

<p style="text-align: center;">ARIZONA Department of Emergency and Military Affairs</p> <p style="text-align: center;">POLICY LETTER</p>	<p style="text-align: center;">POLICY LETTER NO. 20.05</p>	
	<p style="text-align: center;">DATE 16 FEB 16</p>	<p style="text-align: center;">OPR DEMA-TAG</p>
<p>SUBJECT: Tobacco Use Policy Pg. 1 of 2</p>	<p style="text-align: center;">REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</p>	
<ol style="list-style-type: none"> 1. References: ARS 36-601; AR 600-63; DOD Dir. 1010.10; DODI 1010.15; AFI 40-102. 2. The purpose of this policy is to provide tobacco use guidelines resulting in a tobacco-free work environment which protects all employees from the effects of tobacco use, which includes second-hand smoke, without creating an undue burden on those who elect to use tobacco. This policy applies to all work units and locations of the Department of Emergency and Military Affairs (DEMA), to include all State and Federal employees, military personnel, contractors, visitors and guests. 3. Tobacco use (to include cigarettes, cigars, cigarillos, smokeless tobacco and/or electronic cigarettes) is prohibited in any building owned, leased or operated by the Department. Smoke-Free Arizona signs shall be placed at all common points of ingress/egress and must be clearly legible from a distance of five feet. Any waste created by smokeless tobacco users shall be discarded appropriately in trash receptacles. Each Division Director is responsible to approve any outside designated smoking area in their respective areas in accordance with this policy and the above cited references. The expenditure of State or Federal funds to create any new tobacco use areas must be approved in advance by The Adjutant General. 4. Outdoor tobacco use areas will be designated for all buildings. These designated tobacco use areas shall be at least 50 feet away from common points of ingress/egress and shall not be located in areas commonly used by non-tobacco users including but not limited to primary walkways and designated outdoor eating areas. If possible, designated tobacco use areas will provide a reasonable measure of protection from the elements. Designated tobacco areas will not be located in areas which would allow smoke to enter buildings through entrances, windows, ventilation systems or by other means. 5. Smoking is prohibited in outdoor areas where there is a recognized safety hazard. This includes, but is not limited to, ammunition storage areas, firing ranges, fuel/POL dispensing areas, motor pools and equipment maintenance shops. 6. Tobacco use is prohibited in all vehicles, aircraft and equipment owned, leased or operated by the Department. Smoke-Free Arizona signs designed for vehicles shall be clearly displayed on the windows of rear passenger doors. 7. Complaints regarding non-compliance with this policy or the ineffectiveness of the measures used to establish a tobacco use area will be addressed through the appropriate command/supervisory channels. Grievances concerning tobacco use shall be made using the established grievance procedures. 8. Information will be made available to employees concerning smoking/tobacco cessation assistance. Resources, which are free of charge, are available at www.smokefreearizona.org including the Arizona Smokers Helpline at (800) 556-6222 or www.ashline.org. 		

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9. Each new employee of the Department of Emergency & Military Affairs shall receive a copy of this policy, and abide by its terms. Current employees can access this policy through the DEMA policy letter website. Violations of this policy shall be grounds for disciplinary action, up to and including termination.

10. POC for this policy is DEMA Risk Management at (602) 629-4285 or DSN 853-4285.



MICHAEL T. MCGUIRE
 Major General, AZNG
 The Adjutant General

X _____
 I have read, understood and received a copy of this policy letter.

 Employee Initials

 Date

THIS POLICY SUPERSEDES THE PREVIOUS SMOKING POLICY LETTER 20.05 DTD 02FEB09.