

## The Employee Assistance Program

The Army's Employee Assistance Program (EAP) is a job-based program designed to help employees, and their family members whenever feasible, with problems that may affect their well-being and their ability to do their jobs. EAP services are provided to enhance productivity and reduce absenteeism, promote safety on the worksite, and ensure that the Army's mission is accomplished in the most efficient manner.



Services include but are not limited to screening, short-term counseling, and referral for all adult living problems. The initial screening/assessment interview identifies, documents, and evaluates individual strengths, weaknesses, problems, and needs, and lays the foundation to assist in making a referral to appropriate resources.

Supervisor consultations and mediation services are provided to guide employees and managers in resolving issues that may impact on the productivity of the civilian workforce. Assistance to

family members of civilian employees is provided to assist in resolving adult living issues, and enhancing the employee's ability to perform the duties of the worksite.

Supervisors and management are required to refer civilian employees whose job performance, conduct, or attendance records may be indicative of adult living problems requiring professional assistance to the installation Employee Assistance Program Coordinator (EAPC). Supervisors will inform all civilian corps members who display performance and/or conduct issues that the EAP may help them address adult living problems that have the potential to affect performance and conduct. Supervisors will market the EAP as a benefit of employment for all eligible employees, and that services are not dependent on worksite related problems.