



# **DIPATTAMENTON GUAFI GUAHAN** **GUAM FIRE DEPARTMENT**

*Professionalism \* Respect \* Integrity \* Dedication \* Empathy*



November 7, 2025

## **MEMORANDUM**

**TO:** Personnel Concerned  
**FROM:** Fire Chief  
**SUBJECT:** Employee Assistance Program (EAP)  
**RE:** Policy Implementation / Book I-IV-38

Effective immediately, the Guam Fire Department is implementing an **Employee Assistance Program Policy** to assist employees in effectively coping with personal and/or job stress. EAP services are available to all employees and their immediate families. The Guam Fire Department recognizes that most personal problems can be improved and/or corrected with effective intervention. The purpose of this policy is to provide all GFD employees and immediate family members with services to promote safety, health, and well-being.

Standard Operating Procedure, **Book 1- Chapter IV** has been revised with the added policy. All supervisory staff are directed to review the policy in full and adhere to the guidance. A copy of the full policy is attached to this memorandum. Appendix A through C will be provided in a fillable PDF format to allow for electronic completion and submission and posted on the GFD website for ease of access.

Please direct any questions or requests for clarification to my office or your immediate supervisor. Thank you for your continued professionalism and commitment.

Respectfully,

Daren D. Burrier

Attachment - Employee Assistance Program (EAP) Policy / Book I-IV-38