



DEPARTMENT OF THE NAVY
Civilian Intelligence Personnel Office
4251 SUITLAND ROAD, ROOM 2A101
WASHINGTON, DC 20395-5720

N2N6C4
23 Aug 11

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Directive-Type Memorandum (DTM) 11-003 - Civilian
Employee Assistance Program

References: (a) Department of the Navy, Civilian Human Resources
Manual, Subchapter 792.1, "Civilian Employee
Assistance Program," dated December 2005

1. Purpose. Pursuant to reference (a) and the guidance and prescribed procedures outlined in Attachment 1, Naval Intelligence will adhere and comply with the outlined direction therein in the administration and implementation of the Civilian Employee Assistance Program in your respective Activity/Command.

2. Applicability. This DTM applies to all Naval Intelligence Community employees appointed to DCIPS positions, to include DoD Component (DoD organizations that perform national intelligence, defense intelligence, and intelligence-related functions and the intelligence elements of the Active and Reserve Components of the Military Departments)DCIPS employees serviced by the Civilian Intelligence Personnel Office.

3. Policy: This DTM is effective immediately; guidance and prescribed procedures should be conducted in accordance with reference (a) and Attachment 1.

4. Responsibilities: Please contact the Civilian Intelligence Personnel Office at (301) 669-5877.


Scott W. Raye
Director, CIPO

Attachments:
As stated

DISTRIBUTION
ACTIVITY/COMMAND HEADS
HUMAN RESOURCES LIASIONS

ATTACHMENT 1

**CIVILIAN INTELLIGENCE PERSONNEL OFFICE (CIPO)
Civilian Employee Assistance Program**

TABLE OF CONTENTS

1. REFERENCES 1

2. PROCESS AND RESPONSIBILITIES 1

 A. General Information 1

 B. Voluntary Employee Referral 2

 C. The CEAP Services for Civilian Employees include: 2

 F. The CEAP and the Drug-Free Workplace Program: 2

 G. The CEAP and Reasonable Accommodations for Employees with
 Disabilities 2

 H. Activity/Command CEAP Administrator 2

 I. Confidentiality 3

3. POINT OF CONTACT 3

1. References

- (a) Department of the Navy, Civilian Human Resources Manual,
 Subchapter 792.1, "Civilian Employee Assistance Program," dated
 December 2005

2. Process and Responsibilities

A. General Information

The Civilian Employee Assistance Program (CEAP) offers professional help to those employees with personal problems that have or will have an adverse impact on job performance and/or conduct. Personal problems may be related to medical problems, financial concerns, misuse of non-illegal drugs and/or alcohol, family matters, etc. When feasible, the CEAP may also be extended to family members of civilian employees. Managers/supervisors should refer employees to the CEAP upon recognized personal problems that have or will have an adverse impact on job performance and/or conduct.

For more information or to utilize the CEAP, contact your Activity/Command HR Liaison or a CIPO representative.

B. Voluntary Employee Referral

An important aspect of CEAP is its availability to employees on a voluntary basis. Employees are encouraged to seek assistance for alcohol, drug or other problems, before these problems result in a negative impact on job performance or conduct.

C. The CEAP Services for Civilian Employees include:

1. Initial counseling and referral for long-term counseling.
2. Short-term counseling related to problem assessment.
3. Referral for medical treatment, rehabilitation to an appropriate community agency or service. (Treatment and/or rehabilitation at government expense is prohibited.)
4. Follow-up counseling to aid an employee in achieving an effective readjustment to his or her job during and after treatment or rehabilitation.

D. Illegal Drug Use Problem

The Naval Intelligence Community does not provide "safe harbor" for those employees that test positive for illegal drugs. Employees that test positive for illegal drugs will be referred to the CEAP as a means to seek professional assistance, however appropriate adverse action will be taken.

E. The CEAP and Disciplinary/Adverse Actions:

1. Employees will be held to the same standards of professional conduct and performance regardless of identified personal problems.
2. Identified personal problems will not be used as a shield from disciplinary/adverse actions.
3. Employees will not be protected from disciplinary/adverse actions while participating in the CEAP.
4. Conduct and/or performance issues will be handled in accordance with CIPOINST 12752.1, Disciplinary and Adverse Action and CIPOINST 12430.1A, DCIPS Performance Management.

F. The CEAP and the Drug-Free Workplace Program:

1. Employees may be referred to the CEAP for reported positive test for illegal drug use.
2. CEAP referral will not prohibit appropriate disciplinary/adverse action that will follow.

G. The CEAP and Reasonable Accommodations for Employees with Disabilities

An offer between treatment and disciplinary/adverse action is no longer required for employees with alcoholism or other disabilities who engage in misconduct or have demonstrated performance deficiencies.

H. Activity/Command CEAP Administrator

The Activity/Command CEAP Administrator has responsibility for implementing and operating the CEAP within the Activity/Command and

will not be designated to serve as a Drug Program Coordinator or in any capacity related to the collection or transportation of samples collected under the drug testing program for civilian employees. Where CEAP services are contracted out, the Activity/Command administrator has responsibility for monitoring contract performance and verifying services rendered. In addition, the Activity/Command administrator will provide counseling services to all employees referred to CEAP by their supervisors or through self-referral and otherwise offer employees the opportunity for counseling and rehabilitation.

I. Confidentiality

Information regarding discussions with employees and CEAP Counselors cannot be disclosed without the employee's permission except for instances of suspected child abuse and neglect, or for employees who commit or intend to commit crimes that would harm someone else or cause substantial property damage (42 CFR, Chapter I, Part 2). Employees may not be denied counseling services solely because of their refusal to sign a confidentiality information release form.

3. Point of Contact

Civilian Intelligence Personnel Office (CIPO)
Civilian Employee Assistance Coordinator
Kim Stewart (301) 669-5860