



**ARMSTRONG
FLIGHT POLICY
DIRECTIVE (AFPD)**

**Directive:
Effective Date:
Expiration Date:**

**AFPD-8719.1-001-5
July 24, 2019
July 24, 2024**

Compliance is mandatory.

SUBJECT: Armstrong Smoking Policy (Revalidated July 24, 2019)

RESPONSIBLE OFFICE: Office of the Center Director

1. POLICY

It is Center policy that the burning of tobacco products (i.e. "smoking", to include the use of electronic cigarettes, i.e. "e-cigarettes") are not allowed in:

- (a) Armstrong Flight Research Center (AFRC) buildings or on building roofs,
- (b) Government owned or leased vehicles,
- (c) NASA-controlled aircraft operated by, or under the auspices of, Armstrong Flight Research Center, or
- (d) Outdoor areas within 25 feet of air intakes, doors, operable windows, posted non-smoking areas, or in places where smoking is prohibited for operational or safety reasons (such as where flammable materials are used or stored).

Smoking materials and matches are to be discarded in receptacles designed for that purpose and custodians will dump the contents of smoking receptacles into containers designed for such material.

2. APPLICABILITY

This Armstrong Flight Policy Directive (AFPD) is applicable to the AFRC and on-site support contractors, grant recipients, and other partners to the extent specified in their contracts or agreements.

This policy includes all vapor producing devices commonly described as e-Cigarettes.

In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

Executive Order 13058, August 9, 1997, Subject: Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace

NASA-STD-8719.11, Safety Standard for Fire Protection

4. APPLICABLE DOCUMENTS AND FORMS

This document is uncontrolled when printed.
Before use, check the Master List to verify that this is the current version.

AFOP-8715.3-009, Fire Safety

5. RESPONSIBILITY

The Center Director shall monitor adherence by AFRC to this policy.

The Center's Chief Medical Officer shall:

- (a) Be the primary point-of-contact (POC) for monitoring the performance of this policy and reporting on its enactment to the Center Director.
- (b) Guide employees who wish to quit smoking to locate self-help programs for this purpose.

Supervisors shall:

- (c) Ensure that tobacco products are not burned (smoked) inside any interior facility/building or within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas.
- (d) Permit brief breaks for employees to go outside to smoke to reasonably accommodate employees who choose to smoke.
- (e) Assure that smoking breaks are relatively infrequent and do not detract from normal productivity and job performance.
- (f) Enforce this policy and additional controls found in AFOP-8715.3-009, Fire Safety.

Employees shall:

- (g) Comply with AFRC and NASA policies concerning not smoking in facilities or within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas.
- (h) Limit the length and frequency of smoking breaks to no more than 10 minutes every four hours (excluding the lunch break), so as not to detract from normal productivity and job performance.
- (i) Inform non-employee visitors of the AFRC smoking policy when sponsoring a visitor.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

None

/S/
David McBride, Center Director

10/19/2019

DISTRIBUTION: Approved for release via the AFRC Document Library; public distribution is unlimited.

Distribution shall be made through the following methods of communication:

- On-line management system documentation system
- AM3
- Staff Meetings

Attachment A, Definitions

Agency-level Directive. A NASA directive with Agency-wide applicability; i.e., NASA Policy Directives (NPDs), NASA Procedural Requirements (NPRs), and NASA Interim Directives (NIDs).

Attachment B, Acronyms

AFRC	Armstrong Flight Research Center
NASA	National Aeronautics and Space Administration
NID	NASA Interim Directive
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
POC	Point-of-contact

Attachment C, Requirement Verification Matrix

PARAGRAPH	REQUIREMENT	COMPLIANT	NON-COMPLIANT
5	The Center Director shall monitor adherence by AFRC to this policy.	<input type="checkbox"/>	<input type="checkbox"/>
5(a)	The Center's Chief Medical Officer shall: Be the primary point-of-contact (POC) for monitoring the performance of this policy and reporting on its enactment to the Center Director.	<input type="checkbox"/>	<input type="checkbox"/>
5(b)	The Center's Chief Medical Officer shall: Guide employees who wish to quit smoking to locate self-help programs for this purpose.	<input type="checkbox"/>	<input type="checkbox"/>
5(c)	Supervisors shall: Ensure that tobacco products are not burned (smoked) inside any interior facility/building or within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas.	<input type="checkbox"/>	<input type="checkbox"/>
5(d)	Supervisors shall: Permit brief breaks for employees to go outside to smoke to reasonably accommodate employees who choose to smoke.		
5(e)	Supervisors shall: Assure that smoking breaks are relatively infrequent and do not detract from normal productivity and job performance.		
5(f)	Supervisors shall: Enforce this policy and additional controls found in AFOP-8715.3-009, Fire Safety.		
5(g)	Employees shall: Comply with AFRC and NASA policies concerning not smoking in facilities or within 25 feet of air intakes, doors, operable windows, or posted non-smoking areas.		
5(h)	Employees shall: Limit the length and frequency of smoking breaks to no more than 10 minutes every four hours (excluding the lunch break), so as not to detract from normal productivity and job performance.		
5(i)	Employees shall: Inform non-employee visitors of the AFRC smoking policy when sponsoring a visitor.		

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Document History Log

This page is for informational purposes and does not have to be retained with the document.

Baseline, August 4, 2014

- Baseline

Baseline-1, June 27, 2017

- Admin update
- Baseline to Baseline-1
- DPD-8719.1-001 renumbered in accordance with Center instruction.

Baseline-2, Admin Change, June 5, 2018

- Admin update
- Section 7. MEASUREMENTS/VERIFICATION changed from "See metrics associated with the Fire Protection Program" to "None."
- Updated document references to new designation

Baseline-3, Admin Change July 22, 2019

- Extended expiration 6 months
- Updated section headers to current template and removed "shall" from section 1.0 POLICY

Baseline-3, Revalidated, July 24, 2019

- Remains in compliance with Executive Order 13058; no revisions required
- Extended expiration date 5 years

Baseline-4, October 16, 2019

- Corrected Effective Date to July 24, 2019 and Expiration Date to July 24, 2024

Baseline-5, Admin Change, 07-07-21

- Added attachments A, B, and C.