

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3900.47

9/24/90

SUBJ: SMOKING RESTRICTIONS IN FAA-CONTROLLED OR OCCUPIED SPACE

1. PURPOSE. This order establishes FAA policy and contains responsibilities and procedures on smoking restrictions in FAA-controlled or occupied space. This order implements the Departmental regulations contained in Departmental Personnel Manual Bulletin No. 792-19, Implementation of Smoking Restrictions in Department of Transportation (DOT) controlled facilities.
2. DISTRIBUTION. This order is distributed to all FAA employees.
3. CANCELLATION. This order cancels Order 1760.3, Smoking in Building, dated September 30, 1988.
4. EFFECTIVE DATE. This order is effective on September 1, 1990, but the policy must be negotiated with each national union. Therefore, the actual date of implementation may vary from one employing jurisdiction to another, or from one facility to another, depending upon national union negotiations.
5. BACKGROUND. Since the issuance of the General Services Administration (GSA) regulations prohibiting smoking in GSA-controlled areas, except for the designated smoking areas, it has become increasingly evident that passive smoke inhalation presents a serious health risk to non-smokers. To reduce the exposure of employees to environmental tobacco smoke, FAA will implement the widest possible restrictions on smoking in FAA-controlled or occupied space and facilities.
6. SCOPE. This order applies to all FAA employees located in all FAA-controlled or occupied space and facilities and any non-FAA employees, including contractor personnel, in FAA-controlled space and facilities.
7. POLICY. This order bans smoking in all buildings and facilities controlled or occupied by FAA. This smoking ban does not apply to FAA-controlled individual dwelling units occupied by employees and their families. Where such prohibitions are not feasible, smoking should be allowed only in limited designated areas that reflect concerns with environmental smoke, such as where ventilation is available. The expenditure of funds for

structural or nonstructural changes to create space which will provide ventilation to the outdoors is not encouraged. Since this smoking ban may generate a degree of employee concern, consideration should be given to continuing or expanding smoking reduction clinics and other Employee Assistance Program counseling services.

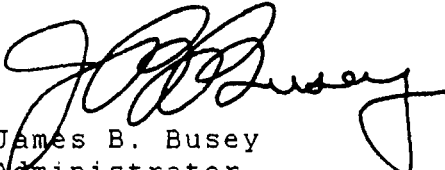
8. RESPONSIBILITIES:

a. The Human Resource Management Division (AHR-100) is responsible for implementing and enforcing this notice in FOB-10A and satellite offices and facilities of FOB-10A.

b. The Office of Labor and Employee Relations will be responsible for overall guidance and coordination concerning implementation of the non-smoking policy for all agency employees, as well as for ensuring that bargaining is accomplished in compliance with the Federal-Labor Management Relations Statute.

c. Regional administrators and center directors are responsible for implementing this order in their respective regions, centers, and field facilities.

d. Contracting officers' technical representatives will ensure compliance of contractor personnel.



James B. Busey
Administrator