



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

May 20, 2008

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: Linda M. Springer,
Director

SUBJECT: Training For Employee Assistance Program Administrators

The U.S. Office of Personnel Management (OPM) is pleased to announce a new initiative to support Federal agency staff who administer Employee Assistance Programs (EAP).

A governmentwide EAP summit conducted in 2005 by the Department of Health and Human Services (DHHS) and cosponsored by OPM revealed that shifts in EAP delivery in Federal agencies have created a skills gap in some EAP program support. In response to this need, DHHS and OPM, together with experts from the Federal EAP community, have developed a two-day training program to provide a grounding in the basics of EAP, including:

- History of EAP in the U.S. and the Federal sector
- The value of EAP programs
- Essential EAP services and how to obtain them
- Evaluation and quality assurance
- Confidentiality and record-keeping
- Marketing and communication

Our faculty is comprised of experienced Federal EAP staff whose clinical background, administrative expertise, and depth of knowledge were invaluable in developing the training. The curriculum has also been refined through focus groups and pilot sessions. Because the faculty are volunteering their time and agencies are donating space, the EAP Administrator Training is being offered free of charge.

Our target population are Federal staff who have program, oversight, marketing, and/or policy responsibility for their organization's EAP, but do not have a clinical background or substantive experience in this area.

Space is available in the following sessions planned for 2008:

July 15-16

Department of Homeland Security
Headquarters
1201 New York Avenue, NW
Washington, DC

September 23-24

Department of Health & Human
Services' HHS University
6010 Executive Boulevard
Rockville, MD

We expect to offer additional sessions approximately twice per year, but will work to meet additional demand as needed.

If you would like further information about the training or wish to enroll agency staff, please contact the OPM Work/Life Group at worklife@opm.gov.

cc: Directors of Human Resources