



Natural Resources Conservation Service  
100 USDA, Suite 206  
Stillwater, OK 74074-2655  
405.742.1210

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November 8, 2002

**OKLAHOMA BULLETIN NO. OK360-3-7**

**SUBJECT: PER - Federal Employee Assistance Program (EAP)**

**Purpose:** To inform Federal Employees of the New Contractor for Employee Assistance Program (EAP)

**Expiration Date:** September 30, 2003

Effective October 1, 2002, Natural Resources Conservation Service (NRCS) contracted with The Sand Creek Group, Ltd. to provide confidential, professional counseling services to federal employees through Federal Employee Assistance Program (EAP). The program is a problem-solving resource that is available to you or members of your family. A professional counselor will assist you in assessing your situation, finding options, making choices or locating further help.

**It is free . . .**

Your employer covers the cost of initial assessment, additional problem solving sessions and referral services. If there is a need for long-term counseling or treatment, your counselor will help you explore the various insurance and/or payment options available.

Some common concerns include, stress or burnout, financial concerns, marriage and family problems, alcohol or chemical dependency, work-related problems, parent-child difficulties, and emotional problems.

**It is convenient . . .**

Your Employee Assistance Program is as close as your phone. If you, or a family member living in your household, have a problem or concern, start with making a phone call. Sometimes, you can resolve an issue in a few minutes. Usually, you will make an appointment to meet for about an hour to assess your situation.

**It is confidential . . .**

Your Employee Assistance Program has been set up with The Sand Creek Group, Ltd., an outside counseling resource to assure confidentiality. No one at work will know that you have chosen to seek help unless you choose to tell them. Nothing concerning your use of EAP will appear in your personnel file. You will be told how the program works to make sure your privacy is protected.

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**It is voluntary . . .**

Usually you are the person that is first aware of some stress or problem and will call for an appointment. Occasionally, a manager or supervisor may suggest that you contact the Employee Assistance Program. That person may be aware you are trying to cope with a complex problem or simply observe you are troubled. The choice to use the program is up to you.

The Sand Creek Group's Employee Assistance Program is available 24 hours a day, 7 days a week. They offer professional counseling help to all contract covered employees and their dependents coping with a wide variety of life challenges.

Help is as close as your phone. Give them a call.

**1-888-243-5744**

**TDD # 1-800-627-3529**

<http://www.sandcreekeap.com>

The Sand Creek Group, Ltd. provides a full range of Employee Assistance Programs. Their services address employee personal and work related problems. The counselors are highly credentialed and experienced. Each one of their employee assistance counselors holds at least a Masters Degree, (many have Ph.D.s), required licenses and state certification to practice, and many years of experience.

The Sand Creek Group, Ltd. is a behavioral health care corporation and a leading provider of employee assistance services. Their counselors are highly trained, caring professionals who are dedicated to bringing the highest quality of assistance to you and your family members. The Sand Creek Group specializes in Employee Assistance Services to government employees.

Please print out the attached poster and place on bulletin boards. Offices should remove all previous EAP posters, referring to The Allen Group.

Questions concerning this bulletin may be directed to Kay Mayes at 405.742.1209 or Debbie Ruark at 405.742.1212.

/s/ (Kevin D. Norton - Acting STC)

M. DARREL DOMINICK  
State Conservationist

Attachment