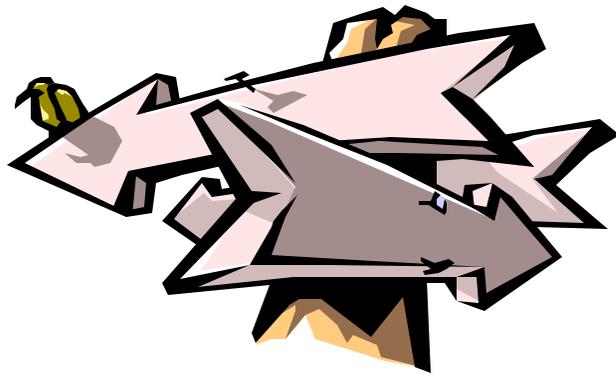


Civilian Employee Assistance Program

Supporting our Navy Civilian Workforce



Civilian Employee Assistance Program (CEAP)

At some time each of us may face serious issues in our lives. These may be workplace, personal, marital or family in nature. The issue may involve:

- alcohol and/or drug abuse,
- financial concerns,
- marital, family, and/or other relationship problems,
- medical or emotional illnesses,
- stress and/or other work-related difficulties.

Your CEAP can help. The CEAP is a confidential assessment, short-term counseling and referral service available to Navy civilian employees.

As your employer, the Navy is concerned about your physical and emotional health. The CEAP has been established to help you cope with and resolve issues before they adversely affect your job performance, health, and/or family life. Successful coping and problem resolution increases significantly with the support of professional help.

The CEAP counselor will help you identify and clarify your issues, offer support and understanding, explore your options for addressing the problem, and develop with you a plan of action. Many concerns can be addressed through CEAP assessment; however, if a referral is needed, you will be given a referral to the most appropriate community resource.

No Cost to Employee for CEAP

There is no cost to you to utilize the services of CEAP. When a referral to a community resource is necessary, there may be a fee at that resource. In matters related to your health, the cost of outside services may be covered under your health insurance plan.

Who Will Know

Consultation with CEAP counselor is completely confidential. Only you and the CEAP counselor

will know if you seek help. If a supervisor refers you, the CEAP counselor tells the supervisor only that you contacted the program for assistance. Your supervisor is not told the nature of your personal concerns. Or, you may self-refer and your supervisor will not be notified.

Arranging an Appointment or On-site Training

To schedule a confidential appointment or an on-site training, contact a CEAP Administrator/Counselor:

Cathy Heflin, LCSW
Larry Miller, LCSW

Fleet and Family Support Center
820 Willamette Street, Building 193
Pearl Harbor, HI 96860-5108

Phone: 808-473-4222 x239 or x259
Fax: 808-473-4755

CEAP provides on-site training at your workplace. Training topics include: Stress Management, Improving Workplace Relationships, Communication Skills, Anger Management, Preventing Workplace Violence, and the Civilian Employee Assistance Program overview.

DoD employees are also eligible and invited to attend free classes and groups at the FFSC.

Partial List of Classes & Groups

- Anger & Stress Management
- Checking Account Management
- Couples Groups
- Effective Communication Skills
- Grief Recovery Group
- Managing Money and Credit
- New Directions Support Group
- Parenting Skills
- Preparing a Federal Application
- Savings and Investment Basics
- Self-Esteem Group
- Time Management
- Understanding Personality Type

Call 473-4222 and press 1 to register for classes. Check our website for the monthly schedule:

www.greatlifehawaii.com

Rev. 1/05

Please Post on Official Bulletin Boards