



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**MAR 11 2021**

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 Stalking Policies," located at <https://www.opm.gov/policy-data-oversight/worklife/reference-materials/guidance-for-agency-specific-dvsas-policies.pdf>; and the Interagency Security Committee, "Violence in the Federal Workplace: A Guide for Prevention 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 title VII of the Civil Rights Act of 1964, as amended (42 U.S.C.A § 2000e-16), 10 U.S.C. § 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](mailto: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*

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