



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCINCR-MCBO 5580
B 033
12 Apr 2015

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS
BASE ORDER 5580

From: Commander, Marine Corps Installations National Capital
Region, Marine Corps Base Quantico

To: Distribution List

Subj: VIOLENCE PREVENTION (VP) PROGRAM

Ref: (a) MCO 5580.3 (Violence Prevention Program)
(b) CMC Message FY14 Training Schedule Revised, 271540Z
MAR14
(c) 5 USC 552a
(d) Agreement between MCCDC (NAF Unit) and AFGE Local 1786
dated 29 Jun 99
(e) 5 USC 7114
(f) Master Labor Agreement Between The United States Marine
Corps and the American Federation of Government
Employees
(g) MCBO 5820.1

Encl: (1) List of Commands with FPCs or VP Programs
(2) VPT Charter
(3) VP Program Training
(4) VP Program Flow Charts-Decision Tree
(5) VP Program Procedures
(6) VP Program Checklists and Questionnaire
(7) VP Program Appointment Letters
(8) VP Program Forms
(9) Possible Courses of Action for Civilians

1. Situation. Reference (a) requires that Marine Corps Installations National Capital Region - Marine Corps Base Quantico (MCINCR-MCBQ) establish a comprehensive violence prevention (VP) program. The VP program is designed to provide a means by which those people displaying signs or indicators that could precede a violent act are identified for investigation and corrective action. The goal for the VP program is to create a safer environment for Marines, civilian employees, family members, contractors, and visitors from an act of violence.

2. Mission. MCINCR-MCBQ implements a VP program that establishes a command culture that recognizes, reports, and quickly responds to warning signs and indicators of potential violence.

3. Execution

a. Commander's Intent

(1) Purpose. To comply with MCO 5580.3 while considering the unique circumstances and challenges of implementing a violence prevention program on MCINCR-MCBQ.

(2) Method. Working in concert with our tenant commands and activities, MCINCR-MCBQ will implement a VP program that ensures required violence prevention training is available to all personnel, that encourages the reporting of behavior that could progress to a violent act, and that has established procedures that allow for a rapid response to resolve potentially violent situations before violence actually occurs.

(3) End State. A safe environment with a reduced likelihood of workplace and other violence.

b. Concept of Operations

(1) The MCINCR-MCBQ VP program is executed through existing Force Preservation Councils (FPC) for Marines and through Violence Prevention Teams (VPT) for civilian employees, contractors, dependents and visitors. Enclosure (1) identifies commands located on MCINCR-MCBQ with or without existing FPCs and VP Programs.

(a) MCINCR-MCBQ Headquarters and Service Battalion (HQSVCBN) and Security Battalion (SECBN) implement a VP program for all assigned Marines utilizing their existing FPC.

(b) Tenant Commands and activities with existing FPCs, implement their own VP program, though they must coordinate with the MCINCR-MCBQ Chief of Staff (CoS) for access/availability to required subject matter expert (SME) support (medical, counsel, law enforcement (LE), etc.).

(c) Marines administratively assigned to HQSVCBN, but operationally assigned to tenant commands and activities, are included in the HQSVCBN VP program only if the command to which they are operationally assigned does NOT have an existing FPC, and/or are NOT capable of implementing a VP program.

(d) The VP Program for MCINCR-MCBQ civilian employees, contractors, visitors and dependents is implemented by MCINCR-MCBQ through the establishment of a Violence Prevention Team (VPT). The

VPT is used in lieu of an FPC. The VPT Charter is provided in enclosure (2). Tenant commands may establish their own VPT to address violence prevention issues involving civilian employees.

c. Lines of Operation. The MCINCR-MCBQ VP program is executed through three lines of operation.

(1) Training

(a) Base personnel are trained to recognize and report warning signs and indications of potential violence.

(b) Annual VP program awareness training for all personnel is mandatory, and is provided by HQMC through on-line training utilizing Marine Net and contractor provided classroom instruction.

(c) Required training (initial and sustainment) for each VP program billet is identified in enclosure (3).

(2) Reporting

(a) Reporting of warning signs and indications of potential violence shall be encouraged and supported by all MCINCR-MCBQ organizations, tenant commands and activities.

(b) All reports of warning signs and indications of potential violence shall be forwarded to the level (at minimum) of a unit/organization FPC.

(c) Reports of actual violent behavior or behavior that involves threatening or potentially dangerous actions shall be immediately reported to MCINCR-MCBQ law enforcement personnel (Provost Marshal Office) rather than using the VP program reporting process.

(d) Procedures are in place to quickly investigate warning signs and indications of potential violence, determine the level of threat, and implement measures to reduce the likelihood of a violent incident.

(e) Only the Commander of a unit/organization with an FPC, or the MCINCR-MCBQ Commander, is authorized to dismiss a report of an indication of potential violence after thoroughly reviewing/ investigating the report.

(f) Any person aboard MCINCR-MCBQ can report warning signs and indications of potential violence through the following means:

1. Chain of Command
2. Unit VPO
3. NCIS Tip-line
 - a. www.ncis.navy.mil
 - b. Text "NCIS" to 274637 from a cell phone
 - c. Visit app store for Android and download "Tip Submit Mobile."
4. MCINCR-MCBQ PMO
5. MCINCR-MCBQ Eagle Eyes
 - a. Phone: (703)-432-EYES (3937)
 - b. www.USMC.EagleEyes.org

(3) Responding

(a) The response to a report of potentially violent behavior varies depending on the category of the individual identified as displaying the potentially violent behavior (Marine, civilian, dependent, contractor, etc.). Enclosure (4) provides a flow diagram that outlines the response process for each category.

(b) Specific VP program procedures are identified in enclosure (5).

d. Tasks

(1) MCINCR-MCBQ, Chief of Staff

(a) Establish and chair the MCINCR-MCBQ VPT.

(b) Refer all reports of potentially violent behavior by Marines to the appropriate command FPC or utilize the VPT for reports involving MCINCR-MCBQ civilian employees, contractors, dependents, etc.

(c) Direct an initial inquiry of individuals reported to be displaying potentially violent behavior. Upon review of the initial inquiry, when warranted, direct that a VP program threat assessment be conducted.

(d) When required, appoint a VPO to conduct a threat assessment. The appointment letter shall include a "by-name"

assignment of the VPO and a date on which the assessment is to be completed.

(e) As part of a threat assessment, direct that the MCINCR-MCBQ Human Resources Organizational Management (HROM) VPR review personnel records of the subject of the threat assessment and to present a summary to the VPT.

(f) As part of a threat assessment, direct that the SECBN VPR conduct a background check of the subject of the threat assessment and to present a summary to the VPT.

(2) MCINCR-MCBQ, AC/S G-3, Director of Operations

(a) Provide oversight of the MCINCR-MCBQ VP Program.

(b) Ensure sufficient G-3 personnel are trained and certified as VPOs.

(c) Develop, publish and maintain a VP program Base order.

(d) Maintain a list of MCINCR-MCBQ tenant commands with VP programs/FPCs.

(e) Oversee monthly reporting of VP program activity.

(3) Commanding Officer, Security Battalion

(a) Establish and execute a VP program for all Security Battalion personnel. This will include having one school-trained VPO and one school-trained alternate VPO.

(b) Maintain a minimum of one school-trained VPR and one alternate VPR to serve on (provide law enforcement expertise) the MCINCR-MCBQ VPT and the FPC of any tenant command or activity on MCINCR-MCBQ.

(c) Utilize the MCINCR-MCBQ VP program checklist in enclosure (6) to process and track all potential incidents of violent behavior.

(d) Publish a command violence prevention policy statement utilizing the format found in reference (a).

(e) Ensure that all assigned personnel complete annual VP program training as required in enclosure (3).

(4) Commanding Officer, MCINCR-MCBQ Headquarters & Service Battalion

(a) Establish and execute a VP program, leveraging the existing HQSVCBN FPC, for all assigned Marines.

(b) Coordinate with the commanders of tenant commands/activities not capable of executing a VP program/FPC to include their Marines in the HQSVCBN VP program.

(c) Utilize the MCINCR-MCBQ VP program checklist in enclosure (6) to process and track all potential incidents of violent behavior.

(d) Refer reports of potentially violent behavior by civilian employees to the MCINCR-MCBQ Chief of Staff for resolution through the MCINCR-MCBQ VPT.

(e) Publish a command violence prevention policy statement utilizing the format provided in reference (a).

(d) Designate and maintain a trained command VPO and one alternate VPO.

(e) Ensure that all assigned personnel complete annual VP program training as required in enclosure (3).

(5) Commanders/Directors, MCINCR-MCBQ Tenant Commands/Activities

(a) Establish and execute a VP program for all assigned Marines. If not capable of executing a command FPC, coordinate with the Commanding Officer, HQSVCBN to ensure assigned Marines are included in the HQSVCBN VP program (requires that command/activity leadership participate in and support the HQSVCBN FPC).

(b) Establish and execute a VP program for all assigned civilian employees, and contractors. If not capable of executing a command VPT, refer incidents of potentially violent behavior by civilian employees to the MCINCR-MCBQ Chief of Staff for possible action by the MCINCR-MCBQ VPT.

(c) Designate and maintain a trained, command VPO and one alternate VPO.

(d) Be prepared to provide command representation during meetings of the MCINCR-MCBQ VPT when specific civilian personnel are being discussed.

(e) Publish a command violence prevention policy statement utilizing the format provided in in reference (a).

(f) Report monthly VP program activity to HQMC in accordance with (IAW) reference (b) and provide a copy to the MCINCR-MCBQ SECBN VPR for awareness.

(6) Director, Human Resources (HROM)

(a) Designate and maintain a minimum of one school trained VPR and one alternate VPR to serve on (provide civilian employee human resource expertise) the MCINCR-MCBQ VPT.

(b) Be prepared to support (provide HROM expertise) any MCINCR-MCBQ command or activity during the development of courses of action in response to reports of potential violent behavior by a civilian employee.

(7) MCINCR-MCBQ Security Manager

(a) Be prepared to participate as a member of the VPT or any MCINCR-MCBQ command/activity FPC.

(b) When authenticated as a security risk by the VPT, make entries into the JPAS system in support of the Continuous Monitoring Program.

d. Coordinating Instructions

(1) Unit VPO's will track all reports of potentially violent behavior utilizing the VP Program Threat Assessment Tracking Log found in enclosure (8).

(2) A monthly VP program report will be submitted to HQMC (PSL) as directed in reference (b), using the report format identified in enclosure (8).

(a) The MCINCR-MCBQ VPO will consolidate required report data from the MCINCR-MCBQ VPT, HQSVC BN, and SECBN. The report is due NLT the 5th day of the month and shall include incidents from the previous month, as well as a cumulative total of all VP program incidents.

(b) MCINCR-MCBQ tenant commands shall submit monthly program activity reports to HQMC via their chains of command. An information copy of the report shall also be submitted to the MCINCR-MCBQ VPO for awareness/coordination.

(3) Prior to the collection of any information by the VPO or VPR in support of a threat assessment, the "Employee Information" form, enclosure (8), as appropriate, will be completed by the person being interviewed and retained as part of the threat assessment package. The purpose for these forms is to document

acknowledgement by the employee being interviewed that their cooperation is required and is not voluntary. Additionally, the forms provide documentation that the employee being interviewed was afforded the opportunity to have a bargaining unit representative present (if applicable).

(4) Enclosure (9) identifies a list of available courses of action (COA) that may be used during the VPT threat mitigation process.

4. Administration and Logistics

a. VP program training will be tracked and managed at the battalion/tenant command and activity level IAW reference (a).

b. Completion of annual VP program training shall be recorded in the official training records of Marines and documented as with other annual training requirements for civilian employees.

c. VP program/FPC case records contain personally identifiable information (PII) and shall be protected IAW applicable directives and policies governing PII in accordance with (IAW) reference (c).

5. Command and Signal

a. Establishment of a VP program is a command responsibility. The MCINCR-MCBQ staff shall fully support tenant command and activity VP programs by ensuring appropriate resources and personnel are made available to provide expertise and other support when requested.

b. The MCINCR-MCBQ G-3, Mission Assurance Branch, is the point of contact for the MCINCR-MCBQ VP program and is responsible for coordinating VP program activities, facilitating HQMC provided training, and maintaining and updating this order.

DAVID W. MAXWELL

Distribution: A

**Commands & Activities with
Force Preservation Councils & Violence Prevention Programs**

Command	FPC
MCINCR-MCBQ HQSVC Battalion	Yes
MCINCR-MCBQ Security Battalion	Yes
Training and Education Command	No
Marine Corps University	Yes
Marine Corps Intelligence Activity	Yes
Marine Corps Warfighting Lab	Yes
Joint Non-Lethal Weapons Directorate	No
Defense Commissary Agency Store	No
Marine Corps Community Services	No
Marine Corps Embassy Security Group	Yes
Marine Corps Marathon	No
Officer Candidate School	Yes
The Basic School	Yes
Marine Corps Network Operations Support Center	No
Weapons Training Battalion	Yes
Reserve Support Unit	No
Delta Company, 4 th LAR (I&I)	No
Delta Company, 4 th LAR (Unit)	Yes
Marine Corps Systems Command	No
Expeditionary Warfare School	Yes
Wounded Warrior Regiment	No
Marine Corps Recruiting Command	No
HQMC Manpower & Reserve Affairs	No
Marine Corps Information Operations Center	No
Marine Corps Operational Test and Evaluation Activity	No
DoDEA	No
<u>MCINCR</u>	
Marine Corps Air Facility	Yes
Henderson Hall	Yes
Marine Barracks Washington	Yes

Enclosure (1)

VP Program Team Charter

1. Background

a. MCO 5580.3 directs that a VP Program be established at the unit level within existing Force Preservation Councils (FPC). Due to the unique circumstances and command arrangements on MCINCR-MCBQ, in order to effectively comply with the intent of the order, a base-wide VP Program was created to respond to reports of potentially violent behavior involving civilian employees, contractors and dependents. Rather than using the FPC (as done when active duty Marines are involved) as the core for the VP Program, MCINCR-MCBQ modified the existing incident determination committee (IDC) to create a base Violence Prevention Team (VPT).

b. The MCINCR-MCBQ VPT provides a multidisciplinary team of subject matter experts to review, evaluate, and develop courses of action following notification of a report of warning signs/indicators of potential violence involving a civilian employee, contractor, or dependent working or residing on MCINCR-MCBQ.

2. Mission. The VPT reviews, investigates, and evaluates reports of potentially violent warning signs or indicators and provides recommendations to the Base commander to diffuse the situation and minimize the possibility of future violent acts.

3. VPT Membership. Members required to attend or participate in VPT meetings and discussions will vary depending on the subject and circumstances surrounding the case. The VPT chairman will determine staff requirements for each meeting.

- a. Chief of Staff (chairman)
- b. Violence Prevention Representative (HROM)
- c. Violence Prevention Representative (SECBN)
- d. Violence Prevention Officer (G-3/MAB)
- e. Command Representative (from subject's organization)
- f. Medical Officer (NHCQ)
- g. MCINCR-MCBQ Command Inspector General
- h. MCINCR-MCBQ Counsel
- i. Staff Judge Advocate (SJA)

Enclosure (2)

- j. Chaplain
- k. NCIS (resident agent or TMU resource)
- l. Behavioral Health Representative (MCCS)
- m. Sexual Assault Response Coordinator (if applicable)
- n. Substance Abuse Counseling Center Representative (if applicable)
- o. Union Representative (if bargaining employee is involved)
- p. MCINCR-MCBQ Security Manager

4. VPT Procedures and Responsibilities

a. Upon receipt of an initial report of warning signs/ indicators of potential violence, the MCINCR-MCBQ Chief of Staff (CoS) assigns a representative from the unit/staff section where the incident behavior (usually the immediate supervisor) took place/was observed, to conduct an initial inquiry.

(1) An initial inquiry consists of information collection and an initial evaluation (it is not a comprehensive investigation or a threat assessment). The primary purpose of the initial inquiry is to determine if the report presents a threat that requires immediate law enforcement intervention, or should be referred to the VPT.

(2) Upon completion of the initial inquiry, results are provided to the MCINCR-MCBQ Chief of Staff for review and determination if VPT activation is required.

b. If activation of the VPT is required, the MCINCR-MCBQ CoS directs the MCINCR-MCBQ VPO to conduct a threat assessment, and assigns a due date.

(1) The threat assessment is a process used to gather and analyze detailed information that can be used to develop courses of action.

(2) VPT members assist the VPO with the threat assessment by providing subject matter expertise and ensuring access to all available or required resources unique to the team member.

c. Upon completion of the threat assessment, the VPT members review and discuss, and use their collective knowledge, experience, and training to develop courses of action that will ultimately

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prevent personnel from escalating to violence. Courses of action should provide a graduated response based on the severity of risk.

d. Courses of action shall be approved by the MCINCR-MCBQ Commander prior to implementation. Upon approval, the MCINCR-MCBQ CoS will ensure that monitoring takes place (by the VPO, law enforcement VPR, applicable human resources VPR, and/or the staff section/command of the Subject) to ensure courses of action are fully implemented and the risk of violent behavior is reduced.

e. The VPT will meet periodically, as needed, and when directed by the C/S, to review and reevaluate ongoing cases.

f. The MCINCR-MCBQ Commander may close a case upon recommendation from the VPT that the supportive intervention courses of action were effective and the threat of violent behavior no longer exists.

5. Administration

a. All case records and documentation, to include personally identifiable information, will be maintained using a "need to know" basis and following the protection requirements of PII.

b. VPO's and VPR's shall complete HQMC provided certification courses prior to assignment to the VPT.

Enclosure (2)

VP Program Training

1. Introduction

a. This enclosure describes training required to implement and maintain an effective VP program. In these courses, participants will learn their specific roles in preventing violence.

b. Due to the significant number of personnel to be trained at varying levels, the methods of instruction may include large group lecture, on-line/web-based instruction, large and small group discussion, case studies, and small group activities.

c. Training schedule, instruction and instructors for instructor led training iterations will be provided by HQMC. The schedule for training is published annually by CMC message.

2. Programs of Instruction

a. Awareness Course

Target Audience: Total Force

Length: 1.5 Hours

Training Location: MCINCR-MCBQ or on-line

Course Description: This course provides the target audience with the skills required to recognize the warning signs/indicators of potential violence. Topics include a review of MCO 5580.3, defining what violence is and is not, understanding the history of violence, how to recognize warning signs/indicators of potential violence, and how to react if you become involved in a violent incident. Insider threats and radicalization, as well as reporting protocols will be discussed.

Sustainment: Every calendar year (must be completed by 31 Dec) via instructor lead or web-based training.

b. Recognition Course

Target Audience: Company grade officers, SNCOs, NCOs and First Line Civilian Supervisors

Length: .5 Hours

Training Location: MCINCR-MCBQ or via Marine Net

Course Description: This course builds on what was previously taught to the audience in the Awareness Course. Topics include a review of MCO 5580.3, defining what violence is and is not, understanding the history of

Enclosure (3)

violence, and how to recognize the warning signs/ indicators of potential violence of someone who may be displaying such behaviors. Students will also learn the process related to recognizing and reporting warning signs/indicators of potential violence.

Sustainment: Every calendar year (must be completed by 31 Dec) via instructor lead or web-based training.

c. Team Course

Target Audience: Bn/Sqdn Commanders, field grade officers, Company Commanders, Senior SNCOs (E-8/E-9), Civilian Mid-Level Managers, organic multi-disciplinary SMEs, and FPC Members.

Length: 4 Hours

Training Location: MCINCR-MCBQ

Course Description: This course provides the target audience with the skills required to recognize and properly manage reports of warning signs/indicators of potential violence and prevent violence. Topics include a review of MCO 5580.3, defining what violence is and is not, understanding the history of violence, and how to recognize the warning signs/indicators of potential violence of someone who may be displaying such behaviors. Topics that are also covered include discussion pertaining to insider threats and radicalization as well as protocols related supporting a comprehensive fact finding inquiries for reported warning signs/indicators of potential violence.

Sustainment: New team members will require initial training within 60 days of assignment to FPC. Individuals who have lapsed service as a FPC Member of greater than one year will be required to re-train.

d. Violence Prevention Officer Course

Target Audience: Personnel assigned as a unit VPO, Gunnery Sergeant or above or Civilian GS-9 or above from a Unit/Command

Length: 24 Hours

Training Location: MCINCR-MCBQ

Course Description: The target audience for this course is personnel who will serve as a resource to commanders during the initial assessments of warning signs/indicators of potential violence. Training for participants will

Enclosure (3)

include how to properly conduct threat assessments and implement the immediate action steps based on the initial findings. Topics covered during this course include an in-depth review of MCO 5580.3, defining what violence is and is not, understanding the history of violence, and how to recognize the warning signs/indicators of potential violence of someone who may be displaying such behaviors. Insider threats and radicalization and reporting protocols will be discussed in detail. Participants will learn data collection and general interviewing skills. Threat assessment tools, support and reporting and follow-up requirements will also be discussed in detail.

Sustainment: New VPOs will require initial training prior to assignment to this duty. Individuals who have lapsed service as a VPO of greater than one year will be required to re-train.

e. Installation Violence Prevention Representative Course

Target Audience: Personnel assigned as VPR, active duty Master Sergeants and above and civilian employees GS-9 and above.

Length: 40 hours

Training Location: HQMC defined

Course Description: The target audience for this course is those who will serve as the VPR. Training for participants will include how to properly conduct threat assessments and implement the appropriate action steps. Topics covered during this course include an in-depth review of MCO 5580.3 defining what violence is and is not, understanding the history of violence, and how to recognize the warning signs/indicators of potential violence of someone who may be displaying such behaviors. Insider threats and radicalization, as well as, reporting protocols, will be discussed in detail. Participants will learn interviewing skills and protection strategies to be used during a subject interview. Threat assessment tools, support, reporting and follow-up requirements will be discussed in detail.

Sustainment: New VPRs will require initial training prior to assignment to this duty. Individuals who have lapsed service as a VPR of greater than one year will be required to re-train.

Enclosure (3)

VP Program Flow Diagrams

MCINCR-MCBQ VP Program Decision Tree (Marine)

A Marine stationed or living on MCINCR-MCBQ is reported as displaying signs/indications of potentially violent behavior.

Determine the command to which the subject Marine is assigned.

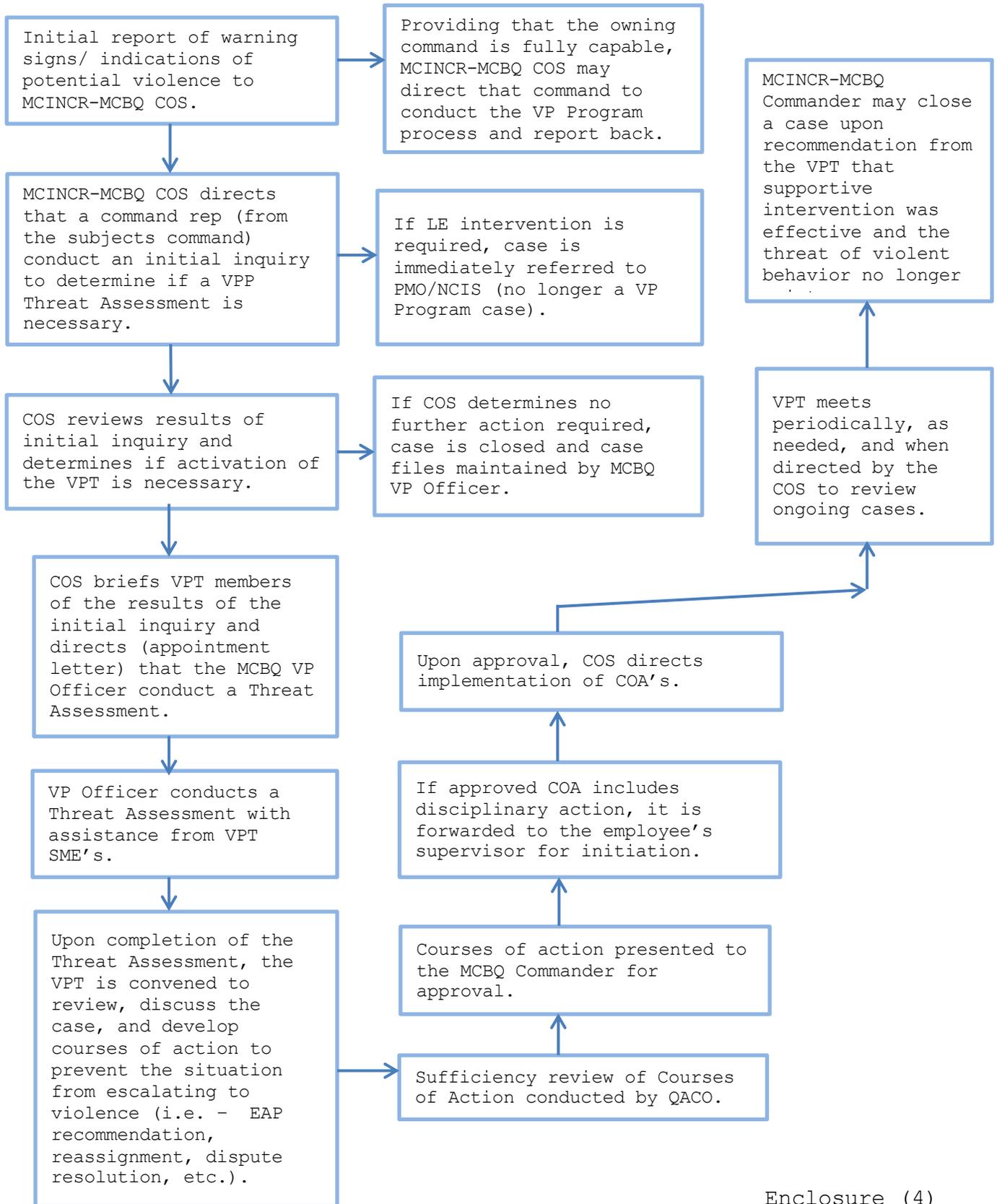
MCINCR-MCBQ CoS ensures that the reported behavior is received by the appropriate command and that appropriate action is initiated (to ensure no case gets lost or dropped during transfer between commands).

If the command, to which the subject Marine is assigned, does not have an FPC, the case is referred to MCINCR-MCBQ HQSVCBN for action.

If the command does have an FPC/VP program, the procedures established in MCO 5580.3 and Enclosure (5) of this order will be utilized.

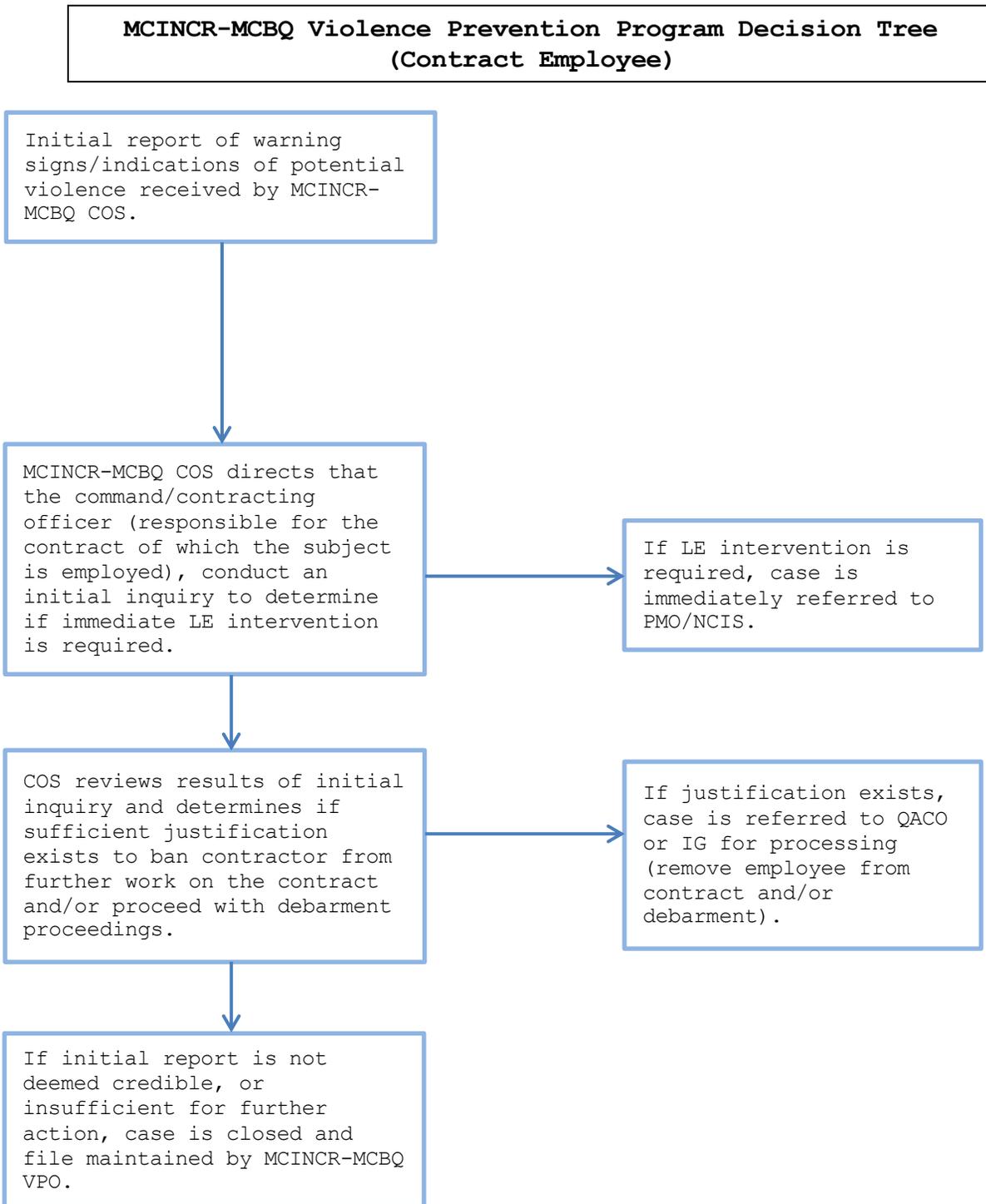
VP Program Flow Diagrams

MCINCR-MCBQ VP Program Decision Tree (Civilian Employee)

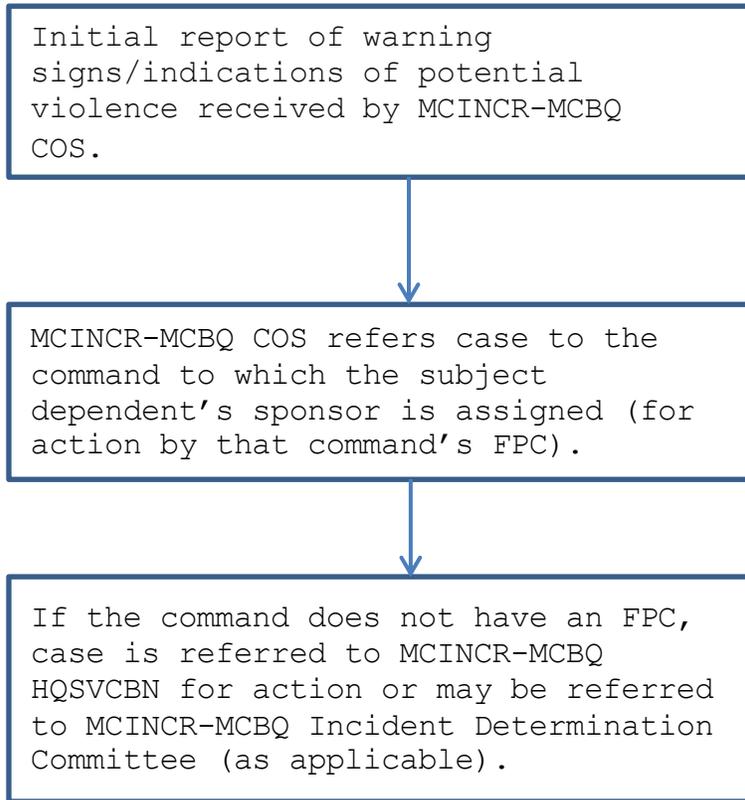


Enclosure (4)

VP Program Flow Diagrams



VP Program Flow Diagrams

**MCINCR-MCBQ Violence Prevention Program Decision Tree
(Dependent)**

- MCINCR-MCBQ COS ensures that the case is received by the correct command and that appropriate action is initiated (to ensure no case gets lost or dropped during the transfer between commands).
- MCINCR-MCBQ CGIG may participate in command FPC to identify COA's that may include removal from base housing (if applicable).

VP Program Procedures

1. The flow diagrams found in enclosure (4) summarize how the VP Program procedures shall be implemented for different categories of personnel (Marines, government employees, contractors, etc.).
2. The checklists found in enclosure (6) identify all steps in the VP Program process to include; initial inquiry, threat assessment, course of action development, situation monitoring, information sharing and case closure.
3. Upon receipt of a report of potential violence, the unit Commander shall direct a supervisor to conduct an initial inquiry to determine if immediate law enforcement intervention is required, or if there is sufficient evidence or concern of potential violence to warrant additional command action.
4. If the initial inquiry finds that there has been an incident or behavior in which a potential for violent behavior is a legitimate concern, the Commander may direct that a formal threat assessment be conducted. Enclosure (7) will be utilized to appoint a VPO to conduct a threat assessment.
5. The threat assessment is a process used by the VPO or VPR to gather additional information regarding reports/concerns of potentially violent behavior by a subject. The threat assessment includes interviews of supervisors, peers, family members, and other individuals that may have information about the subject's behavior. The Subject should be the last to be interviewed where previously collected information may be discussed. The threat assessment includes employment history, personnel records, previous administrative or disciplinary actions, legal/law enforcement history (as possible) and other aspects of an individual's life that may have bearing on the case.
6. Prior to conducting a threat assessment interview, the VPO/VPR shall require the person being interviewed to complete an "Employee Information and Acknowledgement Form" found in Enclosure (8). A separate version of the form is provided for bargaining and non-bargaining employees. Completed forms will be maintained as part of the threat assessment file.
8. As part of the threat assessment, a review as per reference (a) of the Subject's law enforcement background/criminal history and employment records should be conducted. For tenant commands and activities conducting a threat assessment, coordination with the MCINCR-MCBQ SECBN VPR and the HROM VPR is required. For threat assessments being conducted on civilian employees, appointment

Enclosure (5)

letters for the SECBN VPR and HROM VPR found in enclosure (7) shall be utilized.

9. Results of the threat assessment will be briefed and discussed by the FPC or VPT and utilized to develop courses of action to diffuse the situation and reduce the potential for violence. Courses of action are provided as recommendations to the unit/base commander. Enclosure (9) identifies possible courses of action that an FPC/VPT can recommend to the Commander.

10. The Commander reviews recommended courses of action and determines the course of action that will be implemented. Implementation requires action by the subject's chain of command (i.e. employee's immediate supervisor may be required to initiate recommended actions).

11. The FPC/VPT shall regularly monitor implementation until case closure.

12. Commands and tenants are required to report monthly to the MCINCR-MCBQ PMO VPR using the template found in enclosure (8) as to the status of Subject and their adherence to acceptable behavior. This is also the opportunity for the Command/tenant to suggest or request that the case be re-evaluated for additional measures or closure.

13. A VP Program case can be closed only by the Commander. Recommendations to close a case shall be made by the FPC or VPT after the courses of action have been fully implemented and the potential for violent behavior no longer exists.

Enclosure (5)

**Violence Prevention Program (VP Program)
Checklist and Questionnaires**

(Utilized and maintained by the command VPO to document the progress of a VP program investigation)

• *In moving forward with a VP Program investigation, it must be done so knowing that this program is not a replacement for any other program, the person having been reported as potentially violent has yet to do anything wrong or have broken any laws. Should the reported person already have violated a policy or is believed to have broken a law then, this is not the correct means for investigation.*

• *The purpose of the checklist is to provide guidance to the VPO for the process of the investigation of the observation(s). As such, this checklist should provide a means by which consistency of investigations is similar for all VP Program cases. The VP Program is equally applicable to all people present within MCINCR-MCBQ. Due to the population breadth of this program, not all aspects may be applicable to each person and adjustments are expected.*

VP Program Officer (VPO): _____

Date Assigned: _____

VP Program Representative (VPR): _____

Date Assigned: _____

Subject of VP Program Investigation: _____

Affiliation of Subject to MCINCR-MCBQ:

Military (provide Command): _____

Retired: _____

Federal Civilian: _____

Bargaining or Non-bargaining Employee: _____

Bargaining Unit notified? _____

Contractor (provide USG contracting officer POC): _____

Enclosure (6)

Dependent (provide Sponsor): _____

Other: _____

Initial Inquiry conducted? Yes Date: _____ No

Date of VPO Appointment Letter to Conduct Threat Assessment (TA)

HROM Notified of TA: Yes Date: _____ No

TA Commenced (date): _____

TA Concluded (date): _____

TA Report to VPT/FPC (date): _____

VP Program Team (VPT) or FPC convened: _____

Initial Inquiry Questionnaire

(To be completed by supervisor or other designated person)

• *The purpose of the Initial Inquiry is to collect factual data regarding the subject on which the VPO will commence the Threat Assessment. The Initial Inquiry specifically excludes subjective observations or analysis. Subjective observations are expected to be skewed by biases and will be collected and identified during the Threat Assessment interview process.*

Initial Inquiry conducted by: _____

Date: _____

- *If there is a concern that a violent or illegal act has occurred, or is imminent, STOP and notify MCINCR-MCBQ PMO/NCIS immediately.*

1. Who made the initial report (identified a potentially violent behavior/situation) and are there witnesses that also observed?

List of witnesses and contact information?

2. Who was identified as displaying the warning signs/indicators of potential violence?

Subject: _____

Contact information: _____

3. Who is the target of the Subject?

Contact information: _____

4. What warning signs/indicators of potential violence were observed (to include non-verbal expressions and gestures)?

Enclosure (6)

5. What, if any, actual violent incident occurred? _____

6. Where did the incident take place?

7. When were the warning signs/indicators of potential violence witnessed?

8. What precipitated the warning signs/indicators of potential violence, if known?

9. What were the exact words, including the tone and level of voice that made the witness believe violent behavior was likely/possible?

10. Previously applied risk mitigation measures (attach additional pages as necessary):

(a) Fully describe what steps or measures have already been applied:

(b) List those people involved or consulted with this situation:

(c) Summarize the effects or outcomes of the applied risk mitigation measures:

Enclosure (6)

Threat Assessment Checklist

(To be utilized by the command VPO during a threat assessment)

1. Prior to start of the Threat Assessment:
 - Has the threat assessment been directed in writing by the commander?
 - Has PMO/NCIS been contacted to determine if there is an ongoing investigation on the same/similar matter?

2. Information about the subject of the Threat Assessment:
 - Is the subject a minor?
 - o If Yes, contact SJA/PMO for guidance prior to move forward with the investigation.
 - o If No, then continue.

 - If a Marine:
 - o Identify what has his/her Command has done so far?

 - If a civilian employee:
 - o Non-Appropriated Funds (NAF) employee and employed on MCINCR-MCBQ?
 - Follow the procedures set forth in reference (d).
 - o Appropriated Funds employee:
 - Follow the procedures set forth in references (e) and (f).

 - If a Contractor:
 - o Identify Contracting Officer Representative (COR).
 - o Coordinate with COR for issue resolution.

 - If a Visitor:
 - o Identify sponsor
 - o Identify military status:
 - If active duty, identify command and obtain Point of Contact (POC) for coordination.

3. VPO conducts interviews with witnesses, co-workers, supervisors, family members, targeted victim, contractors, previous employer, and the subject.

Enclosure (6)

- Prior to the start of an interview, the VPO requires each individual being interviewed complete a "Employee Information and Acknowledgement Form."
4. VPO conducts further fact-finding into background information, current life circumstances, and warning signs of violent behavior to complete threat assessment.
- Information is to be captured on the Witness and Subject interview forms.
5. VPT Analyze compiled information to determine:
- If subject displayed early warning signs of potential violence.
 - If subject has motive, means, plan, and intent to act out the threat, attack a specific individual/installation facility.
 - The level of risk based on probability and severity.
 - Whether action, progressive discipline, counseling, termination, criminal and/or administrative charges, or psychiatric evaluation is appropriate.
6. VPT Analyze subject's behavior to determine whether:
- The behavior is acceptable.
 - There is a violation of organizational policies.
 - The subject poses threat to self or others.
 - The subject reached criteria for criminal prosecution, involuntary commitment, coaching, counseling, discipline, or removal/termination.
 - The subject can be managed within organizational capability.
 - Outside support is needed to assess severity and assist with the management of the situation.

Enclosure (6)

MCINCR-MCBQ VP Program Witness Threat Assessment Questionnaire

(To be completed by the VPO)

VPO conducting interview: _____

Date of Interview: _____

Interviewee: _____ Title: _____
 Pay Grade/Rank _____ Office: _____

Telephone #: _____ E-mail Address: _____

Is the Witness a minor? Yes No

If "Yes", has the SJA/PMO been contacted for data collection guidance?

Who did you speak to: _____

Date / Time: _____

Guidance instructions: _____

Interview Questions:

1. What is or has been your relationship with the Subject? (Work related, Social, Family, Friend, etc.)

2. How long have you been acquainted with the Subject (for each relationship capacity)?

3. Characterize your contact with the Subject?

Supervisory: Yes No

Co-worker: Yes No

Supervised by: Yes No

Work on projects with: Yes No

Neighbor: Yes No

Community member: Yes No

Other off-installation contact-describe nature of contact:

In person: Yes No

Enclosure (6)

6. Do you consider the Subject to be a threat to either self or others? Yes No

Why do you believe this?

7. Who could be the possible target(s)? _____

Why do you believe them to be a target?

8. How would the threat/violence be carried out? _____

Why do you believe this?

9. Do you believe that a threat of violence from the subject is imminent?

Why do you believe this? _____

Appropriate authority notified? Yes No

Who notified and time of notification:

10. What else would you like to offer regarding the Subject?

MCINCR-MCBQ Violence Prevention Program Subject Questionnaire

Do not collect Personal Identifiable Information (PII) from the Subject as this information is available via other means. Should it be necessary to collect PII from the Subject, a Privacy Act Statement must be completed. The Privacy Act Statement is located at the end of this questionnaire.

VPO: _____

Interview Date: _____

Interview Witness: _____

Interview Location: _____

1. Subject: (HROM to provide)

a. (Last, First Middle) _____

b. SSN: _____

c. Citizenship:

(1) US By Birth

(2) Naturalization:

(3) Other: _____

d. Job Title and Pay Grade:

e. Office:

(1) Is this a high security location?

Yes No

f. Telephone: (W) _____ (C) _____

(H) _____

g. E-Mail:

(1) (W) :

(2) (P) :

Enclosure (6)

h. Home address:

(1) Current :

(a). Dates: from _____ to Present

(2) Previous address:

(a). from _____ to _____

(3) Previous address:

(a). from _____ to _____

2. Current employment start date: _____

3. How long employed by USMC: _____

a. Previous position and Supervisor:

(1) Previous position 1.

(a). Dates of employment: _____ thru

(b). Position: _____ Section/Unit:

(c). Supervisor:

(d). People who knew you in this position:

_____.

(2) Previous position 2.

(a). Dates of employment: _____ thru

(b). Position: _____ Section/Unit:

(c). Supervisor:

(d). People who knew you in this position:

Enclosure (6)

_____.
(3) Previous position 3.

(a). Dates of employment: _____ thru

(b). Position: _____ Section/Unit:

(c). Supervisor:

(d). People who knew you in this position:

_____.

(4) Previous position 4.

(a). Dates of employment: _____ thru

(b). Position: _____ Section/Unit:

(c). Supervisor:

(d). People who knew you in this position:

_____.

4. Current employment position:

a. Non-supervisory

b. Supervisory:

(1) If supervisory, list those who you currently supervise:

(a). _____

(b). _____

(c). _____

(d). _____

Enclosure (6)

(2) List those who you previously supervised in this current position:

- (a). _____
- (b). _____
- (c). _____
- (d). _____

5. Who is your current immediate supervisor?

a. Contact information:

(1) Telephone:

(2) E-mail:

6. You are the Subject of a Threat Assessment being conducted IAW MCO 5580.

a. Have you deployed ISO of operations in the Middle East from previous military or government service?

Yes No

(1) Were you injured or do you suffer any negative effects from these deployment(s)?

Yes No

(a). Explain:

(2) Are you receiving treatment for your deployment experiences?

Yes No

(a). Explain:

b. Are you currently being treated for a mental health issue? Yes No

(1) Explain:

_____ Enclosure (6)

c. Have you ever been treated for a mental health related issue? Yes No

(1) Explain:

d. Are you frustrated with the current government?

Yes No

(1) Do you feel responsible to take action(s) concerning how the government is functioning?

Yes No Explain:

(2) Do you associate with people who have similar feelings/concerns with the government?

Yes No Explain:

e. Are you currently subject to any workplace punitive measures? Yes No

(1) Explain:

f. Have you been subject to workplace punitive measures previously? Yes No

(1) Explain:

g. Are you currently being investigated by any law enforcement agency? Yes No

(1) If yes, name of agency and (possible) charges:

_____.

Enclosure (6)

(a). What is the intent of this organization?

(b). Points of contact at this organization:

a. _____

b. _____

k. Do you have a mentor or spiritual advisor?

(1) Advisor:

(2) Describe:

l. Do you own or possess any firearms?

Yes No

(1) For what purpose:

m. Do you possess intent to cause harm to any person or persons on MCINCR-MCBQ or affiliated with MCINCR-MCBQ?

Yes No

(1) Who are these people and why?

(a). Name / why:

(b). Name / why:

(c). Name / why:

(d). Name / why:

(2) How could you carry out this harm?

n. Why do you believe others have perceived you as being potentially violent?

Enclosure (6)

o. The above information has been provided of your own free will and in accordance with your employment status on MCINCR-MCBQ. The above information will be provided to the MCINCR-MCBQ Violence Prevention Team in arriving at the determination as to your level of believed threat of violence to MCINCR-MCBQ. Your organization will have representation on this VPT and the results of which will be made known to you at an undetermined time in the near future.

(1) Your point of contact regarding this interview is:

(a). VPO name:

(b). VPO contact e-mail:

PRIVACY ACT STATEMENT

Use this form when PII is collected from a Subject of Interviewee.

Name: _____

Rank/Rate: _____

Unit: _____

Telephone number: _____

Today, _____, 20____, I acknowledge that I have received the following advisement under the guidelines of the Privacy Act.

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579) which requires that Federal agencies must inform individuals who are requested to furnish personal information about themselves as to certain facts regarding the information requested below.

1. AUTHORITY: 5 U.S.C. 301; 10 U.S.C. 972, 1201-1221, 2733, 2734-2734b., 2737, 5013, 5031-5036, 5131-5150, 5947, 6148, 7205, 7622-7623; 28 U.S.C. 1346, 2671-2680; 31 U.S.C. 240-243, 3521-3531, 3701-3702, 3717-3718; 37 U.S.C. 802; 38 U.S.C. 105; 42 U.S.C. 2651- 2653; 44 U.S.C. 3101; 49 U.S.C. 1901.

2. PRINCIPAL PURPOSES. The information which will be solicited is intended principally and may be used for the following purposes:

a. Determinations on the status of personnel regarding entitlements to pay during disability, disability benefits, severance pay, retirement pay, increases of pay for longevity, survivor's benefits, involuntary extensions of enlistments, dates of expiration of active obligated service, and accrual of annual leave.

b. Determination on disciplinary or punitive action.

c. Determinations on liability of personnel for losses of, or damage to, public funds or property.

d. Evaluation of petitions, grievances, and complaints.

e. Adjudication, pursuit, or defense of claims for or against the Government or among private parties.

Enclosure (6)

f. Other determinations, as required, in the course of naval administration.

g. Public information releases.

h. Evaluation of procedures, operations, material, and designs by the Navy and contractors, with a view to improving the efficiency and safety of the Department of the Navy.

3. ROUTINE USES: In addition to being used within the Department of the Navy and Defense for the purpose(s) indicated above, records of investigations are routinely furnished, as appropriate, to the Department of Veterans Affairs for use in determinations concerning entitlement to veterans' and survivors' benefits; to Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds; to the U.S. General Accounting Office for purposes of determinations concerning relief of accountable personnel from liability for losses of public funds and related fiscal matters; and to the Department of Justice for use in litigation involving the Government.< Additionally, such investigations are sometimes furnished to agencies of the Department of Justice and to State or local law enforcement and court authorities for use in connection with civilian criminal and civil court proceedings.< The records of investigations are provided to agents and authorized representatives of persons involved in the incident, for use in legal or administrative matters.< The records are checked by or against the Government, and for use in design and evaluation of products, services, and systems.< The records are also furnished to agencies of the Federal, State, or local law enforcement authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings and actions.

4. MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCES OF REFUSING TO DISCLOSE:

a. Where an individual is a subject of an investigation for purpose 2a or 2b, above:< Disclosure is voluntary.< You are advised that you are initially presumed to be entitled to have the [personnel determination] [disciplinary determinations] in paragraph 2, above, resolved in your favor, but the final determination will be based on all the evidence in the investigation records.< If you do not provide the requested information, you will be entitled to a favorable determination if the record does not contain sufficient evidence to overcome the presumption in your favor, however, your election not to provide the requested information possible could prevent the investigation from obtaining evidence which may be needed to

Enclosure (6)

support a favorable determination.

b. Where an individual is a subject of an investigation for purpose 2c, above:< Disclosure is voluntary, and if you do not provide the requested information, any determination as to whether you should be held pecuniarily liable for repayment of the Government's loss would be based on the other evidence in the investigative record, which possibly might not support a favorable determination.

c. Where an individual is a claimant or potential claimant in an investigation for purpose 2e, above:< Disclosure is voluntary, but refusal to disclose the requested information could prevent the investigation from obtaining sufficient information to substantiate any claim which you have make or may make against the Government as a result of the incident under investigation.

d. Where the individual was treated at Government expense for injuries caused by third parties in connection with a matter being investigated for purpose 2e, above: Disclosure is voluntary, but refusal to disclose the requested information could result in a requirement for you to assign to the Government your medical care claims against third parties in connection with the incident, or authorize withholding of the records of your treatment in naval medical facilities.

e. In any other case: Disclosure is voluntary, and if you do not provide the requested information, and determinations or evaluations made as a result of the investigation will be made on the bases of the evidence that is contained in the investigation record.

(Signature and date)

Enclosure (6)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCINCR-MCBO 5580
SSIC

From: Commander, Marine Corps Installations National Capital
Region, Marine Corps Base Quantico, VA

To: _____, Violence Prevention Officer

Subj: VP PROGRAM THREAT ASSESSMENT OF _____

Ref: (a) MCBO 5580

1. In accordance with reference (a), you are directed to conduct a threat assessment of _____ (Subject).
2. Review reference (a) in its entirety before beginning your assessment. Utilize the Threat Assessment Checklist and Questionnaire found in the reference in order to ensure consistency.
3. Report your findings to the MCINCR-MCBQ CoS by (DD Mon YYYY) and be prepared to brief the MCINCR-MCBQ VPT.
4. You may seek legal advice from the Quantico Area Counsels Office during the course of your assessment.
5. You may seek human resources advice from the HROM VP Program Representative (VPR) and law enforcement advice from the VPR at MCINCR-MCBQ SECBN.

CHIEF OF STAFF
By Direction

Copy to:
MCINCR-MCBQ HROM VPR
MCINCR-MCBQ SecBn VPR

Enclosure (7)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:

MCINCR-MCBO 5580
SSIC

From: Commander, Marine Corps Installations National Capital
Region, Marine Corps Base Quantico, VA

To: _____ (Rank, Last name, First, MI) _____, Violence Prevention
Representative (VPR), Security Battalion

Subj: VP PROGRAM THREAT ASSESSMENT OF _____

Ref: (a) MCBO 5580

1. In accordance with Reference (a), you are directed to support a
VP Program Threat Assessment of _____
(Subject).

2. Conduct a review of relevant and applicable law enforcement
resources related to the Subject and be prepared to report your
research and findings to the MCINCR-MCBQ Violence Prevention Team
by (DD Mon YYYY).

3. As the law enforcement SME for the threat assessment, assist
the VPO in determining if a crime has been committed, and provide
law enforcement guidance.

4. You may seek legal advice from the Quantico Area Counsels
Office during the course of the assessment.

DAVID W. MAXWELL

Copy to:
MCINCR-MCBQ HROM VPR
MCINCR-MCBQ VPO

Enclosure (7)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCINCR-MCBO 5580
SSIC

From: Commander, Marine Corps Installations National Capital
Region, Marine Corps Base Quantico, VA

To: (Rank, Last name, First, MI) , Violence Prevention
Representative (VPR), HR0M

Subj: VP PROGRAM THREAT ASSESSMENT OF _____

Ref: (a) MCBO 5580

1. In accordance with Ref (a), you are directed to support a VP Program Threat Assessment of _____ (Subject).
2. Conduct a review of relevant and applicable employment records related to the Subject and be prepared to report your research and findings to the MCINCR-MCBQ Violence Prevention Team by (DD Mon YYYY).
3. Your report to the VPT shall include a summary of the Subject's past behavioral issues, punitive actions, previous attempts of corrective measures, and behavior modification.
4. As the human resources SME for the threat assessment, provide assistance to the VPO and be prepared to make recommendations to the VPT as to possible corrective actions.
3. You may seek legal advice from the Quantico Area Counsels Office during the course of your assessment.

DAVID W. MAXWELL

Copy to:
MCINCR-MCBQ SECBN VPR
MCINCR-MCBQ VPO

Enclosure (7)

**MCINCR- MCBQ Violence Prevention Program
Employee Information and Acknowledgement Form**

Please read and initial each section below:

_____ I have been informed and I understand that there is an official investigation involving matters relating to my official duties as a federal employee.

_____ I have been informed and I understand that as a federal employee, I am required to cooperate with this investigation and provide truthful answers.

_____ I have been informed and I understand that this is not a criminal investigation and neither the information I provided in response to the questions by the investigator, or evidence gained by reason of my answers, will be used against me in a criminal proceeding unless I knowingly provide false answers.

_____ I have been informed and I understand that if I refuse to cooperate and answer questions in this investigation, my refusal can be the basis for disciplinary action, which may result in my removal from the federal service.

_____ I have been informed and I understand that if I provide information during this official investigation that I know to be false at the time I provide that information, my providing false information can be a basis for disciplinary action which may result in my removal from the federal service.

_____ I have been informed and I understand if I provide information during this official investigation that I know to be false at the time I provide the information, my providing false information can be a basis for criminal prosecution.

_____ I have been informed and I understand that the information I provide will not be confidential and that it may be used as evidence in an administrative proceeding.

Full Name (Please Print) _____

Signature _____ Date _____

Witness Signature _____ Date _____

**MCINCR-MCBQ Violence Prevention Program
Employee Information and Acknowledgement Form
(Non-Appropriated Funds (NAF) Bargaining-Unit Employee)**

Please carefully read and initial each section below:

____ I have been informed and I understand that there is an official investigation involving matters relating to my official duties as a federal employee.

____ I have been informed and I understand that I have the right to union representation. I decline____ accept____ union representation.

____ I have been informed and I understand, that as a federal employee I am required to cooperate with this investigation and provide truthful answers.

____ I have been informed and I understand that this is not a criminal investigation and neither the information I provided in response to the questions by the investigator, or evidence gained by reason of my answers, will be used against me in a criminal proceeding unless I knowingly provide false answers.

____ I have been informed and I understand that if I refuse to cooperate and answer questions in this investigation, my refusal can be the basis for disciplinary action, which may result in my removal from the federal service.

____ I have been informed and I understand that if I provide information during this official investigation that I know to be false at the time I provide that information, my providing false information can be a basis for disciplinary action which may result in my removal from the federal service.

____ I have been informed and I understand if I provide information during this official investigation that I know to be false at the time I provide the information, my providing false information can be a basis for criminal prosecution.

____ I have been informed and I understand that the information I provide will not be confidential and that it may be used as evidence in an administrative proceeding.

Full Name (Please Print) _____

Signature _____ Date _____

Witness Signature _____ Date _____

Enclosure (8)

(SAMPLE)
(Insert Unit letterhead)

In reply refer to:
XXXX
XXXX
(Date)

From:
To: Commander, Marine Corps Installations National Capital
Region, Marine Corps Base Quantico, VA
Subj: VP PROGRAM COURSES OF ACTION FOLLOW UP FOR (SUBJECT)
Ref: (a) MCBO 5580
(b) MCB Quantico Commander's COA Letter

1. In accordance with Ref (a), the VP program process was utilized in determining the potential for violence of (Subject).
2. The Violence Prevention Team was assembled and determined that the threat for violence by the Subject was possible and recommended that the MCB Quantico Commander direct the following remedial action be taken by the command:
 - a.
 - b.
 - c.
3. As of this date, the implementation of the Command directed actions has been effected with the following results:
 - a.
 - b.
 - c.
4. It is recommended / requested that
5. POC

I. M. INCHARGE

Enclosure (8)

Possible Courses of Action for Civilians

1. If the threat assessment of a federal civilian employee determines that intervention is required to reduce the potential for future violent behavior, the following courses of action may be considered. The list of COA's is not all-inclusive and cannot be implemented without the concurrence/approval of the Commander.

- a. Mandatory referral to CEAP.
- b. Mandatory training.
- c. Refer to supervisor for participation in Reasonable Accommodation program.
- d. Refer to supervisor for possible administrative action.
- e. Refer to supervisor to initiate possible debarment action.
- f. Refer to supervisor to initiate alternative dispute resolution session.

2. If the threat assessment of a Non-federal civilian (non-federal civilian personnel may include contractors, visitors, dependents, and retirees) determines the need for intervention, the following courses of action may be considered. The list of COA's is not all-inclusive and cannot be implemented without the concurrence/approval of the Commander.

a. A formal letter is provided from the Commander to the Subject of the threat assessment, directing that potentially violent behavior (specific) be immediately modified or debarment proceeding will be conducted.

b. The Base Command Inspector General, after determining sufficient cause, may "de-bar" or restrict the authorized access of an individual from MCINCR-MCBQ in accordance with reference (g).

Enclosure (9)