

## Noteworthy Statistics

- *Stress has become a serious problem in the workplace*
- *The American Bar Association reports that during a 12-month period, more than half the employees in a typical workforce will experience a legal or financial issue involving "life events"*
- *Troubled employees are at least 29 percent less productive than the average worker*
- *10 percent of American Workers are affected by substance abuse problems*
- *For substance abusers, accident rates are three to four times more likely*

## BENEFITS OF THE EAP

- ✓ Attract and Retain Top-Notch Employees
- ✓ Promote Workforce Cooperation
- ✓ Increase Workplace Productivity
- ✓ Boost Morale
- ✓ Enhance Organizational Health
- ✓ Prevent Disability Claims
- ✓ Balance Work & Personal Life



## ARMY SUBSTANCE ABUSE PROGRAM DIVISION Directorate of Human Resources

**Cost:** Free of Charge

**Hours:** M – F, 8A-5P

**Sponsor:** The Federal Government and Fort Bragg in accordance with PL 91-616 and AR 600-85

**Location:** Bldg. 4-2843  
Normandy Drive  
Ground Floor  
Room B-C-1

Fort Bragg, NC 28310

**Phone:** 910-396-5784

[www.bragg.army.mil/directorates/HR/Pages/EAP.aspx](http://www.bragg.army.mil/directorates/HR/Pages/EAP.aspx)



U.S. ARMY GARRISON  
FORT BRAGG, NC

## EMPLOYEE ASSISTANCE PROGRAM

OFFERS...

*Confidential Screening,  
Counseling, & Referral  
Services*



### EAP Staff

**Coordinator:** Ms. Lofton-Berry

**Trainer:** Ms. Hager

**Trainer:** Mr. Mayo

**Assistant:** Ms. Taylor

**Contact #:** (910) 396-5784

# EMPLOYEE

# ASSISTANCE

# PROGRAM

## WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM?

The Employee Assistance Program (EAP) is administrative in nature and provides screening, referral, short-term counseling, and follow-up services to employees and their families, consultation to management, and preventive education. The program offers a resource for employees to seek help for personal problems that might adversely impact their work performance, health, and well-being. Issues addressed in the EAP include but are not limited to alcohol and drug abuse, health-related, marital, emotional, behavioral, and financial challenges, or any other problem affecting employees.

### AUTHORIZED PARTICIPANTS

- Department of Defense (DOD) Civilian Employees (appropriated and non-appropriated fund)
- Family Members of DOD Civilian Employees
- Family Members of Active Duty Military Personnel
- Retired Military and Civilian Personnel

- Family Members of Retired Military and Retired DOD Civilian Personnel
- U.S. Army National Guard and Reserve Personnel when not on active duty (these personnel are eligible on a space/resource available basis)

### EAP ENROLLMENT

The EAP is a strictly voluntary program. Eligible persons seeking services may enroll without fear that their private information will be shared, unless required by law or written permission is given. If an employee is suffering from personal problems that are negatively affecting job performance, the supervisor may request the employee be interviewed by a member of the EAP staff. Employees always have the right to decline assistance. If an employee is referred by his/her supervisor for EAP services and chooses not to participate, the employee is subject to regular corrective actions as appropriate.

### EAP SERVICES

- Preventive Education and Training
  - Mandatory annual prevention education for all civilian employees
- Consultation to Management
  - Classes for supervisors, managers, union officials, management-employee relations/ labor relations specialists,

and support agencies on early identification of problems, making referrals, and follow-up

- Cost-free initial screening, problem-solving support, referral, and follow-up for persons eligible for EAP services. Note: Once a referral is made to another agency, the person(s) receiving services are responsible for expenses incurred. Most expenses are usually covered by group medical insurance.

### EAP MEETS A VITAL NEED

The EAP has proven over the years to be very cost effective in terms of man-hours saved, lower accident rates and increased productivity of the workforce.

We all face problems and crises in life. Unfortunately, sometimes these problems become too much to handle alone. Problems can affect our personal happiness, relationships, work-life, and even our health. The consequences of letting personal problems grow are unpleasant and can become expensive if unresolved. Sometimes, we just need a little professional support and guidance.

**For more information, contact  
The Employee Assistance Program Staff  
@ 910-396-5784.**