



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

JFHQ-KS-TAG

5 November 2004

MEMORANDUM FOR All KSNG Members and Employees Assigned to the SDB

SUBJECT: SDB Smoking Policy

1. The purpose of this policy is to establish the designated smoking area for the State Defense Building. Since 6 May 1992, all interior space of Kansas National Guard workplaces have been designated smoke free to include cigarettes, cigars, snuff, and chewing tobacco.
2. Specific guidance regarding designating smoking areas can be found in NGR 600-3 (KSARNG) or AFI 40-102 (KSANG). Effective 1 December 2004, smoking will be limited to the loading dock in the southeast corner on the lower level of the building. This area is not a common point of access to and from the building and affords protection from the elements.
3. Because people are the most valuable asset in the Kansas National Guard/Adjutant General's Department, assistance is available for Federal Employees through the Employee Assistance Program. Ms Karen Morrow is the POC and can be reached at DSN 720-8170 or Coml (785) 274-1170. AGR members can contact any Active Duty Medical Treatment Facility or Ms Dottie Clark at DSN 720-8185 or Coml (785) 274-1185 for enrollment or eligibility information. State employees/Kansas residents can contact the Kansas Tobacco Use Prevention Program, "KANSTOP", which provides toll-free access to trained tobacco cessation counselors at no charge. 1-866-KAN-STOP or website: www.Kanstop.org.
4. For employees who continue to smoke; smoke breaks will be part of the regular break policy. Supervisors are responsible for the proper administration of all breaks, to include smoke breaks.
5. This policy supersedes TAG Smoking Policy dated 1 April 1992.


TOD M. BUNTING
Major General (KS), KSNG
The Adjutant General

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