



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 12792.1  
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NETC INSTRUCTION 12792.1

From: Commander, Naval Education and Training Command

Subj: DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

Ref: (a) DON CHRM, Subchapter 792.1, Civilian Employee Assistance Program, of Dec 05  
(b) DON ASN Memo, DONCEAP, of 27 Mar 14  
(c) 5 U.S.C. 2105  
(d) 42 CFR Part 2  
(e) DON CHRM, Subchapter 792.3, Drug Free Workplace, of Oct 05  
(f) DON DFWP Handbook

1. Purpose. To establish the Naval Education and Training Command (NETC) policy per references (a) and (b) and to assign responsibilities in support of the Department of the Navy Civilian Employee Assistance Program (DONCEAP), a comprehensive program to assist DON civilian employees and their family members with work/life challenges that they may face in today's environment.

2. Cancellation. NETCSTAFFINST 12792.1.

3. Applicability. NETC civilians who are paid from appropriated funds and meet the definition of an employee per reference (c), and their family members, are eligible to use CEAP. For the purpose of this instruction, a family member is defined as any legal dependent, (regardless of home address), or significant other living in the employee's household.

4. Policy. NETC values its employees and their contributions to the mission. NETC policy is to fully support civilian employees and their families in utilizing CEAP to overcome stresses caused by relationships, school, health, finances, work, family, or other issues that could impact an employee's quality of life at home and at work, including those issues that have adversely affected or will adversely affect job performance or conduct.

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a. CEAP is a centralized employee assistance and work/life program for DON civilian employees and their families that provides professional services to address a wide range of concerns including relationships, legal, financial, family, substance abuse, depression, parenting, problem solving, management coaching, crisis management, and many other personal situations.

b. CEAP consultation services are provided at no charge to eligible civilian employees and their family members. Some fees may apply for additional services beyond the consultation; employees are advised to consult with the designated CEAP counselor regarding such fees during the consultation.

c. CEAP services are voluntary and confidential, per reference (d). An employee's consultation is protected and only shared with those who will be providing services to the employee.

## 5. Responsibilities

a. Commander, NETC: Responsible for the issuance of NETC policy supporting employees' usage of the DONCEAP and delegating appropriate responsibilities within the command, per reference (a).

b. Commanding Officers (COs) and activity heads:

(1) Support employees' usage of and encourage usage of the CEAP, per this instruction.

(2) Consult or negotiate, as appropriate, aspects of DONCEAP that may impact conditions of employment for bargaining unit members.

c. NETC Human Resources Office (HRO) Director:

(1) Appoint a domain CEAP Administrator.

(2) Provide advice and assistance to COs and activity heads, and to the domain CEAP Administrator in support of the CEAP.

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(3) Disseminate CEAP policy and guidance as it is issued by higher authorities.

(4) Assist COs and activity heads in consulting or negotiating, if necessary, aspects of CEAP that may impact conditions of employment for bargaining unit members.

(5) Include union representatives in CEAP training and orientation programs to ensure mutual understanding of DONCEAP policy, referral procedures, and other program elements.

d. Command CEAP Administrator(s):

(1) Effectively publicize the CEAP and events associated with it. Ensure employees are informed about CEAP and the voluntary nature of the program. Communicate topics related to drug and alcohol abuse via memoranda, seminars, and articles in command publications, newsletters, or websites. All new employees will be informed of CEAP services available to them.

(2) Evaluate and assess the CEAP, report program effectiveness to CNETC and the DON's CEAP Manager, as requested, and with employees' confidentiality requirements, per reference (d).

(3) Provide appropriate training to educate and inform command managers and supervisors about CEAP. Appropriate training topics include the following:

(a) A review of the types of employee personal problems that supervisors may experience.

(b) CEAP's relationship to the DON Drug-Free Workplace Program (DFWP). Illegal drug usage and alcohol abuse information, symptoms of drug and alcohol abuse, and recommended methods for addressing suspected or identified illegal drug and alcohol abusers.

(c) Supervisory techniques to assist employees returning to their worksite.

(d) Personnel management issues such as the relationship of CEAP to performance appraisals, disciplinary

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actions, leave usage, supervisory notes, and other documentation.

(e) Confidentiality requirements applicable to CEAP.

e. Supervisors:

(1) Approve employees' requests for flexible work schedules and/or the use of leave flexibilities, including annual leave, sick leave (when regulatory requirements are met), leave without pay, credit hours, or compensatory time previously earned, to allow employees to participate in CEAP services.

(2) Refer employees to CEAP in situations when alcohol, drugs, or other personal problems are adversely impacting job performance and/or conduct.

(3) Per reference (e), provide referral to CEAP in writing for employees with reported positive drug tests.

(4) Give appropriate consideration to employee efforts to resolve personal problems, which may include their failure or refusal to participate in counseling, when determining corrective actions for performance and/or conduct deficiencies.

(5) Under no circumstance, attempt to diagnose the employee's problems, or try to order an employee to undergo a medical examination for the purpose of determining his or her fitness for duty. Supervisors are only allowed to encourage and recommend/refer employees to seek counseling through DONCEAP services.

f. Employees may voluntarily participate in CEAP, and are encouraged to seek assistance through DONCEAP to overcome alcohol, drug, or other personal problems that are adversely impacting their performance or work/life balance. Employees are also encouraged to cooperate with supervisors and CEAP counselors in matters relating to the program. Employees will:

(1) Refrain from the abuse of any type of drugs and will not report for duty under the influence of alcohol or drugs.

(2) Correct performance and/or conduct problems, and keep all referral appointments made by CEAP counselors for

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overcoming alcohol abuse, drug misuse, and/or other personal problems.

## 6. Program Administration

a. CEAP is a centralized program for DON civilian employees and their families that provides access to licensed counselors who provide in-person, confidential, professional, and short-term counseling for a variety of personal issues. Professional services offered include:

(1) Referral to an appropriate community agency or service for medical treatment, rehabilitation, or other assistance.

(2) Follow-up counseling to aid an employee in achieving an effective readjustment to their job, during and after medical treatment or rehabilitation.

(3) Help when there is an incident or crisis that affects the workplace, including psychological first aid, grief groups, consultation, and education.

(4) Access to work/life specialists who provide information, resources, and referral to a wide variety of qualified local services for long-term purposes.

(5) Appropriate counseling when an employee is tested for HIV-1, and/or if an employee is evaluated as HIV-1 positive.

b. The voluntary nature of the employee referral is an important aspect of CEAP. Employees are encouraged to seek assistance for alcohol, drug, and/or other problems before they adversely impact job performance or conduct.

c. Confidentiality relating to CEAP: Per reference (d), information regarding discussions with employees and CEAP counselors cannot be disclosed without the employee's permission, except for instances of suspected child abuse and neglect, or for employees who commit or intend to commit crimes that would harm someone else or cause substantial property damage.

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d. Employees participating in CEAP are still subject to adverse disciplinary action. The employee will:

(1) Be held to the same standards of professional conduct regardless of personal, family, or health problems. CEAP will not be used as a shield from adverse actions.

(2) Not be protected from adverse actions while participating in CEAP when they have been identified as using or possessing illegal drugs, except under Safe Harbor conditions. Reference (f) defines Safe Harbor as an opportunity for assistance to those employees who voluntarily seek treatment for drug use; it insulates the employee from discipline for admitted acts of using illegal drugs when the agency is unaware of such use.

e. The relationship between DONCEAP and the DFWP is that:

(1) Employees with a reported positive drug test result will be referred to CEAP. Employees will not be protected from adverse actions when they have been identified as using or possessing illegal drugs, except under Safe Harbor conditions.

(2) Per reference (e), employees invoking Safe Harbor will:

(a) Voluntarily identify himself or herself as a user of illegal drugs to a supervisor or other higher level management official prior to being identified through other means and/or before being officially informed of an impending drug test.

(b) Obtain and successfully complete counseling and rehabilitation through the CEAP, if possible.

(c) Consent in writing to the release of all counseling and rehabilitation records related to the illegal use of drugs to appropriate management and CEAP officials.

(d) Agree to follow-up testing by the command as part of or as post treatment of counseling or rehabilitation.

(e) Subsequently refrain from illegal use of drugs.

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7. Action. COs and activity heads will follow the guidance and direction prescribed in this policy.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.



M. S. WHITE

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Lists I and II