

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:
All Employees

OPI:
ASD – Property Management Branch
LERD – Employee Relations Branch

EAP Employee Assistance Program
EPA Environmental Protection Agency

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GSA General Services Administration

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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.) ■
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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." ■
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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

