



Why is there a Civilian Employee Assistance Program (CEAP)?

It is a well known fact that there are many career and personal pressures on men, women, and young people in today's world. These career and personal pressures can detract from your well-being and even your health. Additionally, all of us will likely face a serious crisis during our lifetime. The crisis may be related to your health, home life, finances, personal habits or your job. Most crises/problems can be solved or at least minimized if help is obtained right away. The Civilian Employee Assistance Program (CEAP) is here to give you that help.

What kind of crisis's/problems can CEAP help you solve or minimize?

- **Family Life** -- the challenges of daily family living (children, teens, step-families, aging parents) may bring problems.
 - **Couples/Marital Issues** -- from time to time all couples experience problems within their relationships.
 - **Work Relationships** -- management and peer relations can become stressful and even lead to problems in your job performance.
 - **Individual Situations** -- the stresses of today's work world, added to the stress of modern life, can often overwhelm and cause anxiety and depression.
 - **Substance Use/Alcoholism** -- drug abuse and alcoholism are serious problems that threaten not only your health, but also your family's well-being and perhaps even your job.
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Your CEAP Provides:

- Confidential answering service and a quick response by a counselor.
 - Up to three personal contacts per problem with the CEAP Representative to identify the problem and to plan the right kind of help.
 - Referral to community resources as needed.
 - Follow-up services to ensure the problem is solved.
 - **When more than three sessions are needed to solve the problem--**
Your CEAP Representative will work with you or your family member to use outside help. There is usually a charge for outside help, which your health insurance may pay for.
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Referrals to CEAP:

There are *two methods* of referral:

- *Self* Referral -- You, the employee, or your family member may contact the CEAP representative directly.
 - *Supervisory* Referral -- Supervisors may refer an employee because there is a job performance issue.
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What does the CEAP Cost?

There is NO CHARGE to employees or their family members for CEAP services.

Getting Started -- Using the CEAP is Easy

Please dial 1-800-222-0364. This telephone service is available to you 7 days a week, 24 hours a day.

Who should use the CEAP?

Any employee, or family member, who has a personal or work-related crisis/problem.

What about confidentiality?

CONFIDENTIALITY is strictly adhered to according to professional ethics and the law. All records are maintained by the CEAP representative and are NOT shared with NAVAIR. In the case of a supervisory referral, your written permission for release of information will be obtained.

OTHER HELPFUL INFORMATION SITES

The following provides additional information related to Employee Assistance Programs:

http://www.opm.gov/Employment_and_Benefits/WorkLife/HealthWellness/EAP/index.asp

www.foh4you.com

