



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-HRS

24 July 2012

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

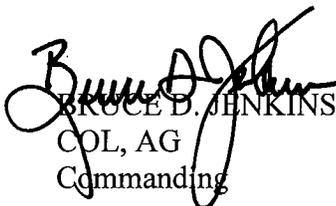
SUBJECT: Fort Knox Policy Memo No. 12-12 – Certified Employee Assistance Professional

1. Reference AR 600-85, the Army Substance Abuse Program, 2 February 2009 (with RAR 001, 2 December 2009).
2. Reductions and restructuring have resulted in civilian employees having jobs that are more diverse and impact on accomplishment of essential missions throughout the command. An environment needs to be created ensuring civilian employees are given the same opportunities as their military counterparts for early identification and treatment of alcohol, other drugs, and/or personal problems. This environment will assist in maintaining a strong, viable, and integrated workforce as we face the many challenges of dealing with reduced resources. We must remember that people are our greatest resource.
3. The Certified Employee Assistance Professional (CEAP) exists to enhance early identification and provide counseling to civilian employees, military Family members, and retirees with suspected alcohol and/or other drug abuse problems and provide screening and referral services for those whose duty performance appears to be affected by personal problems. Early recognition and professional treatment of problems will assist in restoring employees to effectively functioning members of the workforce. Supervisors of civilian employees are encouraged to become familiar with the CEAP and use these services.
4. Civilian employees, military Family members, and retirees who are experiencing personal problems are strongly encouraged to use the free and confidential CEAP services. Almost any personal problem is appropriate for seeking professional assistance if it causes difficulties at home or work.

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5. Contact CEAP, located in Bldg No. 1224, 94 Pershing Drive, phone 624-8361.


BRUCE D. JENKINS
COL, AG
Commanding

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