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NASA Policy Directive

NPD 1600.3Effective Date: September 04,
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2012**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

Subject: Policy on Prevention of and Response to Workplace Violence

Responsible Office: Office of Human Capital Management

1. POLICY

a. NASA places the highest priority on the health and safety of its employees, contractors, resident agencies and other tenants, and visitors and will support management in its efforts to deal with incidents of workplace violence. Therefore, acts of violence, threats, harassment, intimidation, and other disruptive behavior involving a direct or indirect threat of physical harm are prohibited, shall be dealt with immediately, and will not be tolerated. All employees, contractors, and employees of resident agencies and other tenants at any NASA facility are responsible for reporting incidents involving workplace violence. This policy also covers any incidents involving individuals from outside the Agency perpetrating violence against Agency employees.

b. In addition to physical acts against people or property, such behavior can also include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm to self and others. Such behavior shall be dealt with immediately and appropriately, and those who commit such acts may be immediately removed from the premises, denied reentry pending completion of the appropriate investigation, and may be subject to administrative and/or disciplinary action, including removal, criminal prosecution, or both.

c. All employees, contractors, and resident agencies and other tenants shall comply with the workplace violence prevention policies as set forth in applicable laws and regulations. As outlined in this NASA Policy Directive (NPD), Centers will develop procedures for responding to and managing incidents and threats of workplace violence. All policies and procedures will be uniformly enforced.

d. All information regarding an incident and/or threat of workplace violence, including but not limited to names of involved parties, witnesses, reports and investigations of

allegations, and/or findings of workplace violence, will be treated confidentially to the extent practicable. Statements and reports may be used as evidence in administrative and/or criminal proceedings.

2. APPLICABILITY

This NPD applies to NASA Headquarters and Centers, including Component facilities, resident agencies and other tenants, NASA contractors, visitors, and the Jet Propulsion Laboratory to the extent specified in a contract, grant, or other binding agreement.

3. AUTHORITY

- a. 42 U.S.C. § 2473(c)(1), section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 29 U.S.C. § 668, section 19 of the Occupational Safety and Health Act of 1970, as amended.

4. APPLICABLE DOCUMENTS

National Aeronautics and Space Act of 1958, as amended.

- a. 14 CFR part 1200, Aeronautics and Space.
- b. NPD 1600.2, NASA Security Policy.
- c. NPR 1600.1, NASA Security Program Procedural Requirements.
- d. NPR 1800.1, NASA Occupational Health Program Procedures.
- e. NPD 9800.1, NASA Office of Inspector General Programs.
- f. Office of Personnel Management (OPM) Handbook Dealing with Workplace Violence: A Guide for Agency Planners, dated February 1998.

5. RESPONSIBILITY

a. The Assistant Administrator for Human Capital Management, the Assistant Administrator for Security and Program Protection, and the Chief Health and Medical Officer shall:

- (1) Provide direction, oversight, and training for Agency prevention of and response to workplace violence policy and procedures.
- (2) Establish and properly train an Agency core Workplace Violence Prevention and Threat Assessment Team whereby, at a minimum, representatives from the Office of the General Counsel, the Office of Security and Program Protection, the Office of Human Capital Management, and the Office of the Chief Health and Medical Officer will evaluate and make recommendations regarding the Agency's workplace violence prevention and response program. The NASA Office of the Inspector General will be an ex officio member of the team.

(3) Members of the Agency Threat Assessment Team may also call on representatives from one or more of the following:

- (a) Office of Diversity and Equal Opportunity.
- (b) Office of Safety and Mission Assurance.
- (c) Unions, where applicable.
- (d) Employee Assistance Program.
- (e) Public Affairs.
- (f) Resident/Tenant Agency.
- (g) Contractor Management.
- (h) Representative(s) from the concerned Center.
- (i) Any other program representative, as needed.

b. Center Directors shall:

(1) Develop and implement a Workplace Violence Prevention Program and establish a Threat Assessment Team to meet Center needs in accordance with this NPD.

(a) The Center Threat Assessment Team must consist of, at a minimum, the core group of personnel represented in paragraph 5a.(2).

(b) Any additional permanent membership is at the discretion of the Center Director.

(2) Ensure that there is a properly trained Threat Assessment Team in accordance with this NPD.

(3) Ensure that annual training is provided for employees and contractors to foster workplace violence prevention and public safety awareness.

(4) Ensure that security police, officers, other first responders, and others, as appropriate, receive training specifically designed for responding to and managing incidents of workplace violence.

(5) Establish and maintain a 24-hour Workplace Violence Prevention Hot-Line, or use existing hot-line capability to report threats and/or incidents of workplace violence.

c. The Office of the Inspector General shall:

(1) Per the Office of Security and Program Protection/Office of the Inspector General agreements, participate, as requested, on Agency and center-level Workplace Violence Threat Assessment Teams and, if requested, respond to and investigate instances of workplace violence in collaboration with the Office of Human Resources and/or Center security offices.

d. Supervisors and Managers shall:

(1) Promote workplace violence prevention programs within their organizations through personal involvement.

(2) Support Center workplace violence prevention training efforts by encouraging employee attendance.

(3) Promptly report all threats, brought to their attention, to their management, Office of Human Resources and, as appropriate, the Office of Protective Services and/or the Employee Assistance Officer. Ensure that events are properly investigated and addressed.

e. Employees, Contractors, Resident Agencies, and other Tenants shall:

(1) Refrain from making threats or engaging in workplace violence.

(2) Report all acts or threats of violence to their immediate supervisor and, as appropriate, the Office of Human Resources and/or the Office of Protective Services.

f. Any person on a NASA facility who is the subject of, or a witness to, threatening behavior or a violent act, shall report the incident to their immediate supervisor or the Office of Protective Services.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

None

/s/ Michael D. Griffin

ATTACHMENT A: (TEXT)

None

(URL for Graphic)

None

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