

<p>Who is Eligible for this Program?</p>	<p>The Employee Assistance Program is available to the following members of Team Coast Guard:</p> <ul style="list-style-type: none"> • Active Duty members and their dependents • Reservists on active duty, or in receipt of involuntary recall orders, and their dependents • Civil Service employees and their dependents • Exchange System employees and their dependents • MWR employees and their dependents
<p>Purpose of Program</p>	<p>The Employee Assistance Program is designed to provide a confidential professional assessment and short term counseling and referral services to help employees with their personal, job or family problems.</p>
<p>Definitions</p>	<p>The following definitions apply to the Employee Assistance Program:</p> <ul style="list-style-type: none"> • Self-Referral - The voluntary use of the Employee Assistance Program by an employee. • Informal Referral - The referral of an employee to the Employee Assistance Program by a supervisor, family member, co-worker or health provider due to the identification of a problem that is not necessarily work performance oriented. • Formal Supervisory Referral - The referral of an employee to the Employee Assistance Program by a supervisor on the basis of deteriorating or unacceptable work performance. • Mandatory Referral by the Command - The formal and mandatory referral of an employee to the Employee Assistance Program as a result of a confirmed positive drug test. • Referral as a part of the Assessment Process - The referral of an employee or family member by an Employee Assistance Program counselor to one or more "community resources" based on assessment and problem identification. • Short Term Problem Solving - Limited sessions (one to six) with a licensed professional serving as a Contracted Employee Assistance Program counselor to resolve problems identified in the assessment phase. Short term problem solving sessions are separate from the assessment process, however, it is recognized that the two activities can overlap. The intent of short term problem solving is to work through the identified problem within the six (6) session time frame thereby eliminating the need to refer the employee to a community resource. • Supervisor Consultation - Meetings and/or discussions between a supervisor and a contracted Employee Assistance Program staff member. The consultation purpose is to discuss a potential supervisor referral, to assist the supervisor in making a referral, to confer as appropriate during the course of intervention with the employee, and/or to follow-up with the supervisor when the intervention has terminated.

<p>Program Confidentiality</p>	<p>All contacts with the Employee Assistance Program are held in the strictest confidence. To maintain privacy and confidentiality the Coast Guard contracts the Employee Assistance Program services with an outside organization to operate the Employee Assistance Program . In no way does utilizing the Employee Assistance Program affect an employee’s chances of promotion or advancement. Service members, civilians and family members deal directly with this national network of providers. The Employee Assistance Program does not reveal the user’s identity to the Coast Guard. In addition, any discussion with an Employee Assistance Program counselor is confidential and protected by law. The only exceptions to the confidentiality are in cases of child abuse and specific state-enforced laws addressing family violence (where reporting is mandatory), suicide and imminent harm to another.</p>
<p>Services and Resources Available</p>	<p>The following services and resources are available within the Employee Assistance Program:</p> <ul style="list-style-type: none"> • Counseling and Guidance on troubled Relationships, Parenting, Stress and Financial Management • Critical Incident Stress Management Counseling • Drug and Alcohol Counseling
<p>Requesting Services or Resources</p>	<p>To use or contact the Employee Assistance Program directly, call 1 (800) 222-0364. These services or resources can also be obtained by contacting the Employee Assistance Program Coordinator (EAPC) at your Regional Work-Life Staff. Work-Life Staffs are located at Integrated Support Commands CG-wide and at the Headquarters Support Command. To contact the Work-Life Staff closest to you, call 1-800-872-4957, followed by the extension listed next to the following ISC locations:</p> <ul style="list-style-type: none"> • Alameda (252) • Boston (301) • Cleveland (309) • Honolulu (314) • ketchikan (317) • Kodiak (563) • Miami (307) • New Orleans (308) • Portsmouth (305) • San Pedro (311) • Seattle (313) • St. Louis (302) • Washington, DC (932)
<p>Related Program Information</p>	<ul style="list-style-type: none"> • Employee Assistance Program Coordinator’s are civil service professionals who represent various Human Services Disciplines. They will assist by referring or providing members to resources on specific identified programs including the Employee Assistance Program. They also provide Critical Incident Stress Management, Financial Management Training, Work-Place Violence and Threatening Behavior Training, Victim/Witness Assistance

	<p>Program, Rape and Sexual Assault, Awareness and Prevention Training, and Drug and Alcohol Abuse referrals. Discussions of problems with an EAPC are also confidential.</p> <ul style="list-style-type: none"> • Only Crisis Intervention services will be provided to Reserve Personnel coming on active duty for a weekend drill or two week (2) annual training. If on active duty for over 180 days then they are entitled to full Employee Assistance Program Counseling Services.(1-6 sessions or referrals for long term counseling).
<p>Program References</p>	<p>The following reference provides details of the Employee Assistance Program:</p> <ul style="list-style-type: none"> • COMDTINST 1740.7A, Employee Assistance Program
<p>Related Web Sites</p>	<p>The following web sites provide information related to the Employee Assistance Program:</p> <ul style="list-style-type: none"> • http://www.opm.gov/ehs/Eappage.htm -- Office of Personnel Management EAP Homepage • http://www.mentalhealth.com -- Internet Mental Health Website "Free Encyclopedia" of Mental Health Information
<p>Point of Contact</p>	<p>If you are unable to contact the Employee Assistance Program Coordinator at your Regional Work-Life Staff, or need additional assistance beyond the information provided here, please contact the Headquarters Employee Assistance Program Manager, CAPT Ruth I. Torres (Chief, Individual and Family Support Division) at (202) 267-1329, Fax: (202) 267-4798 or Email at rtorres@comdt.uscg.mil</p>