

ASAP CIVILIAN SERVICES

The Army Substance Abuse Program's (ASAP) Civilian Services are provided by the Employee Assistance Program (EAP) to facilitate the effectiveness of the Army's total workforce.

Providing Substance Abuse Prevention/Education and Treatment and Biochemical Testing for:

- DoD civilian employees
- Family Members of Active Duty and DoD Employees
- Members of the Army National Guard not on active duty
- Foreign National Employees where Status of Forces or other arrangements provide for medical services.

WHAT IS THE EAP?

The EAP assists supervisors, managers and their employees with problems that may affect work performance, conduct, attendance, the work environment and/or quality of life.

The EAP can be contacted directly to provide a screening or assessment for various types of problems to include health-related problems, alcohol and drug abuse, marital, emotional, behavioral, and financial or any other type of problem that may affect an employee.



Possible Indicators:

The following behaviors may indicate that some intervention is needed. After reading these, if you feel that you may be experiencing a problem, please contact the Stuttgart ASAP for a screening interview.

- **Loss of productivity**
- **Frequently absent or late to work**
- **Increased job-related errors or accidents**
- **Consistently appearing run-down, anxious or nervous**
- **Work-related conflicts between you and coworkers or management**
- **Borrowing money from coworkers, or other financial issues**
- **Using increasing amounts of alcohol or other drugs on a regular basis**
- **Using alcohol or other drugs to manage stress**
- **Social problems related to your drinking or drug use**
- **Promises to stop using alcohol or other drugs fail**
- **Feelings of guilt, depression, fear, loneliness**
- **Lying about using alcohol/other drugs**
- **Risk taking (i.e. DWI, unprotected sex, gambling, etc.)**

Contact the Stuttgart ASAP for a comprehensive and confidential screening interview.



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Civilian Employee Services

Employee Assistance Program (EAP)



**US Army Garrison Stuttgart
Panzer Kaserne
Building 2948, 2nd Floor
DSN: 431-2530 - CIV: 07031-15-2530**

**Opening Hours:
Monday– Friday
0730-1630
(closed 1200-1300)**

EAP SERVICES

Employee Assistance Program Coordinator (EAPC) provides:

EDUCATION TOPICS: which can include the various effects of alcohol and drugs, stress management, workplace violence, and conflict resolution.

SUPERVISOR TRAINING: which provides information about early identification of drug or alcohol related problems, team building, conflict resolution, leadership, stress management and workplace violence.

SUPERVISOR ASSISTANCE: with employees who are demonstrating problematic behaviors in their work performance, such as: increased absences or tardiness, reintegration back into the workforce after lengthy absence due to illness or disability, or poor work performance where personal problems are suspected.

ASAP Prevention and Training Programs:

The focus of these programs is on providing life skills training to enhance healthy life choices. All programs provide research based information that can be tailored to the needs of the community in addition to large groups. All DA civilians are required to complete 2 hours of annual training: one hour online, and one hour in a classroom.

Substance Abuse and Rehabilitation Services:

These services are available to facilitate the improvement of one's quality of life and health, as well as to assist in maximizing work productivity for civilian employees. Confidentiality is maintained in consistent with Federal laws and regulations.

ASSESSMENT &, TREATMENT : provided on an outpatient basis.

INPATIENT TREATMENT: available when clinically needed.

EMPLOYEE REFERRALS:

There are two ways that an employee can be referred to the EAP:

Self-Referral:

Civilian employees and supervisors who are experiencing problems may choose to self-refer oneself to the EAP. Confidentiality will be maintained in accordance with federal laws and regulations.

Intervention by the EAPC may include short-term problem resolution or skill building, referral services, consultation, mediation and training with management on various work-related issues/topics, prevention and education and follow-up services.

Supervisor Referral:

In cases where there is no disciplinary action being initiated with the employee, the supervisor may encourage the employee to seek EAP services. In situations where disciplinary action is initiated and personal problems are suspected, it is recommended that the employee be referred to the EAPC in consultation with the Civilian Personnel Advisory Center (CPAC).

SUBSTANCE ABUSE TESTING:

The ASAP provides pre-employment urinalysis testing and alcohol and drug background check information for those who require such resources for employment. Many DoD civilians are in jobs that are considered safety-sensitive positions, because they deal with national security, safety of others, protection of life or property and law enforcement duties. These jobs require random urinalysis testing as part of maintaining employment. Jobs with these designations are called Testing Designated Positions (TDPs). The Drug Testing Program enables management to help TDPs comply with the conditions of their employment.

The Testing Process:

The ASAP conducts the random selection for urinalysis by using a computerized program provided through the Army Center for Substance Abuse Programs.

Generally, TDPs subject to random test will be permitted to provide a urine specimen privately, in a restroom or similar enclosure so that the employee is not directly observed while providing a sample.

All specimens are sent to the Forensic Toxicology Drug Testing Laboratory at Ft. Meade, MD. At the lab, each specimen is tested for THC (Tetrahydrocannabinol), Cocaine, Amphetamines (to include Ecstasy), Opiates (heroin/morphine/cocaine) and PCP.

If an individual refuses to furnish a urine specimen or fails to report for testing as directed, that individual will be subject to the same range of administrative action as a verified positive test result for illegal drug use for failure to meet a condition of employment.

Positive Tests:

All positive urinalyses for civilian employees are forwarded by the laboratory to a designated Medical Review Officer (MRO). The MRO contacts the employee to verify legal or illegal use of a substance. If it is verified that the employee has abused a drug, the MRO will contact the ASAP who in turn contacts the employee's supervisor who then contacts the CPAC and arranges for a meeting with the EAPC.

If, by any means, illegal drug use is detected, employees will be taken out of the TDP through immediate assignment, detail, or other personnel action, and referred to the EAP. The EAP will conduct initial screening and, when necessary, the employee will be referred for a comprehensive evaluation/treatment performed by a TRICARE approved provider. The methods of assessment, determined by the TRICARE provider, may include a bio-psycho-social assessment and a possible referral for a physical exam or other social service agencies for evaluation. After the evaluation, the TRICARE provider will contact the EAP to recommend the best course of action.