



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, TRIPLER ARMY MEDICAL CENTER**  
**1 JARRETT WHITE ROAD**  
**TRIPLER AMC, HAWAII 96859-5000**

MCHK-CG

01 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum Number 50 - Tobacco-Free Campus Policy

1. Purpose.

a. This policy establishes guidelines for a tobacco-free campus at Tripler Army Medical Center (TAMC) and outlying buildings. The TAMC campus is defined as any property or non-residential building that is owned, operated, maintained or leased by TAMC, Pacific Regional Medical Command (PRMC), Pacific Regional Dental Command (PRDC) or Public Health Command Region Pacific (PHCR-P), and areas extending beyond these facilities as determined by the TAMC/PRMC Commander, (to include all roads, parking lots, sidewalks, and migratory corridors), heretofore known as the campus.

b. The medical community recognizes tobacco use as the most important preventable cause of death and chronic illness in the United States. Living tobacco-free reduces the risk of developing heart disease, various cancers, chronic obstructive pulmonary disease, periodontal disease, asthma and other diseases, and of dying prematurely. A 2006 report by the U.S. Surgeon General declared there is NO risk-free level of exposure to secondhand smoke, including smoke residue that lingers on the clothes of those that return to work after smoking. Therefore, to better support our medical community mission to protect the health, safety and comfort of employees, patients and visitors from the adverse health effects of tobacco products, tobacco use is prohibited on the campus. Tobacco products include, but are not limited to, cigarettes, cigars, pipes and smokeless tobacco (chewing tobacco and snuff), as well as electronic nicotine delivery devices (e.g., e-cigarettes, e-cigars, e-pipes). A tobacco-free workplace is safer and healthier with reduced hazards, risks and costs for all employees. TAMC is committed to providing an environment that does not encourage, facilitate initiation or continued use of tobacco. Being tobacco-free helps our patients, staff, and visitors become and stay healthier.

c. This policy applies to all TAMC, PRMC, PRDC, PHCR-P employees, patients, visitors, students, trainees, volunteers, vendors and supplemental staff, to include contract employees, on the TAMC campus; heretofore known as employees, patients and visitors. The use of tobacco products are not authorized in or around any areas specified in this policy. This policy is effective on the date of this memorandum.

d. Due to Public Law 102-585 section 526, requiring VA medical centers to establish a smoking area for patients; the campus will retain one designated smoking area for use by VA patients only.

2. References. Required and related publications are listed in Appendix A.

3. Responsibilities.

a. Commander, TAMC/PRMC. Directs the execution of a tobacco-free policy on the campus and ensures implementation and enforcement of these guidelines.

b. Commander, PHCR-Pacific. Supports this policy and ensures compliance by his respective employees.

c. Commander, PRDC. Supports this policy and ensures compliance by his respective employees.

d. Chief, Department of Nursing.

1) Identifies tobacco-using in-patients, ensures they are informed of the tobacco-free campus policy and offers information on available tobacco cessation resources at TAMC.

2) Informs patients that cessation medication may be prescribed while an in-patient to assist with tobacco cessation or as a short-term measure to manage acute nicotine withdrawal symptoms, if approved by their provider. Patients are referred to their respective Primary Care Manager (PCM) upon their discharge from the hospital for further evaluation and treatment of tobacco-related disorders.

e. Chief, Department of Preventive Medicine.

1) Provides oversight of the Tobacco Cessation Program.

2) Appoints a Tobacco Cessation Program Coordinator to champion, coordinate and market tobacco cessation information and services at TAMC.

3) The Tobacco Cessation Program Coordinator provides or arranges for tobacco cessation treatment and/or information for patients and campus employees expressing a desire to quit using tobacco products.

4) Provides training to healthcare providers on the Tobacco Cessation Program and the methods of tobacco cessation treatment options.

5) Provides clinical services through Army Public Health Nursing for tobacco cessation treatment.

6) Evaluates non-beneficiary campus civilian employees who are interested in tobacco cessation services IAW this policy.

f. Chief, Behavioral Health.

1) Provides direct and consultative clinical services for tobacco cessation treatment for beneficiaries and employees desiring to quit tobacco use.

2) Collaborates with the Tobacco Cessation Program Coordinator to provide, facilitate and promote tobacco cessation information, education and training.

3) Provides education and training opportunities for medical providers (including dentists) and other TAMC staff on tobacco cessation treatment to enhance the knowledge, access and use of available products and resources.

g. Chief, Logistics Division. Provides and maintains signs/facilities to support the tobacco-free campus policy, pending availability of funds from Resource Management Division.

h. Department/Division Chiefs, Product Line OICs.

1) Inform all new employees of the tobacco-free campus policy.

2) Ensure supervisors and staff are informed of the tobacco-free campus policy and adhere to the established procedures within their respective sections.

3) Conduct progressive discipline procedures IAW the Civilian Personnel Regulations or the Uniformed Code of Military Justice for failure to comply with this policy. Day-to-day responsibility for implementation and compliance lies with both military and civilian supervisors.

4) Offer information and assistance to employees requesting tobacco cessation information and/or treatment.

5) Provide employees participating in the TAMC Tobacco Cessation Program appropriate time off work to complete online treatment, in-person classes or treatment, and/or to see a provider. The Occupational Health Clinic will provide civilian employees with documentation to substantiate participation in this program.

i. Department of Health, Education, and Training (DoHET).

1) Includes the Tobacco-Free Campus policy in annual Birth Month Training and New Employee Orientation briefings.

2) Ensures schools and volunteer programs are informed of the TAMC Tobacco Free Campus policy and expectations of students/volunteers.

j. Public Affairs Office.

1) Provides information to visitors and outpatients, using in-house, intranet, internet, other social media and recurring community forums regarding the tobacco-free campus policy.

2) Advertises the tobacco-free campus policy via the Sharepoint, TAMC Homepage, local newspapers, TV, and radio stations on an ongoing basis.

3) Describes tobacco cessation programs presently in place at TAMC to any interested outside parties.

k. Medical Providers.

1) Assess tobacco use at every outpatient encounter and document tobacco use status in AHLTA. Documentation should include recommendation to quit tobacco use.

2) Encourage patients to quit and direct users of tobacco products who desire assistance to one of the Tobacco Use Cessation services offered at TAMC or online resources.

3) Assess tobacco use at the time of every admission, inform patients of the tobacco-free campus policy and document a plan supporting abstinence during hospitalization.

l. Staff.

1) Encourage compliance with this policy by informing other employees, patients and visitors that use of tobacco products is prohibited on the campus.

2) Promote the assessment of tobacco use status during every medical encounter and facilitate on-site and/or referral to tobacco cessation services/information tailored to patient interests and needs.

3) Understand that violations to this policy are subject to corrective action, as noted in paragraphs 4e and 4f, if tobacco products are used on the campus.

m. Supervisors. Support Commander's policies and assist in the enforcement of the TAMC tobacco-free campus policy by informing patients, visitors, and other staff.

n. TRICARE Service Center/Call Center. Inform patients booking appointments or making inquiries that the medical campus is tobacco-free and that the policy applies to all patients, employees and visitors.

4. Policies and Procedures.

a. Use of all forms of tobacco products, such as cigarettes, cigars, pipes and smokeless tobacco, as well as electronic nicotine delivery devices (e.g., e-cigarettes, e-cigars, e-pipes) is prohibited on the campus, to include all roads, parking lots and sidewalks. Tobacco use is only permitted outside the marked campus boundaries with two covered shelters provided for patient, employee and visitor convenience. See Appendix B for a map of the campus boundaries.

b. Logistics Division will post signs in support of this tobacco-free campus policy in prominent, visible areas at each building entrance, throughout the parking areas, clinic waiting areas, ward nursing stations and information desks. All department supervisors, the Staff Duty Officer, the Provost Marshall Office, and leaders will ensure compliance with the tobacco-free policy. Deputy Commanders will discuss any noncompliance with the policy at the monthly Executive Committee meeting to provide recommendations to the Commanding General on enforcement and administrative procedures.

c. All staff will encourage compliance with this policy and provide support for employees, patients and visitors. When a violation occurs, staff will inform offenders of the tobacco-free campus policy stating that the campus is tobacco-free and where tobacco use is permitted. This Command acknowledges the challenge of enforcing the tobacco-free campus policy; however, the key to success will be leaders throughout the community supporting this effort.

d. Employees who desire to use tobacco products during the duty day may do so during their official break periods and lunch periods as long as it is outside the designated TFC boundaries. Two covered tobacco use shelters are available outside the TFC as annotated in Appendix B. Reasonable accommodations by supervisors for qualified disabled individuals as defined by the Rehabilitation Act of 1973 is authorized in accordance with applicable regulations.

e. With implementation of the Tobacco-Free Campus Policy, TAMC will increase tobacco cessation support for employees and beneficiaries. See Appendix D for available options. Patients and employees who are TRICARE beneficiaries can obtain tobacco cessation services through their Primary Care Manager (PCM), Army Public Health Nursing or Behavioral Health. Services for DoD civilian employees can be obtained through the Federal Health Benefits Plan with no co-pays or deductibles. TAMC will also provide Command-sponsored tobacco cessation services, to include classes and pharmaceuticals, for civilian government employees who are not TRICARE beneficiaries on a one-time-basis. Contract employees are excluded unless specifically entitled to Occupational Health benefits at TAMC. Enrollment and referral for this one-time benefit will require evaluation by the Occupational Health Clinic. Non-beneficiary civilian employees who work on the TAMC campus and wish to take advantage of the free tobacco cessation program must enroll by December 31, 2014.

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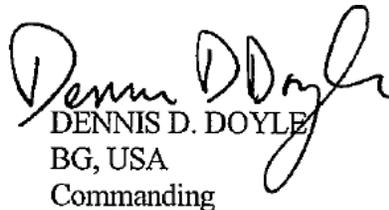
f. Failure to comply with the provisions of this policy may subject the military offender to adverse administrative action and/or criminal punishment under the Uniform Code of Military Justice (UCMJ). TAMC will consider violation of these same provisions by civilian employees as "failure to observe written regulations, orders, rules and procedures" and may administer disciplinary actions, per MEDCOM regulations, the Army Table of Penalties or other directives.

g. For repeated non-compliance, supervisors will counsel, and when appropriate, discipline staff for failure to comply with this policy. If the offender continues to use tobacco products on the campus, the employee's supervisor or department/division/clinic chief will coordinate with CPAC for appropriate corrective action and discipline.

h. Repeated violations by a non-employee member of the public may form the basis for administrative action to bar the individual from the facility.

5. Fiscal Authority. The Comptroller General of the United States Opinion B-231543 states that Federal agencies have the ability to use appropriated funds to cover employee costs for participation in smoking cessation programs consistent with 5 U.S.C. § 7901(c)(4). To ensure fiscal responsibility, participation by civilian employees in any cessation program should be limited to a single episode/course of treatment. The Comptroller General decision declares that smoking is a major contributing cause of illnesses such as cancer, coronary disease and emphysema and therefore cessation programs are "preventive" in nature and are a legitimate expense directly related to the health and safety of Government employees. The U.S. Office of Personnel Management recognizes this funding authority in guidelines issued to encourage smoking cessation programs for the Federal workforce (*See Tobacco Cessation: Guidance on Establishing Programs designed to Help Employees Stop Using Tobacco at the following link, [http://www.opm.gov/employment\\_and\\_benefits/worklife/officialdocuments/handbooksguides/Tobacco\\_Cessation/index.asp](http://www.opm.gov/employment_and_benefits/worklife/officialdocuments/handbooksguides/Tobacco_Cessation/index.asp)*). Expenditure of Defense Health Program funds through TAMC Department of Preventive Medicine in furtherance of this goal is therefore authorized.

6. The proponent of this publication is the TAMC Department of Preventive Medicine. Users are invited to send comments and suggested improvements to the Chief, Department of Preventive Medicine.

  
DENNIS D. DOYLE  
BG, USA  
Commanding

DISTRIBUTION:  
Electronic Bulletin Board

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## APPENDIX A

### References

AR 600-63

Army Health Promotion

The Joint Commission

Comprehensive Accreditation Manual for Hospitals

Title 18, United States Code (18 USC)

Uniform Code of Military Justice (UCMJ)

Title 5, United States Code (5 USC) Section 7901

Health Services Program

U.S. Department of Health and Human Services

The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General, 2006

National Prevention Council, National Prevention Strategy, Washington DC. U S Department of Health and Human Services; Office of the Surgeon General 2011.

Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace

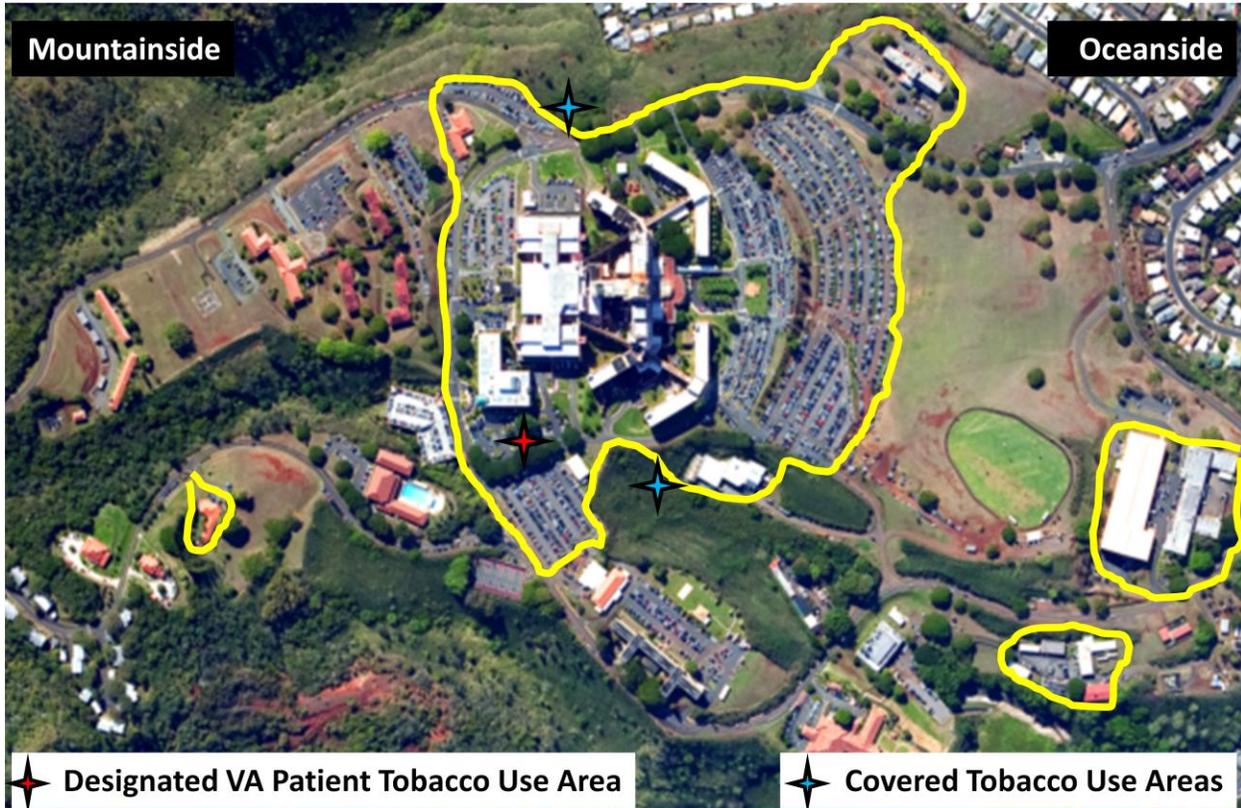
VHA Directive 2008-052, Smoke-Free Policy for VA Health Care Facilities, August 26, 2008.

Public Law 102-585, Veteran's Health Care Act of 1992, November 4 1992.

45 Code of Federal Regulation Part 84, Rehabilitation Act of 1973.

APPENDIX B

**Tobacco Free Campus Boundaries (Map)**



APPENDIX C

Tobacco Free Campus signs



## APPENDIX D

**Clinical Tobacco Use Cessation (TUC) Programs**

There are three options for clinical tobacco cessation services at Tripler Army Medical Center (TAMC) open to all eligible beneficiaries. The first two options will be expanded for a limited time to include Department of Army (DA) civilian employees working at TAMC as part of the new Tobacco Free Campus initiative with enrollment coordinated through Occupational Health.

**OPTION 1.** Behavioral Health: This comprehensive program is designed to help patients wishing to stop smoking, dipping, or chewing tobacco. The program meets weekly and combines medication with psychoeducational and group support. Behavioral skills are provided in a modular fashion and scheduled for discussion at key implementation points as patients progress across the early, intermediate, and later stages of tobacco cessation. There are three iterations of this 11-session program meeting weekly at TAMC (Tuesdays at 0830, Wednesdays at 1400 and Thursdays at 1000). Additionally, meetings are held on Tuesdays at 1330 at Schofield Barracks. One-year quit rates for this program are substantially higher than those typically found in less comprehensive programs.

**OPTION 2.** Army Public Health Nursing (APHN): The APHN program is a combination of clinical, telephonic and internet tobacco cessation support services. An initial clinic visit is scheduled with APHN that includes a program overview, patient assessment, and discussion of motivation to quit, nicotine addiction, and coping/support mechanisms. During the initial or subsequent visit, the participant meets with a medical provider, signs a program agreement, and may be prescribed medication to assist the cessation process. Weekly telephone follow-up is scheduled with a public health nurse trained in tobacco cessation. Participants who elect to start tobacco cessation medication will have a clinic visit with a provider during the first month of treatment with additional visits as needed. Medications available include varenicline, bupropion, and nicotine patches and gum. The patient, provider and APHN staff will decide collaboratively when to stop treatment and/or counseling. Treatment is typically completed by 3 to 4 months but will not exceed six months.

**OPTION 3.** Primary Care Provider (Family Medicine or Internal Medicine): Primary Care Managers (PCM) can provide information and guide enrolled beneficiaries through the tobacco cessation services available at TAMC. In addition to the programs described above, the PCM may coordinate tobacco cessation care within the Family Medicine or Internal Medicine Clinic, prescribing appropriate tobacco cessation medications and collaborating with the integrated behavioral health consultant for a balanced biopsychosocial treatment plan. The duration of therapy and the number of visits required for follow-up will be individualized at the discretion of each PCM.