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# NASA Policy Directive

**NPD 1830.1B**Effective Date: January 16,  
2001Expiration Date: December 31,  
2009**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

## **Subject: NASA Employee Assistance Program (Revalidated 3/29/04)**

**Responsible Office: Office of the Chief Health & Medical Officer**

### **Also see**

[NASA Occupational Health Program Guidelines for Implementing Critical Incident Stress Management Services, NM 1800-4.](#)

### **1. Policy**

a. NASA Employee Assistance Program (EAP) is a constituent Occupational Medicine program within the Agency's overall Occupational Health Program. It is NASA EAP policy to provide services for employees experiencing emotional stress, mental health disorders, family or relationship difficulties, financial and/or legal concerns, and alcohol or drug abuse problems. Participation is voluntary, although services may be provided following a supervisory, medical, or other referral.

b. The EAP provides for an initial comprehensive assessment of the employee's or family member's needs, and when indicated, acute crisis intervention, or short-term counseling (short-term is defined as an average of 5 visits or less). Referrals are made to outside professional providers for longer term and/or followup care. The cost of services received from referral sources is borne by the employee or family member.

c. The EAP is committed to providing professional care and employee advocacy in an atmosphere of complete confidentiality, consistent with Federal regulation. The records of all employees served by the EAP are a part of the Privacy Act System of Records and, as a part of that system, cannot be accessed without the written permission of the employee except as authorized by Federal law.

d. EAP services may also be provided following supervisory, medical, or other referral (e.g., alcohol abuse). In such instances, only the fact that the employee has complied with the referral is made available without the express written consent of the employee, except as authorized by Federal law.

e. The EAP is required to support the Agency's Drug-Free Workplace Program (DFWP). Under the DFWP, the Center Medical Review Officer (MRO) verifies findings and coordinates with EAP staff on employee assistance issues. Under the DFWP, an employee who has been found to use illegal drugs on the basis of appropriate evidence will be issued a mandatory referral to the EAP. As a condition of the DFWP, the employee must sign a consent form to release specific, limited portions of EAP information to the appropriate, designated management officials to ensure satisfactory completion of the program. The confidentiality of EAP records, relating to alcohol or drug abuse, education, prevention, training, treatment, rehabilitation, or research by or concerning a particular employee is protected under the provisions of 42 U.S.C. Section 290dd-2. Responsible program officials who violate these provisions may be subject to personal liability, including criminal penalties.

f. The EAP also provides consultations and/or briefings to management, union officials, personnel representatives, and others to promote understanding of the advantages of the EAP, to establish working relationships with these groups, to encourage referrals to EAP when appropriate, and to provide training as appropriate.

## **2. Applicability**

This NPD applies to NASA Headquarters and all NASA Centers, including Component Facilities, and to the Jet Propulsion Laboratory (JPL) and other NASA contractors to the extent specified in their respective contracts.

## **3. Authority**

- a. 5 U.S.C. 552a, The Privacy Act of 1974, as amended.
- b. 5 U.S.C. 7901, Health Services Programs.
- c. 42 U.S.C. 290dd, Substance Abuse Among Government and Other Employees.
- d. 42 U.S.C. 290dd-2, Confidentiality of Records.
- e. 29 U.S.C. 791, The Rehabilitation Act of 1973, as amended.
- f. 42 CFR, Part 2, Confidentiality of Alcohol and drug Abuse patient Records.
- g. 5 U.S.C. 7904, Employee Assistance Programs Relating to Drug Abuse and Alcohol Abuse.

## **4. Applicable Documents**

- a. NPD 1800.2, NASA Occupational Health Program.
- b. NPD 1810.2, NASA Occupational Medicine Program.
- c. NPD 1382.17, Privacy Act - Internal NASA Direction in furtherance of NASA Regulation.
- d. 14 CFR, Part 1212, NASA Privacy Act Regulations.
- e. NPR 3792.1, NASA Plan for a Drug-Free Workplace.

- f. NPD 1440.6, NASA Records Management.
- g. NPR 1441.1, Records Retention Schedules.
- h. NPR 1000.3, NASA Organization.
- i. Reserved.
- j. Program Commitment Agreement, Agency Occupational Health Program, January 1998.

## **5. Responsibility**

- a. The Chief Health and Medical Officer (CHMO), is responsible for the overall NASA Occupational Health Program, including the constituent EAP.
- b. The Director, Agency Occupational Health Program, located at Headquarters, serves as the Executive Secretary of the NASA Health Council and is responsible for the oversight of the Occupational Health Program and ensuring compliance with programmatic, statutory, and regulatory guidelines and policy implementation.
- c. The Director, Agency Occupational Health Program is responsible for the following:
  - (1) Developing and coordinating of EAP policy implementation and standards, procedures, and guidelines for approval.
  - (2) Providing EAP operations oversight and management.
  - (3) Providing staff assistance in support of Center EAP's.
  - (4) Serving as the Agency's Medical Review Officer (MRO) for the DFWP.
- d. The Individual Center Health Unit Medical Directors or other designated physicians serve as their Centers' MRO for DFWP-related employee assistance matters and consult with the Agency's MRO as needed.
- e. The Manager, Agency EAP, located at KSC is responsible for the following:
  - (1) Preparing reports in support of required programmatic and regulatory responsibilities.
  - (2) Serving as the primary point of contact for Agency EAP activities.
  - (3) Maintaining aggregate Agency data required for program metrics.
- f. The Enterprise Associate Administrators/Institutional Program Officers have the responsibility for ensuring that support and sufficient resources are provided for the EAP.
- g. Center Directors and the Assistant Administrator for Institutional and Corporate Management have the responsibility for the implementation and operation of the EAP at their respective Centers.
- h. EAP Coordinators/Administrators have the responsibility to monitor overall EAP services, coordinate supervisory training efforts with management, and participate in regularly scheduled EAP ViTS.
- i. EAP Counselors provide direct services to NASA employees and contractors, to the extent a contract allows and have the responsibility for the following:

- (1) Adhering to all governmental and professional regulations and ethical codes regarding confidentiality and their scope of practice.
  - (2) Maintaining of professional liability coverage when Center EAP services are provided through a contractor arrangement.
  - (3) Maintaining and routine reporting of aggregate data elements required for documenting program metrics.
  - (4) Consulting and/or providing briefings to management and employees to promote understanding of the EAP and to facilitate referrals when appropriate.
  - (5) Having and maintaining appropriate qualifications and training.
- j. NASA supervisors have the responsibility to take periodic training provided by the EAP regarding procedures for referring employees to the EAP and to recommend those referrals as appropriate.
- k. NASA employees have the responsibility to provide the specific written authorization for release of information required when treatment warrants or additional consultation is requested.

## **6. Delegation of Authority**

None.

## **7. Measurements/Verification**

None.

## **8. Cancellation**

NPD 1830.1A, NASA Employee Assistance Program, dated January 16, 2001.

## **Revalidated**

March 29, 2004

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**/s/ Daniel S. Goldin**  
**Administrator**

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## **Attachment A: (Text)**

None.

## **(URL for Graphic)**

None.

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