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MEMORANDUM FOR DISTRIBUTION

Subj: CIVILIAN EMPLOYEE ASSISTANCE PROGRAM POLICY OF THE
COMMANDING OFFICER, EXPEDITIONARY WARFARE TRAINING GROUP,
PACIFIC

1. **I am fully committed to the Department of the Navy's 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 corrective action, including removal, based on illegal activities or when otherwise warranted.
2. Military and civilian managers and supervisors are to recognize alcoholism as a treatable illness and drug abuse as a treatable health problem. Furthermore, managers and supervisors are to fully support and cooperate in helping affected employees obtain rehabilitative treatment and counseling.
3. Individuals with a prior history of alcohol or drug abuse, or who have requested counseling or referral assistance will not have employment or promotion opportunities jeopardized. The confidential nature of counseling or medical records of individuals who participate in the program will be preserved.
4. **Civilian employees who may have an alcohol, drug abuse, or other personal problem are encouraged to voluntarily seek counseling and information from designated contact and referral counselors.**

S. B. MARKEY

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