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GOVERNOR

**ARKANSAS DEPARTMENT OF THE MILITARY**  
**OFFICE OF THE ADJUTANT GENERAL**  
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**KENDALL W. PENN**  
MAJOR GENERAL  
THE ADJUTANT GENERAL

NGAR-HRO-EEM

20 August 2021

MEMORANDUM FOR Arkansas National Guard Full-Time Federal Employees

SUJECT: The Adjutant General's Policy 2021-20, Employee Assistance Program (EAP)

1. References.

a. Technician Personnel Regulation 792, Alcohol and Drug Abuse Program, dated 8 February 2011

b. 5 C.F.R Part 792, Federal Employees' Health, Counseling, and Work/Life Programs

c. Executive Order 12564, Drug-Free Federal Workplace, 51 Federal Register 32.8989 (1986)

2. This memorandum supersedes The Adjutant General's Policy 2018-08, Employee Assistance Program dated 11 December 2017.

3. Employees are the most valuable resource of the Arkansas National Guard. When employees are working at their best, the Arkansas National Guard is operating at its best. Coping with problems is a normal part of life. We have all, at one time or another, experienced personal problems that have caused us to feel uncomfortable. Most often, with the help of family and friends, we are able to overcome these problems before they have a serious impact on our lives. However, there may be times when employees may feel overwhelmed by their problems; and if this were to happen the Employee Assistance Program (EAP) is a resource available to help.

4. Assistance may be provided for a wide variety of personal concerns under the auspices of EAP. This service helps employees' access problem-solving resources. The EAP Manager can help employees understand governing policies, procedures, and benefits of the EAP, including but not limited to emotional counseling, family counseling, financial counseling, marital counseling, alcohol abuse and substance abuse counseling. Drug and alcohol abuse are serious, treatable health problems that may affect job performance, conduct or efficiency of the service. Employees experiencing personal problems will be afforded the same consideration and assistance that is provided for other health issues.

5. There are two different types of EAP actions. The first is called Self-Referral; when an employee self refers, they simply call the EAP office to schedule an appointment. The second is called Supervisor Referral. Supervisors may notice a problem exists by observing such things

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as: declining job performance, increased absenteeism and changes in work habits. When an employee's work is affected, the supervisor must talk to that employee about their work issues. Conduct or performance issues that arise will be dealt with as the conduct or performance requires. Whether a supervisor referral or self-referral, employees are encouraged to utilize EAP resources.

6. Employees are authorized the necessary leave time for EAP visits and will need their supervisor's approval to schedule leave time from work. However, employees do not have to discuss their personal problems with their supervisor. If the employee prefers not to let anyone know they intend to use the EAP service, then the employee will need to take annual leave, sick leave, or make other arrangements. There is no cost for EAP referrals. Any cost for outside resources will be the employee's responsibility. Depending on the benefit option chosen on individual medical plans, employee coverage and steps to get help may differ. Your EAP Manager can provide information regarding individual coverage.

7. The EAP is confidential service designed to help employees resolve their personal problems before disrupting their personal or work life. No employee's job security or promotion opportunities are jeopardized by their request for counseling or referral assistance, except as limited by Title II, section 201(c)(2) of Public Law 92-255, which relates to sensitive positions. No information discussed during your EAP visits will be given to anyone, including supervisors, without written consent unless employees disclose activities that require reporting. Nothing about an employee's personal problems will be put into their personnel record. The confidential nature of medical records of employees with alcohol and/or substance abuse problems will be preserved in accordance with Section 333 of Public Law 91-616, as amended by Section 122 of Public Law 93-282 and implementing regulations.

8. Point of contact for the EAP is the State Equal Employment Manager, 501-212-4231 or DSN 962-4231.



KENDALL W. PENN  
Major General  
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