

NAWCWDINST 12792.2
731000D
21 Dec 2000

NAWCWD INSTRUCTION 12792.2

From: Commander, Naval Air Warfare Center Weapons Division

Subj: CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

Ref: (a) OCPMINST 12792.1
(b) CPI 792
(c) SECNAVINST 12792.3
(d) SECNAVINST 5215.17
(e) FPM 792-5
(f) FPM 792-6
(g) FPM Ltr 792-12 of 20 May 80

1. Purpose. To establish policy and procedures for the administration of the Civilian Employee Assistance Program (CEAP).

2. Cancellation. NAWCWPNINST 12792.2.

3. Policy. The CEAP Program is set up per the guidelines outlined in references (a) through (g).

a. Naval Air Warfare Center Weapons Division policy is to offer employees counseling services. CEAP counseling services do not include treatment or rehabilitation. Employees are responsible for all costs of treatment and rehabilitation.

b. CEAP counseling services can be provided to family members of an employee.

4. Procedures

a. Self Referral. Employees who desire counseling services can contact the CEAP Office. The CEAP Administrator will make sure the program is the appropriate resource and will provide information and refer the employee for counseling, as appropriate.

b. Management Referral. Supervisors may refer employees for counseling when it is apparent that the employee is experiencing difficulties. The counselor must obtain a release of information from the employee in management referral cases. The supervisor can then obtain guidance or advice from the counselor for use in assisting the employee.

c. Crisis Situations

(1) When an employee is experiencing a personal crisis at work (e.g., severe depression, suicidal feelings, behavior that is uncharacteristic of the person's normal behavior, etc.), the

supervisor should call the CEAP Office and indicate that the situation is potentially critical. If CEAP Counselors are unavailable, the supervisor should accompany the employee to the Branch Medical Clinic for assistance, and follow up later with the CEAP Administrator.

(2) If an employee is exhibiting extremely hostile behavior indicative of potential violence, the supervisor should contact Security (Law Enforcement) for assistance.

5. Confidentiality. Confidentiality for employees who participate in CEAP is preserved, whether through self or management referral. No record or documentation of counseling is part of the Official Personnel File. Records are kept only by the CEAP Office. Only the CEAP Administrator and CEAP Counselors have access to these records. Information is released only to the extent allowed by written consent from the employee.

6. Training. The CEAP Administrator is responsible for:

a. Making CEAP Supervisory Training available to all supervisors and military personnel who supervise civilians. Supervisors are required to attend, and other employees should attend, CEAP training as specified below:

(1) CEAP training included as part of the Human Resources Management class for new supervisors or equivalent. This training is mandatory for all new supervisors.

(2) CEAP training included as part of the New Employee Orientation. This training is mandatory for all new employees; other employees desiring can attend.

(3) Special training sessions are conducted for specific groups of supervisors or other employees as deemed necessary.

All CEAP training offered should be coordinated with the Human Resources Development Division.

7. Case Files. CEAP is responsible for maintaining complete, individual case files for every employee who is referred for counseling. These case records are maintained per the confidentiality requirements of 5 CFR 42, Part 2 (Public Law 93-282) and of 5 U.S.C., Part 552A (Public Law 93-579, Privacy Act) and 5 CFR 293 and 297. On completion of a CEAP contract (if applicable), the contractor will surrender all records to the CEAP Administrator.

8. Directive Responsibility. The Head, Civilian Personnel Division, Code 731000D, is responsible for keeping this instruction current.

/s/
R. B. Ormsbee