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

JFHQ-KS-TAG 6 May 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TAG Policy Letter #15 UPDATED, Tobacco Free Workplace Policy

1. The purpose of this policy is to restate the Smoke Free Environmental Policy for the Kansas National Guard. Since 6 May 1992, all interior space of Kansas National Guard workplaces have been smoke free to include cigarettes, cigars, snuff, and chewing tobacco.

2. Specific guidance for implementing designated smoking areas can be found in NGR 600-3 (KSARNG) or AFI 40-102 (KSANG). Commanders should review governing directives for compliance.

3. Because people are the most valuable asset in the Kansas National Guard, assistance is available for Federal Employees through the Employee Assistance Program. The HRO ERS Branch Chief 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 the AGR Tricare Manager at DSN 720-8185 or Coml (785) 274-1185 for enrollment or eligibility information. Assistance is also available for State Employees through the Employee Assistance Program, HealthQuest. State Employees can contact HealthQuest directly at 1-888-275-1205 or the SHRO personnel at (785) 274-1391/1392 for enrollment or eligibility information.

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 Policy Letter #15, SAB, dated 5 Nov 04.

TOD M. BUNTING, Major General, KSNG
The Adjutant General

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