



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS FORT MONROE**  
**102 MCNAIR DRIVE**  
**FORT MONROE VIRGINIA 23651-1047**

ATZG-PA-HC (600)

17 Dec 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Monroe Employee Assistance Program

1. The Federal Government, Fort Monroe, and employee organizations recognize that personal problems such as substance abuse, marital or family stress, and other problems may affect the health, work performance, and conduct of civilian employees. In accordance with Department of the Army directives, Fort Monroe established an Employee Assistance Program (EAP) for civilian employees and their families. The Program offers assessment, crisis intervention, short-term counseling, and community referral information, and supervisory consultation.

2. Voluntary or self-referral to the EAP is strongly encouraged before personal problems spill over to the work environment. When personal problems begin affecting work performance, conduct, or attendance, supervisors should offer employees non-disciplinary assistance through this program.

3. The use of illegal drugs by Federal employees will not be tolerated under the drug free workplace requirements. Our mission mandates that Federal employees who use illegal drugs be helped and EAP recognizes that those who use drugs are primarily responsible for changing their behavior. EAP counseling services are conducted on a strictly confidential basis and management will not be notified unless authorized by the employee. Program participation in itself will not adversely affect an employee's employment or promotion status.

4. I encourage any member of the work force to take maximum advantage of the opportunities and services available through the EAP. This is your program. Requests for further information may be directed to Mr. Bruce McFadden, Employee Assistance Program Coordinator, 788-3510, email address [mcfaddenb@monroe.army.mil](mailto:mcfaddenb@monroe.army.mil).

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SUBJECT: Fort Monroe Employee Assistance Program

5. A copy of this memorandum will be posted on all employee bulletin boards.

/Signed/

PERRY D. ALLMENDINGER  
Colonel, Special Forces  
Commanding

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