



**DEFENSE HEALTH AGENCY**  
NATIONAL CAPITAL REGION MEDICAL DIRECTORATE  
OFFICE OF THE DIRECTOR  
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BETHESDA, MD 20889-5639

**JUL 15 2014**

MEMORANDUM FOR EMPLOYEES, NATIONAL CAPITAL REGION MEDICAL  
DIRECTORATE (NCR MD)

SUBJECT: Workplace Violence

In support of DoD Instruction 1438.06 "DoD Workplace Violence Prevention and Response Policy," published January 16, 2014, the NCR MD is committed to promoting a safe environment for its employees, our patients and their families. We are dedicated to working with everyone to maintain a work environment free from violence, threats of violence, harassment, intimidation, bullying and other disruptive behavior. While this kind of conduct is not pervasive in our Directorate, no organization is immune. Every organization will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation, bullying and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such disruptive behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, bullying or other disruptive behavior. If you observe or experience such behavior by anyone on NCR MD premises, whether he or she is an agency employee or not, report it immediately to a supervisor or manager. Please note that threats or assaults that require immediate attention by security or police should be reported first to the security office for each facility; security office phone numbers are listed below:

- Fort Belvoir Community Hospital: (571) 231-0333 (or) 333
- Walter Reed National Military Medical Center/NCR MD: (301) 295-1246/  
(301) 295-1247
- Joint Pathology Center (JPC): (301) 295-7545/(301) 619-0063

Supervisors and managers who receive such reports should immediately seek advice from the security office for imminent threats of violence. Supervisors and managers must also promptly contact the security office regarding investigations of incidents pertaining to workplace violence.

Supervisors should also contact the appropriate personnel to follow up after the incident is reported to the security office. It is important for supervisors to note which type of employee (civilian, service member or contractor) was culpable to determine who should be notified. For civilian employees, supervisors should contact the Civilian Human Resources Center. In cases involving service members, their chain of command should be notified. Supervisors for contract personnel must contact the Contracting Officer Representative (COR) for incidents involving the removal of a contractor for any reason.

I will support all efforts made by supervisors and others in NCR MD in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether DoD policy is being implemented effectively.

Should you have any questions about this memorandum, please contact Ms. Clodeth Findlay at (301) 319-4789 or via email at [clodeth.c.findlay.civ@health.mil](mailto:clodeth.c.findlay.civ@health.mil).



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