



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
BLDG 237, B AVE, P.O. BOX 105021
FORT IRWIN, CA 92310-5000

IMNT-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Workplace Violence Prevention Awareness

1. **PURPOSE:** This instruction establishes DoD policy and assigns responsibilities for workplace violence prevention and response policy regarding DoD Civilian personnel, and Military personnel, Military Family Members, and Contractors.
2. **APPLICATION:** This policy applies to all Department of the Army (DA) Civilian employees, Military and Civilian employee Family members, Military retirees and their Family Members, Contractors, and visitors.
3. **REFERENCE:**
 - a. DoD Directive 5124.02 (Reference (a) and Secretary of Defense Memorandum (Reference (b))).
 - b. Army Regulation 600-85, Army Substance Abuse Program, 2 February 2009 updated with RAR 2 December 2009.
 - c. United States Office of Personnel Management Guide, Office of Workplace Relations OWR-09, Dealing with Workplace Violence: A Guide for Agency Planners, February 1998.
 - d. OSHA's Safety and Health Management Program Guidelines, January 1989.
4. **POLICY:** It is the Department of the Army policy to promote a safe and secure environment for all its Soldiers, Civilians employees, Contractors and Family Members. The goal of the National Training Center and Fort Irwin is to reduce the risk of violence in the workplace through a combination of early intervention, proactive awareness training, prevention education, and open communication between all members of the workforce
 - a. Senior Commander is committed to working with its employees to maintain a work environment free from violence, threats, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive on the NTC and Fort Irwin, no Command or Directorate is immune. Any Command or Agencies could be affected by disruptive behavior at one or another. However, workplace violence will not be tolerated; all reports of incidents will be taken seriously and will be dealt with

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appropriately. Individuals who commit such acts may be removed from the installation and may be subject to disciplinary action, criminal penalties, or both.

b. Workplace violence is disruptive and can be loosely defined as any inappropriate behavior which may include oral or written statement, gestures, or expressions that communicate a direct or indirect threat of physical harm or damage to personal, as well as Government property. It also includes belligerent or antagonistic behavior, bullying, or any other inappropriate and aggressive behavior, bringing a weapon to the workplace, branding a weapon in the workplace, making inappropriate reference to guns, or expressing a fascination with weapons.

c. All incidents of violence should be first reported to a supervisor or a manager (Military or Civilians). Threats or assaults that require immediate attention by the Military Police at (760) 380-4444 or by dialing the emergency number 911, followed by contacting the Employee Assistance Program (EAP) Coordinator. The supervisor or manager receiving the report will call the EAP office for reporting instructions. The EAP can be reached at (760) 380-4983.

d. We need your cooperation to implement this policy effectively and to maintain a safe working environment. Success in the protection of National Training Center and Fort Irwin and its workforce requires your personal attention and appropriate action. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone, whether he or she is a DA employee or not, report it immediately to a supervisor or manager.

5. PROPONENT for this policy letter is the Equal Employment Opportunity office at 760-380-4961



G. SCOTT TAYLOR
COL, AR
Commanding

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