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Employee Assistance Program (EAP)

The scope of Employee Assistance Programs (EAP) varies from installation to installation. The ideal EAP brings together a variety of personal services under one roof. It may include program activities and counseling in the areas of personal finance, emotional and psychological problems, and substance abuse awareness and treatment.

At most installations, the primary focus of the EAP is to assist employees who want help dealing with a substance abuse problem. Army civilian employees who suffer from drug and/or alcohol abuse are entitled to the same medical care and administrative consideration they would receive for any other illness. [Sick Leave](#) or other appropriate leave should be granted for drug or alcohol related medical examination and treatment.

Supervisors are responsible for an employee's conduct and performance. If they note changes in behavior or performance that may be indicative of a substance abuse problem, they should encourage the employee to utilize the resources available through the EAP or other community resources. More extensive guidance for supervisors can be found in OPM's [Alcoholism In The Workplace, A Handbook for Supervisors](#). In no case should a supervisor attempt to diagnose specifically or to treat an apparent substance abuse problem. An employee may face [disciplinary action](#) if the abuse is contributing to conduct/behavior problems on the job, especially if the employee is not taking action to treat the condition.

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Related Topics

[Army Civilian Drug Testing Program](#)
[Employee Wellness Program](#)
[Safety, Health and Fitness](#)

References

[Civilian Health Promotion Programs Message, 216252, Mar 96](#)
[Health Promotion DoD Directive, No. 1010.10 Mar 86](#)
[Drug and alcohol Abuse by DoD Personnel DoD Directive, #1000.4 Sep 97](#)
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