



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12792.3A
(043)

21 DEC 1992

NTC GREAT LAKES INSTRUCTION 12792.3A

Subj: CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP) POLICY
STATEMENT

Ref: (a) NTCGLAKESINST 12792.2
(b) CPI 792
(c) FPM Chapter 792
(d) FPM Supplement 792-2
(e) OPNAVINST 5355.4

Encl: (1) Commander, Naval Training Center (NTC) Civilian
Employee Assistance Program Policy Statement

1. Purpose. To reissue Commander, Naval Training Center policy
on the Civilian Employee Assistance Program (CEAP).

2. Cancellation. NTCGLAKESINST 12792.3.

3. Background. The CEAP was established to provide assistance
to civilian employees who have problems involving the misuse of
alcohol or drugs or any other personal problems which have or may
have an adverse effect on job performance. References (a) through (d) provide detailed guidance for implementing policy and procedures for the CEAP. Reference (e) provides guidance regarding application for "Safe Harbor" under the Navy Drug-Free Workplace Program. (R)

4. Policy. The Commander, Naval Training Center fully supports
the policy set forth in references (a) through (d). This policy
is summarized in enclosure (1) which also includes a current
listing of CEAP Contact and Referral Counselors. A copy of
enclosure (1) should be posted on all official bulletin boards.

5. Responsibility. All activity heads and military and civilian
managers and supervisors are to fully support this policy.


MACK C. GASTON

Distribution:
NTCGLAKESINST 5216.5K
Lists I, II (Case A) & V
Code 043 (25)

COMMANDER, NAVAL TRAINING CENTER (NTC)
CIVILIAN EMPLOYEE ASSISTANCE PROGRAM
POLICY STATEMENT

I am fully committed to the Department of the Navy policy to provide assistance to civilian employees whose job performance is impaired as a direct consequence of alcohol and drug abuse by ensuring that they are afforded reasonable opportunity to correct those performance problems. However, I do not condone employee drug activity or other actions contrary to law, nor will alcohol or drug abuse bar management initiated corrected action, including removal, based on illegal activities or when otherwise warranted.

Military and civilian managers and supervisors are to recognize alcoholism as a treatable illness and drug abuse as a treatable health problem. Employees having these illnesses will receive the same consideration and offer of assistance that is extended to employees having other illnesses or health problems. Managers and supervisors are to fully support and cooperate in helping affected employees obtain rehabilitative treatment and counseling.

Individuals with prior alcohol or drug abuse or who have requested counseling or referral assistance will not have employment or promotion opportunities jeopardized, and the confidential nature of counseling or medical records of individuals who participate in the program will be preserved.

Individuals with drug abuse problems may request counseling or referral assistance through the Civilian Employee Assistance Program or by request for "Safe Harbor" when the individual meets the required condition for "Safe Harbor" under the Drug Free Workplace Program in accordance with OPNAVINST 5355.4, Chapter II.

Employees who may have an alcohol, drug abuse, or another personal problem are encouraged to voluntarily seek counseling

and information from the designated contact and referral counselors listed below:

Jack Powell	Building 1-H	688-2025
Brian Higgins	Building 1-H	688-2025
Karen Kaleck	Building 1-H	688-2025
Juanita Phillips	Building 1-H	688-2025
Ruth Beth	Building 1-A	688-6995
Josie Sandley	Building 1-A	688-2237
Bill Matz	Building 1-A	688-2626
Abel Avila	Building 106	688-4619
Emmette Patterson	Building 3200	688-2168
Carole Johnson	Building 3400	688-5546
Michael Coulombe	Building 3400	688-5540
Harold Beverly	Building 200-H	688-5540
James Buckley	Glenview	657-2402


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