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HIHRO

26 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Employee Assistance Program Resources

1. Over the past year, our agency has worked with FedSource, U.S. Department of the Treasury, for Employee Assistance Program (EAP) services for you and your family members. Their current provider of the services (Green Spring) will change beginning 1 April 2003 because their contract with FedSource ends.

2. This is what we would like you to know:

a. The new provider is ComPsych. Access to services is 24 hours a day, 7 days per week. They can be reached at **888-290-4EAP or TDD 1-800-697-0353**;

b. EAP is a free benefit to you AND your family members;

c. Access to information and tools are also available on-line through www.GuidanceResources.com. Guidance Resources On-line gives you the power of the internet to get solutions for the issues that matter to you, from personal or relationship issues to legal and financial concerns. Go on-line anytime you need trusted, expert information, resources, referrals or an answer to an everyday questions. You can:

- (1) Get helpful answers to your questions quickly, easily, and confidentially.
- (2) Review and print in-depth Help Sheet topics.
- (3) Ask a Guidance Resources Expert for a personal response via e-mail or phone.
- (4) Order one of the pre-screened reference books without leaving the website.

Just go to www.GuidanceResources.com and enter in your company ID, FedSource. Let the experts work for you!

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d. If you are currently in EAP counseling services with Green Spring, you will continue with the same clinician until services have been completed. In other words, if you started counseling in March and have not finished services in March, you will continue with the Green Spring counselor until completed.

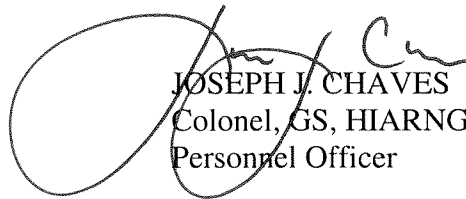
e. You will be receiving some additional information in the near future.

3. If you have additional questions, please feel free to contact LTC Kenrock K.S. Higa our EAP coordinator at (808) 733-4248.

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

Distribution:

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JOSEPH J. CHAVES
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