



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

AMCPE-T (690-700)

20 March 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Workplace Violence Policy Statement

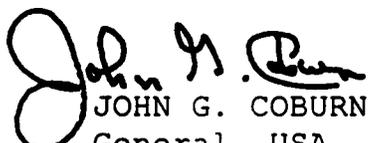
1. The U.S. Army Materiel Command (AMC) is committed to providing a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. This type of conduct and behavior will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately.
2. I need your cooperation to implement this policy effectively and to maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone, report it immediately to a supervisor or manager. Each of us is responsible for responding promptly and appropriately to incidents of harassment, threats, and acts of violence. Commanders, supervisors, and managers who receive such reports are expected to seek advice from your servicing Employee Relations Specialist regarding investigation of the incident and initiating appropriate action.
3. Further, installation commanders are encouraged to create an installation-level task force to implement prevention and intervention strategies. Program strategies should include, as a minimum, the following components:
 - a. Identify installation support activities that can provide services to employees (e.g., EEO, Drug and Alcohol Abuse, Chaplain, Family Advocacy, Consideration of Others Program, etc.).
 - b. Develop employee training programs that provide employees the skills to recognize and report inappropriate behavior.

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4. Appendix F of the AMC Inspector General Report (Memorandum, AMXIG-IS-SO, dated 2 November 1998, subject: U.S. Army Materiel Command (AMC) Inspector General (IG) Systemic Inspection of Violence in the Workplace (VIW)) addresses specific program strategies, references and resources regarding violence in the workplace. Copies of the report may be obtained from your local IG Office.

5. I will support all efforts by commanders, supervisors, and managers in dealing with violent, threatening, harassing, intimidating, or other disruptive behavior in our workplace, and will closely monitor whether this policy is being implemented effectively.

6. AMC -- Your Readiness Command . . . Serving Soldiers Proudly!


JOHN G. COBURN
General, USA
Commanding

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