation programs. The reimbursement is limited to a lifetime amount up to \$100. The \$100 does not apply to calendar year deductions imposed by a health insurance provider.
- 2. **Pharmacologic treatment fees** limited to a lifetime amount up to \$150. This reimbursement is in addition to and separate from the cost of a smoking cessation program.

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#### X. REIMBURSEMENT CLAIMS

To receive reimbursement for allowable fees, employees must:

- A. **Complete and submit** SF-1164 (see sample in Attachment 1) to the immediate supervisor. (**NOTE:** SF-1164 is available in Outlook's Public Folder\All Public Folder\Agency Issuances\Forms\Standard Forms.)
- B. Attached a self-certification statement of enrollment in a smoking cessation program to the SF-1164. **EXAMPLE:** "I certify that I am/was enrolled in a smoking cessation program offered through \_\_\_\_\_\_during the timeframe for the expenses claimed."

#### XI. ADDITIONAL INFORMATION

Obtain additional information or direct questions about:

- A. **Smoking restrictions in buildings** to the Property Management Branch of the Administrative Services Division.
- B. **Employee assistance program** to the Employee Relations Branch of the Labor and Employee Relations Division.

Acting Assistant Administrator

Office of Management

Attachments

1 Instructions for Completing SF-1164

### **INSTRUCTIONS FOR COMPLETING SF-1164**

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