



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
HEADQUARTERS, KANSAS NATIONAL GUARD
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TOPEKA, KS 66611-1263

NGKS/TAG

1 April 2020

MEMORANDUM FOR DISTRIBUTION


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

1. The purpose of this policy is to update the Tobacco Free Workplace Policy for the Kansas National Guard. Since 6 May 1992, all interior spaces of the Kansas National Guard workplaces have been tobacco free to include cigarettes, cigars, snuff, and chewing tobacco.
2. There are numerous state and federal guidance documents relating to this issue. Often these documents are unclear or even contradictory in nature, especially with the advent of e-cigarettes and other non-tobacco type products. The KSNG will adhere to the standards established in DoD Policy Memo 16-001. Additional references include AR-600-63, AFI 40-102, NGR 600-63 and KSA 21-6101 – 21-6116.
3. The reasoning behind the Kansas National Guard's tobacco policy is clear. The use of tobacco products harms individuals and unit readiness by impairing physical fitness and by increasing illness, absenteeism, premature death, and healthcare costs. Readiness will be enhanced by establishing the standard of a tobacco free environment that supports abstinence from and discourages any use of tobacco.
4. In order to clearly update the Kansas National Guard's tobacco free policy, certain terms must be defined. Tobacco refers to any product made or derived from tobacco intended for human consumption, including but not limited to, cigarettes, cigars, pipe tobacco, roll-your-own-tobacco, smokeless and dissolvable tobacco, products intended for hookahs/water pipes, vape pens, and e-cigarettes. The definition of tobacco does not include FDA-approved prescription or over-the-counter nicotine replacement therapy.
5. All tobacco use is prohibited in all Kansas National Guard workplaces except for designated outdoor tobacco usage areas. A workplace includes any area inside a building or facility over which the Kansas National Guard has custody and control and where work is performed by military personnel, civilians, or persons under contract to the Kansas National Guard.
6. Commanders and leaders shall minimize the number of designated tobacco use areas on an installation to as close to zero as possible. Designated tobacco use areas are exclusively located outdoors. These areas must be explicitly marked as tobacco use areas. They must be, at a minimum, 50 feet from building entrances, building air intake ducts, pedestrian walkways, parking lots, dining areas, and athletic grounds. Areas not specifically designated as tobacco use areas are tobacco free.

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7. All Kansas National Guard installations and buildings must have signs at installation and building entry points communicating that tobacco use is prohibited except in designated tobacco use areas.
8. All tobacco use is prohibited in all military vehicles and aircraft and in all official vans and busses.
9. 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.
10. Point of contact for this memorandum is the Director of the Joint Staff at (785) 646-0005.
11. This policy supersedes TAG Policy Letter #15, dated 1 July 2018.


DAVID A. WEISHAAR, Major General, KSNG
The Adjutant General

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