



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 12710.1
BUPERS-05
15 Dec 2017

BUPERS INSTRUCTION 12710.1

From: Chief of Naval Personnel

Subj: PREVENTING WORKPLACE VIOLENCE AT THE BUREAU OF NAVAL
PERSONNEL

Ref: (a) DoD Instruction 1438.06 of 16 January 2014

1. Purpose. To issue Bureau of Naval Personnel (BUPERS) policy and provide guidelines concerning workplace violence per reference (a).
2. Cancellation. ADMINMAN Article 5300-030 of NAVPERSCOM M-5000.1.
3. Scope and Applicability. This instruction applies to all BUPERS commands and subordinate activities.
4. Discussion. Violence includes physical assault or the threat of physical assault against persons or property and also behavior that intimidates or frightens others, such as threats, harassment, and uncontrolled expression of rage. Such 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. Claiming after the fact that “it was only a joke” or “I didn’t really mean it” will not be an acceptable excuse. Threats will be taken seriously as a statement of an employee’s intent to do harm.
5. Policy. Our leaders are committed to our employees’ well-being, health, and safety. All employees have the right to expect their workplace to be a safe and secure environment. We must all work together as a team to achieve the goal of providing a more “respectful workplace.” **“ZERO TOLERANCE”** is our position on threats and violence in the workplace. All employees are to assist in implementing this policy and maintaining a safe, respectful, healthy, and productive workplace. BUPERS personnel must refuse to tolerate violence in the workplace and will make every effort to prevent it. All incidents of workplace violence will be dealt with swiftly and decisively. Those who engage in such behavior may be:
 - a. Immediately removed from the premises.
 - b. Denied re-entry pending completion of an appropriate investigation.
 - c. Subject to removal from Federal service, criminal prosecution, or both.

6. Reporting of Actual or Threatened Workplace Violence. Employees, civilian and military, are responsible for notifying their supervisors or a management representative of any threats witnessed, received, or heard about from another person. Even without an actual threat, employees should inform their supervisors of any behavior witnessed as threatening or violent. This information is sensitive and anything reported will be held in strict confidence. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone, whether or not they are a BUPERS employee, report it immediately as follows:

a. Contact your immediate supervisor. If your immediate supervisor is unavailable, contact your second-level supervisor or department head.

b. If you can not contact someone in your immediate supervisory chain, contact your local security office (for Millington contact the Naval Support Activity Security Office at 874-5515).

7. Training. For more information and to become better equipped at preventing workplace violence, training is available from Department of Defense (DoD) for supervisors at <http://media.cpms.osd.mil/faslerd/supervisor/menu.htm> and for employees at <http://media.cpms.osd.mil/faslerd/employee/menu.htm>.

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) M-5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, DON, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


R. A. BROWN
~~Deputy Chief of Naval Personnel~~

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via NAVPERSCOM/BUPERS Web site, www.npc.navy.mil