

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

GL 3900.31

GREAT LAKES REGION

10/11/91

**SUBJ: SMOKING RESTRICTIONS**

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1. PURPOSE. This order implements FAA policy which contains procedures and designates administrative, supervisory and employee responsibilities on smoking restrictions in FAA-controlled or occupied space. This order implements departmental regulations contained in the Departmental Personnel Manual Bulletin (DPM) No. 792-19, Implementation of Smoking Restrictions in Department of Transportation [DOT] Controlled Facilities.

2. DISTRIBUTION. This order is distributed to all division and staff offices, and all field facility managers.

3. BACKGROUND. The Office Of The Administrator has issued Order 3900.47, Smoking Restrictions in FAA-Controlled and Occupied Space, dated 9/24/90, which implemented the DPM Bulletin No. 792-19. Order 3900.47, effective September 1, 1990, implements the departmental policy for all FAA controlled or occupied space and facilities. This order continues the policy, which was originally promulgated in Action Notice AGL3900.7, dated September 24, 1990.

4. OBJECTIVES. The objective of this order is to provide a smoke-free work environment to all FAA employees located in all FAA controlled or occupied space and facilities. This policy includes all employees hired on a contracted basis, visitors and any non-FAA employees working in FAA controlled space and facilities.

5. SMOKING RESTRICTION CATEGORIES. For the purpose of implementing the smoking restriction, the Region will be divided into the following three categories:

a. Field facilities represented by bargaining units will implement smoking restrictions based upon the results of negotiations with the bargaining unit for their facilities.

(1) The national order was provided to the national bargaining units. Negotiations with these organizations resulted in an impasse and were subsequently referred to the Federal Service Impasses Panel. Position papers by both the FAA and NATCA have been submitted to the panel. The parties are presently awaiting the panels decision.

(2) Further instructions will be provided following the outcome of the impasse. Questions concerning union related issues may be directed to the Labor Relations Branch, AGL-16, by calling FTS: 384-7382 or Commercial (312) 694-7382.

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Initiated By: AGL-11

b. In field facilities not represented by bargaining units before October 1, 1990, managers must ensure that their facilities follow smoking restrictions implemented on October 1, 1990.

c. In the regional office building, smoking is prohibited in all FAA leased space and public access areas (i.e., hallways, phone booths, washrooms, corridors, hallways) in the building. Smoking is permitted in designated areas, in accordance with the existing agreement with PASS. This agreement will be reevaluated after national negotiations with PASS have been completed. A determination will be made at that time whether further negotiations are required.

6. Responsibilities. The following outlines the responsibilities on the part of the Regional Administrator, supervisors, employees and the Employee Benefits Branch (AGL-11).

a. The regional administrator is responsible for implementing this order in the Great Lakes Region.

b. Supervisors have the responsibility to ensure that all employees are provided a smoke-free work environment and that all employees adhere to the no-smoking policy of the FAA. If the policy of no-smoking in an FAA controlled facility is violated, the guidance in FAA order 3750.4A, "Conduct and Discipline", should be followed.

c. Employees have the responsibility to comply with the no-smoking policy and are notified that failure to do so may be grounds for disciplinary action. Failure to comply will be treated the same as any other violation of FAA conduct regulations.

d. The Employee Benefits Branch, AGL-11, has program responsibility for implementing the order. Questions regarding the interpretation and implementation of the smoking policy may be directed to the Regional Safety and Occupational Health Manager, Employee Benefits Branch, FTS: 384-7754 or (312) 694-7754.

  
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