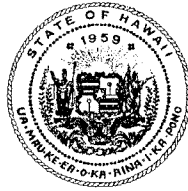


LINDA LINGLE
GOVERNOR



ROBERT G. F. LEE
MAJOR GENERAL (HI)
ADJUTANT GENERAL

GARY M. ISHIKAWA
COLONEL (RET.)
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

HIHRO

24 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Employee Assistance Program Provider

1. In an earlier communication we advised you that FedSource, U.S. Department of the Treasury, awarded a new Employee Assistance Program contract to ComPsych. ComPsych is the nations largest independently owned EAP and managed behavioral health care provider. In order to assist you with a smooth transition on 1 April 2003, we need you to know what you can expect:

a. If an employee has not completed their counseling services with Green Spring, they will continue with the same clinician until services have been completed. In other words, if the employee started counseling in March and has not finished services in March, they will continue with the Green Spring counselor until completed even if the process isn't completed until April.

b. Supervisory Mandatory Referrals will be transferred from Green Spring to ComPsych on 1 April 2003. ComPsych will continue to monitor each case.

c. Within 30 days you can expect to receive the following:

(1) Posters in a quantity equal to 1 poster per fifty employees. For work sites with less than fifty employees, one poster will be sent.

(2) Initial Program Introduction letter equal to 105% of your employee population.

(3) Brochures equal to 105% of your employee population.

(4) Employee and Supervisory Orientation videos in a quantity equal to 1 per agency work site and /or 1 each per 300 employees in any agency location.

d. Agencies who selected Menu Choice II, on-site orientations can be scheduled through ComPsych by contacting Judi Bruno at 312-595-4065. Please contact her no later than 30 April 2003 to make the transition complete.

HIHRO

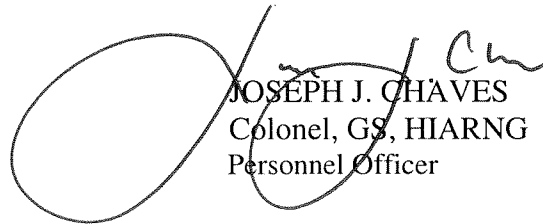
SUBJECT: New Employee Assistance Program Provider

2. It is our goal to continue to offer the highest level of service to you. If we can be of further assistance, please do not hesitate to contact Bev King at 206-615-3876. The Hawaii National Guard EAP coordinator is LTC Kenrock K. S. Higa, who can be reached at 808-733-4248.

3. This supersedes memorandum, HIHRO, dated 24 Mar 03, subject as above.

Distribution:

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JOSEPH J. CHAVES
Colonel, GS, HIARNG
Personnel Officer