DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO ATTENTION OF

IMBV-HRA

26 June 2014

MEMORANDUM FOR US Army Garrison Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #11, Employee Assistance Program

1. REFERENCES.

a. DA PAM 600-85 (Army Substance Abuse Program Civilian Services), 15 October 2001.

b. Washington Headquarters Services, Administrative Instruction No. 17, Civilian Employee Alcohol and Drug Abuse Prevention, Testing and Control Program, 6 November 2007.

c. AR 600-85 (The Army Substance Abuse Program), 28 December 2012.

2. APPLICABILITY. This policy applies to all Department of the Army (DA) Civilian employees, eligible Family Members of Active Duty personnel, and military retirees.

3. PURPOSE. To establish policy on the Employee Assistance Program (EAP) and Drug-Free Federal Workplace Program (DFW) for Civilian employees and other eligible members as contained in Chapter 14, AR 600-85.

4. POLICY.

a. Substance Abuse is inconsistent with Army Values and the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission.

b. DA recognizes alcoholism and drug abuse as a progressive but preventable and treatable disease.

c. DA Civilian employees, military and civilian employees' family members, and military retirees and their family members will have access to confidential EAP services, in accordance with guidance specified in DA Pam 600-85.

d. DA Civilian employees must refrain from using drugs illegally whether on or off duty.

e. Employees job security or promotion opportunities will not generally be jeopardized by a request for assistance. Employees performance appraisals will not mention current or past enrollment in the Army Substance Abuse Program (ASAP).

f. Supervisors will intervene early when alcohol misuse, drug abuse, or other personal problems are adversely affecting an employee's performance and/or behavior. Supervisors are encouraged to use the EAP service in conjunction with disciplinary action, which must be coordinated with the servicing Civilian Personnel Advisory Center (CPAC).

g. Supervisors will consult with the servicing CPAC and Staff Judge Advocate (SJA) and notify the appropriate law enforcement authorities when there is reasonable suspicion that an employee is engaged in criminal conduct involving alcohol or other drugs (e.g., trafficking, theft, or illegal possession).

5. GUIDELINES.

a. Enrollment of DA Civilians in ASAP counseling programs is voluntary. Under federal regulations, no employee may be forced, threatened, or coerced into accepting any form of counseling or treatment. If an employee refuses an offer of referral, he or she must be aware of the consequences of continued misconduct or unacceptable behavior.

b. Eligible individuals participating in the Fort Belvoir EAP will be entitled to all allowable benefits. Cost incurred through referrals over and above those covered by the Department of Defense will be the responsibility of the employee.

c. Eligible individuals may be referred to the EAP or volunteer services by calling the EAP's private, confidential voice mail number 703-805-5588. The employee's voluntary participation should not fear reprisal of any type and will not become part of personnel records.

d. The EAP is strictly confidential and anonymous. Statistical records are kept for case monitoring, utilization of EAP program and caseload percentages. Written consent of the employee must be obtained in order to release information of any type.

e. Once an eligible employee contacts the EAP, an assessment will be conducted to determine the exact nature of the problem(s) and initiate an action to return the employee to effective job performance as soon as possible.

6. PROPONENT. The proponent for this policy is the Fort Belvoir Directorate of Human Resources. The point of contact is the Employee Assistance Program Manager at commercial (703) 805-5588.

MICHELLE D. MITCHELL
Colonel, AG
Commanding