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FM COMDT COGARD WASHINGTON DC//CG-11//  
TO ALCOAST

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ALCOAST 607/08

COMDTNOTE 1750

SUBJ: INTRODUCING WORKLIFE4YOU RESOURCE AND REFERRAL SERVICES

1. THIS ALCOAST ANNOUNCES THE AVAILABILITY OF "WORKLIFE4YOU", A NEW WORK-LIFE RESOURCE AND REFERRAL PROGRAM DESIGNED TO HELP COAST GUARD ACTIVE DUTY AND CIVILIAN PERSONNEL AND THEIR FAMILIES BALANCE PERSONAL AND WORKPLACE RESPONSIBILITIES AT EVERY LIFE STAGE.

2. THE WORKLIFE4YOU PROGRAM OFFERS CONFIDENTIAL INFORMATION, REFERRALS TO QUALIFIED RESOURCES, AND CONSULTATION SERVICES. THIS PROGRAM INCLUDES SERVICES RELATED TO LIFE EVENTS SUCH AS ADOPTION, BECOMING A PARENT, NEWBORN AND CHILD CARE, FAMILY, HEALTH AND WELLNESS, COLLEGE AND TECHNICAL SCHOOLS, RELOCATION, CAREER DEVELOPMENT, FINANCIAL PLANNING, LEGAL ASSISTANCE, CONVENIENCE SERVICES, RETIREMENT PLANNING, ELDER CARE, AND SERVICES FOR ADULTS WITH DISABILITIES AND ILLNESSES.

3. WORKLIFE4YOU INCLUDES BOTH ON-LINE RESOURCES AND MATERIALS AND TELEPHONIC CONSULTATIONS. FOLLOWING THE INITIAL TELEPHONE CONTACT BY A CALLER, A WORKLIFE4YOU SPECIALIST WILL CONDUCT RESEARCH TO IDENTIFY AND PRE-SCREEN SERVICE PROVIDERS THAT MATCH THE CALLERS NEEDS. WITHIN 5 BUSINESS DAYS OF THE INITIAL REQUEST FOR REFERRALS, THE SPECIALIST WILL PROVIDE EDUCATIONAL MATERIALS AND/OR REFERRALS TO THAT CALLER. SPECIALISTS WILL WORK WITH EACH CALLERS SPECIFIC REQUIREMENTS REGARDING EXPERIENCE, INSURANCE, LOCATION AND PERSONAL PREFERENCE. SERVICES INCLUDE LOCATING, PRE-SCREENING AND CONFIRMING OPENINGS IN DAY CARE AND ELDER CARE CENTERS. ALL WORKLIFE4YOU SPECIALISTS WILL HAVE, AT A MINIMUM, A BACHELORS DEGREE AND TWO YEARS OF PROFESSIONAL EXPERIENCE IN A RELEVANT DISCIPLINE.

4. WORKLIFE4YOU CAN BE ACCESSED TOLL-FREE AT ANY TIME OF THE DAY OR NIGHT. TO DISCUSS YOUR NEEDS WITH A WORKLIFE4YOU SPECIALIST, CALL 1-800-222-0364 (TTY 1-888-262-7848). YOU MAY RECALL THAT THIS IS ALSO THE EMPLOYEE ASSISTANCE PROGRAM (EAP) TOLL-FREE NUMBER. WHEN YOU CALL FOR ASSISTANCE, YOUR REQUEST WILL BE SCREENED, AND YOU WILL BE DIRECTED TO EITHER THE EAP OR TO WORKLIFE4YOU, AS APPROPRIATE.

5. YOU MAY ALSO LOG ON TO WWW.WORKLIFE4YOU.COM AND LOOK FOR THE "REGISTERED USERS" BOX. DO NOT CLICK ON THE "NEW USER" LINK. SIMPLY ENTER SCREEN NAME: USCG, AND PASSWORD: USCG (USE LOWER CASE FOR BOTH - THESE ARE CASE SENSITIVE). FOR ASSISTANCE LOGGING ON, CONTACT THE HELP DESK AT 888-604-9565. ONCE ON THE HOME PAGE, YOU CAN CLICK ON "LEARN TO USE OUR SITE IN JUST 10 SIMPLE STEPS" TO GET A TUTORIAL ON USING THE WEBSITE.

6. WORKLIFE4YOU CAN HELP YOU SIMPLIFY YOUR LIFE IN SEVERAL WAYS:

A. CALL TOLL-FREE FOR EXPERT GUIDANCE. NO MATTER WHAT LIFE BRINGS, WORKLIFE4YOU EXPERTS CAN HELP YOU UNDERSTAND YOUR OPTIONS.

B. GET PERSONALIZED REFERRALS. SPECIALISTS WILL HELP YOU FIND CHILD CARE, ADULT CARE, FITNESS CENTERS, SCHOOLS, ADOPTION RESOURCES, HOME IMPROVEMENT PROFESSIONALS, MOVERS, PET CARE, AND OTHER HELPFUL RESOURCES NATIONWIDE - ALL WITH CONFIRMED AVAILABILITY.

C. REQUEST FREE EDUCATIONAL MATERIALS. READ UP-TO-DATE INFO ON CHILD CARE AND PARENTING, PREGNANCY AND ADOPTION, ADULT CARE AND AGING, FITNESS, LOSING WEIGHT, BUDGETING, RELOCATION, DEPLOYMENT, COLLEGE PREP, PET CARE, BALANCING WORK AND LIFE, AND MORE.

D. ACCESS INTERACTIVE TOOLS. LOG ON FOR QUICK TIPS, IN-DEPTH ARTICLES, WEBINARS, SOCIAL NETWORKS, AND LOADS OF OTHER HELPFUL TOOLS.

E. RECEIVE FREE KITS. WORKLIFE4YOU OFFERS PRENATAL, CHILD SAFETY, COLLEGE, AND ADULT CARE KITS THAT CONTAIN FREE PRODUCTS AND

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PRACTICAL INFORMATION. LIMITS APPLY, CALL FOR DETAILS.

7. COMMANDING OFFICERS AND OFFICERS-IN-CHARGE ARE ENCOURAGED TO ENSURE THE WIDEST DISTRIBUTION OF THIS INFORMATION, WITHIN THE COMMAND, TO UNIT OMBUDSMAN, LOCAL SPOUSE CLUB ORGANIZATIONS, AND TO FAMILY MEMBERS.

8. QUESTIONS RELATED TO THIS NEW SERVICE CAN BE DIRECTED TO MR. JOHN REIBLING IN COMDT (CG-1112) AT 202-475-5161, E-MAIL: JOHN.S.REIBLING(AT)USCG.MIL OR MR. BOB SKEWES IN COMDT (CG-111) AT 202-475-5140, E-MAIL: ROBERT.L.SKEWES(AT)USCG.MIL.

9. WORKLIFE4YOU OFFERS SERVICES THAT ARE FREE, VOLUNTARY AND CONFIDENTIAL. I ENCOURAGE ITS USE - IT WILL PROVIDE COAST GUARD EMPLOYEES AND THEIR FAMILY MEMBERS WITH AN INVALUABLE SOURCE OF SUPPORT AND INFORMATION.

10. RADM MARK TEDESCO, DIRECTOR OF HEALTH, SAFETY, AND WORK-LIFE, SENDS.

11. INTERNET RELEASE AUTHORIZED.

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