

EDO Principal Correspondence Control

FROM: DUE: 08/28/00

EDO CONTROL: G20000373  
DOC DT: 07/25/00  
FINAL REPLY:

Janice R. Lachance, OPM

TO:

Chairman Meserve

FOR SIGNATURE OF : \*\* GRN \*\*

CRC NO: 00-0502

Bird, HR

DESC:

ROUTING:

Guidance for Reporting on Smoking Cessation  
Program Achievements and Effectiveness  
(Due: 8/28/00)

Travers  
Paperiello  
Miraglia  
Norry  
Craig  
Burns/Cyr

DATE: 08/02/00

ASSIGNED TO: CONTACT:

HR

Bird

SPECIAL INSTRUCTIONS OR REMARKS:

OFFICE OF THE SECRETARY  
CORRESPONDENCE CONTROL TICKET

Date Printed: Aug 01, 2000 13:40

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PAPER NUMBER: LTR-00-0502 LOGGING DATE: 08/01/2000  
ACTION OFFICE: EDO

AUTHOR: JANICE LACHANCE  
AFFILIATION: OPM  
ADDRESSEE: CHRM RICHARD MESERVE  
SUBJECT: GUIDANCE FOR REPORTING ON SMOKING CESSATION PROGRAM ACHIEVEMENTS  
AND EFFECTIVENESS

ACTION: Appropriate  
DISTRIBUTION: CHAIRMAN, RF

LETTER DATE: 07/25/2000  
ACKNOWLEDGED No  
SPECIAL HANDLING:

NOTES: REPORTS ARE DUE BY AUGUST 28, 2000

FILE LOCATION: ADAMS

DATE DUE: DATE SIGNED:

EDO --G20000373



OFFICE OF THE DIRECTOR

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-0001

JUL 25 2000

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND  
AGENCIES

FROM:

JANICE R. LACHANCE  
DIRECTOR

SUBJECT:

Guidance for Reporting on Smoking Cessation Program  
Achievements and Effectiveness

On June 27, 2000, the President signed a memorandum (copy attached) reaffirming his commitment to providing Federal employees the opportunity to participate in agency sponsored smoking cessation programs. The President mentioned the positive changes that have occurred as a result of Executive Order 13058 which established a smoke-free environment for employees and members of the public visiting or using Federal facilities. He also acknowledged that most agencies have established smoking cessation programs for employees or plan to do so in the future.

The President also indicated that we needed to build on the progress that we have achieved and directed agencies to take several actions in support of expanding and improving smoking cessation programs. He directed all agencies to review their current smoking cessation programs and provide a report on their achievements and effectiveness to the Office of Personnel Management (OPM), within 60 days from the date of his memorandum. After we have reviewed these reports, we must provide a report on our findings to the President and we will be compiling a list of best practices that will be shared with all agencies. We will also provide assistance to agencies, as needed, in planning and reporting smoking cessation activities.

In conducting these reviews, agencies may find the recently released Department of Health and Human Services (HHS) Public Health Service guidelines on Treating Tobacco Use and Dependence a helpful resource. Copies of the guidelines can be obtained from the Surgeon General's web site a [www.surgeongeneral.gov/tobacco/](http://www.surgeongeneral.gov/tobacco/).

We have attached the reporting format for your use, and your reports are due to OPM by **August 28, 2000**. If you have any questions on this survey, you may contact Frank Cavanaugh of our Employee Health Services Team, Office of Worklife Programs on (202) 606-1166 or by email at [ftcavana@opm.gov](mailto:ftcavana@opm.gov).

Attachments

## AGENCY SMOKING CESSATION PROGRAM SURVEY

The Office of Personnel Management (OPM), in accordance with the President's memorandum on expanding access to smoking cessation programs, is conducting this Government-wide survey of Federal agency smoking cessation programs. Please answer the following questions for your agency and send your responses to **U.S. Office of Personnel Management, Employee Health Services Team, Room 7425, 1900 E. Street, Washington, DC 20415** no later than **August 28, 2000**. If you have questions, please contact Frank Cavanaugh at (202) 606-1166, FAX 606-0967, or at [ftcavana@opm.gov](mailto:ftcavana@opm.gov)

1. **Has your agency established programs to help your employees stop smoking?**  
 Yes       No (If No, please skip to Question 8)
2. **If yes, please indicate the number \_\_\_\_\_ and percent \_\_\_\_\_ % of your agency's locations that offer smoking cessation programs for their employees.**
3. **What is your agency's total Federal employee population? \_\_\_\_\_**
4. **What percent of your employee population has access to these smoking cessation programs? \_\_\_\_\_ %**
5. **Which of the following approaches has your agency taken to assist employees stop smoking? What percent of your employee population has had access to each?**
  - **Smoking cessation programs (i.e., group sessions or counseling) offered at the worksite or at some other location. \_\_\_\_\_%**
  - **Agency reimbursement of employee expenses for nicotine replacement therapy (nicotine patch or gum). \_\_\_\_\_%**
  - **Health education and prevention (seminars, brown bag lunches, etc.). \_\_\_\_\_%**



**AGENCY SMOKING CESSATION PROGRAM SURVEY**

9. **Is there any other information you would like to share about your agency's current and/or future smoking cessation activities?**

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10. **Please attach summaries of any of your agency's programs that you think might serve as a positive example for other agencies to follow.**
11. **If you have posters, flyers, or other materials that you thought were effective in your smoking cessation efforts, please provide copies.**

**Reporting Agency :** \_\_\_\_\_

**Point of Contact:**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

THE WHITE HOUSE

WASHINGTON

June 27, 2000

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Expanding Access to Smoking Cessation Programs

Statistics from the Centers for Disease Control and Prevention show that smoking-related diseases claim more than 400,000 lives annually and cost the United States tens of billions of dollars in medical expenses and lost productivity. Smoking-related diseases devastate our families and communities by contributing to the premature deaths of our husbands, wives, mothers, fathers, siblings, and close friends. As we now know, the vast majority of adult smokers begin smoking as children, and most become addicted to nicotine. Research also shows that more than 70 percent of adult smokers would like to quit smoking.

On August 9, 1997, I issued Executive Order 13058, establishing a smoke-free environment for the more than 1.8 million civilian Federal employees and members of the public visiting or using Federal facilities. In that order, I encouraged agencies to establish programs to help employees stop smoking. And in 1998, the Office of Personnel Management (OPM) conducted a survey to determine what steps agencies had taken to help employees stop smoking. The results of that survey showed that a majority of those who responded had smoking cessation programs in place at the worksite or were planning to initiate them.

For example, due to our efforts, 1.4 million members of the armed forces and their families have benefited from Department of Defense initiatives that have provided them with smoke free workplaces and readily accessible smoking cessation programs. The Postal Service's more than 800,000 employees and their customers have enjoyed smoke free environments since 1993.

Today, the Department of Health and Human Services' (HHS) Public Health Service released new tobacco cessation guidelines that reflect the latest research on treating tobacco use and addiction. These guidelines will enable clinicians, employers, insurers, health benefits managers, and others to employ programs and therapies that have been proven effective, and help prevent more unnecessary tobacco-related illnesses and deaths. These new guidelines will also serve as a valuable resource for evaluating and improving current programs, including those offered by Federal agencies.

We need to build on our progress. Therefore, I direct the head of each executive department and agency (agency) to send a message to all personnel that (1) encourages them to stop smoking or never to start; (2) describes assistance the agency can provide in helping them quit smoking; (3) provides information on proven smoking cessation treatments and practices; and (4) encourages participation in the American Cancer Society's Great American Smokeout scheduled for November 16, 2000.

In addition, I direct all agencies to review their current tobacco cessation programs and to provide a report on their achievements and effectiveness to the Director of OPM 60 days from the date of this memorandum. In conducting these reviews, agencies should consult the new HHS guidelines to determine the key elements of an effective program and identify areas for program enhancement. Any new initiatives planned should also be a part of the report. The OPM will use this information to compile a list of best practices to be shared with all agencies, and to report to me on its findings 90 days from the date of this memorandum.

The OPM will provide assistance to agencies as needed. For example, its web-site contains information on establishing a "Model Smoking Cessation Program."

William G. Clinton