

6-13. EVALUATION

Operating Administrations' objectives shall describe the general methods and procedures for conducting periodic self evaluation of the effectiveness of the employee counseling services programs. Also, Operating Administrations shall develop procedures for compiling statistical data in order to provide accurate, timely data for the "Annual Report on Federal Employee Counseling Program."

6-14. ROLE OF HEADS OF OPERATING ADMINISTRATIONS AND THE ASSISTANT SECRETARY FOR ADMINISTRATION

Heads of Operating Administrations and the Assistant Secretary for Administration for OST shall assure that the Department's policy is fully implemented including:

1. Designating and training Employee Assistance Program Coordinators to provide for the development and implementation of prevention, treatment and rehabilitation programs tailored to the needs of their respective organizations.

2. Requiring their major field organizations to carefully select and designate Employee Assistance Program Coordinators to conduct local operations of the program and provide program information to all employees.

3. Requiring Employee Assistance Program Coordinators to establish operative liaison with viable treatment program facilities and other resources.

4. Providing training to supervisory personnel on the principles of the program, their key role in program implementation and methods of confronting employees.