



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS  
1741 MARSHALL ROAD  
FORT BLISS, TEXAS 79916-3803

IMBL-ZA

FEB 12 2015

**POLICY MEMORANDUM # 11**

**SUBJECT:** Workplace Violence Prevention Awareness

**1. REFERENCE:**

- a. Army Regulation 600-85, Army Substance Abuse Program, 28 December 2012.
- b. United States Office of Personnel Management Guide, Office of Workforce Relations OWR-09, Dealing with Workplace Violence: A Guide for Agency Planners, February 1998.
- c. OSHA's Safety and Health Program Management Guidelines, January 1989.
- d. IMCOM Command Policy Letter # 8, Prevention of Workplace Violence, 14 April 2014.

**2. APPLICABILITY:** 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. POLICY:**

a. It is the Department of the Army policy to promote a safe and secure environment for all its Soldiers, Civilian employees, contractors and Family members. The goal of USAG Fort Bliss 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.

b. Garrison Command 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 our installation, no directorate or command is immune. Any agency could be affected by disruptive behavior at one time or another. However, workplace violence will not be tolerated; all reports of incidents will be taken seriously and will be investigated appropriately. Individuals who commit such acts may be removed from the Installation and may be subject to disciplinary action, criminal penalties, or both.

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c. Workplace violence is disruptive and can be loosely defined as any inappropriate behavior which may include oral or written statements, 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, brandishing a weapon in the workplace, making inappropriate references to guns, or expressing a fascination with weapons.

d. All incidents of violence should be first reported to a supervisor or a manager (military or Civilian). Threats or assaults that require immediate attention by the Military Police will be reported to the Fort Bliss Military Police at 744-9545/9544/2115 or by dialing the emergency number 911, followed up 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 744-1415/1416.

e. We need your cooperation to implement this policy effectively and to maintain a safe working environment. Success in the protection of Fort Bliss 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.

4. EXPIRATION: This Garrison Command Policy will remain in effect until superseded or rescinded.



MIKE HESTER  
COL, AR  
Commanding