



Court Services and Offender Supervision Agency for the District of Columbia

Office of Human Resources

October 20, 2000

MEMORANDUM

TO: CSOSA Staff

FROM: David S. Orr
Associate Director for Human Resources

SUBJECT: CSOSA's Employee Assistance Program (EAP) Orientations

CSOSA will be conducting EAP Orientations to formally introduce our employees to the EAP. Our EAP provider is the U.S. Public Health Service (USPHS), Federal Occupational Health (FOH) Division. The EAP provides counseling and assistance to employees regarding emotional, relationship, family, substance abuse, alcohol, health, behavioral, and workplace concerns.

The orientations will be presented by our EAP Counselor, Dr. James R. Reedy. Dr. Reedy has a wealth of experience in the employee assistance field and was formerly an EAP Counselor with the Metropolitan Police Department. Dr. Reedy will give a comprehensive presentation on the EAP services that FOH provides.

The EAP Orientation schedule and locations are as follows:

- Wednesday, November 1, 2000, 10am -11:30am, 633 Indiana Avenue, NW, 6th Floor, Room 4A/4B, Training & Career Development Center.

For CSOSA staff members located at 300 & 500 Indiana Avenue, NW, 409 E Street, NW, (Bldg B) and 633 Indiana Avenue, NW.
- Wednesday, November 8, 2000, 10am – 11:30am, 1230 Taylor Street, NW, Second Floor Conference Room.

For CSOSA staff members located at 401 New York Avenue, NE, 1707 Kalorama Road, NW, and 1230 Taylor Street, NW.
- Wednesday, November 15, 2000, 10am – 11:30am, 3850 South Capitol Street, SE, Third Floor Conference Room.

For CSOSA staff members located at 1418 Good Hope Road, SE and 3850 South Capitol Street, SW.

We look forward to your attendance at these EAP Orientations and hope that you will take full advantage of this opportunity to familiarize yourselves with the EAP services provided by FOH.

If you have any questions regarding these upcoming orientation sessions, please contact Martina Griggs Johnson, Assistant HR Director for Employee and Labor Relations, at 202-220-5443, or Michael E. Richardson, Employee and Labor Relations Specialist at (202) 220-5753.