MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHIEF OF THE NATIONAL GUARD BUREAU
ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND
RESERVE AFFAIRS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Requirement to Implement Ability for DoD Civilian Employees Who Have
Experienced Sexual Assault to Make Requests for Assistance Through the Federal
Workplace Violence Prevention and Response Program

This memorandum requires DoD components to implement Component-specific policy
that allows DoD civilian employees who have experienced sexual assault to obtain advocacy,
support, and referrals available through workplace violence prevention and response programs.
By building on these efforts, DoD can further address the effects of domestic violence, sexual
assault, and stalking on its workforce, promoting the health and safety of its employees and
improving the quality of its service to the public.

Department of Defense Instruction (DoDI) 1438.06, “DoD Workplace Violence
Prevention and Response Policy,” identifies the Deputy Assistant Secretary of Defense for
Civilian Personnel Policy, under the authority, direction, and control of the Assistant Secretary of
Defense for Manpower and Reserve Affairs, as the DoD lead for policy development and
ensuring implementation of workplace violence prevention and response programs, including
education and training, for civilian employees. DoD Components will, to the extent consistent
with Enclosure 3 of DoDI 1438.06, utilize the following two documents to assist in the
development of an effective workplace violence prevention and response program: Office of
Personnel and Management, “Guidance for Agency-Specific Domestic Violence, Sexual Assault,
and Response”, updated 2019 version located at <https://www.cisa.gov/publication/isc-violence-
federal-workplace-guide>. In developing your policies, please ensure that the policies do not
hinder your ability to comply with applicable legal obligations, including the requirements of
1561, and 29 CFR § 1604.

Components will comply with any applicable labor management obligations, including
national consultation with unions that hold national consultation rights. The point of contact for
this questions on national consultation rights is Mr. Harry Robinson, Defense Civilian Personnel
Advisory Service, at 703-447-9613 or harry.w.robinson.civ@mail.mil.
I commend you in advance for your efforts to provide additional services for DoD civilian employees.

Virginia S. Penrod
Acting

cc:
Chairman of the Joint Chiefs of Staff
Chiefs of the Military Services
Deputy Assistant Secretary of Defense for Civilian Personnel Policy
Director, Defense Civilian Personnel Advisory Service
Director, Office for Diversity, Equity, and Inclusion