

Why is this service being offered?

We know that personal, health, and social problems can seriously impair your ability to perform effectively on the job. Since the healthy, productive employee makes the greatest contribution to mission accomplishment, it is sound management practice to provide programs that help employees deal successfully with personal problems.

**THE
EMPLOYEE
ASSISTANCE
PROGRAM**

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**To reach your
Employee
Assistance
Program, call
(360) 476-4455**

for CNRNW:

- Host Commands West Sound
- Naval Submarine Base Bangor
- Naval Station Bremerton
- NavComTelStation

CODE NO1CP
COMMANDER, NAVY REGION NORTHWEST
HUMAN RESOURCES OFFICE
1101 TAUTOG CIRCLE
SILVERDALE, WA. 98315-1088
PHONE: (360) 476-4455

Employee Assistance Program

What is the EAP?

The Employee Assistance Program is a service for CNRNW employees (supervisor or not) and their families to provide confidential, professional assistance with personal problems.

What types of problems?

Any personal problem which is or may interfere with job performance, such as:

- Alcohol or Drug use/Abuse
- Emotional, Stress, personal problems
- Family or Marital
- Financial, etc.

How does the program work?

A trained counselor will help you to clarify what is going wrong in your life and help you work out a solution. The program provides initial counseling, referral for treatment, and follow up.

What does it cost?

There is no fee for EAP services. If it is determined that a referral to a community agency is appropriate, effort is made to take into account your particular circumstances.

Is EAP really confidential?

YES. The program is covered by a special provision of the Privacy Act. Nothing of your visit will be disclosed to anyone without your written consent.

Won't it look bad on my record?

Not at all. Nothing goes into your Personnel Folder. It is Navy Policy that no employee's job or promotional opportunities will be jeopardized for having sought assistance through the EAP. In fact, it is policy that employees are to be encouraged to seek help through the EAP.

What if I may have an alcohol or a drug problem; what if I abuse them?

The Department of the Navy recognizes substance abuse as a treatable health problem. People do recover to become happy and productive, which is why the Navy encourages you to seek help if you believe that alcohol and/or other drugs are a problem in your life.

When should an employee, supervisor, or manager seek assistance?

Just as soon as you think there may be a problem. It often takes prudent, objective outside help before work and personal problems improve. The longer you wait to seek help, the more serious the problem becomes. So, seek help. You owe it to yourself.

Who do I contact? Phone (360) 476-4455

Any supervisor or manager can contact the program office and arrange an appointment for you, OR you can call and arrange your own appointment.

Do I have to take time off work?

NO. Check with your supervisor about your appointment time. Administrative time is allowed for the appointment during working hours. For back-shift employees, either odd-shifting or other special arrangements can be made.

This includes your health insurance coverage, family, finances, transportation, and needs.