

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-701**

**14 JUNE 2019**

Certified Current 11 June 2024

**Personnel**

**THREATS OF VIOLENCE BY CIVILIAN  
EMPLOYEES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: USAFA/A1

Certified by: HQ USAFA/A1C  
(Ms. Catherine Watola)

Supersedes: USAFAI36-701,  
30 November 2011

Pages: 4

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This instruction implements Air Force Policy Directive (AFPD) 36-70, *Diversity & Inclusion*. The purpose of this publication is to establish supervisory responsibilities and procedures used in dealing with threats of violence by civilian employees. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the United States Air Force Academy, Directorate of Manpower and Personnel (USAFA/A1). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW AFRIMS RDS.

**SUMMARY OF CHANGES**

This revision makes minor administrative changes to this instruction to include updating the Office of Primary Responsibility, office symbols, certifying/approving officials, and removing the publication date of the implemented AFPD; providing mandatory tier waiver authorities; and updating references, abbreviations and acronyms.

**1. What is a Threat of Violence?** A threat of violence is a specific threat to physically harm another person or to damage property. It is usually expressed verbally, but certain gestures can constitute a threat, especially if a weapon is displayed.

**2. Disciplinary Action.** The Air Force Academy has a long-standing policy not to tolerate threats of violence. Appropriate disciplinary action will be taken against any employee who is found to have made such a threat of violence, or to have committed an act of violence. Also, any supervisor who fails to take timely and appropriate action in response to a threat will be subject to disciplinary action.

**3. Responsibilities and Procedures:**

3.1. If possible, the first-level supervisor must immediately inform a higher-management official within the organization, the Employee Assistance Program Manager, and the Civilian Personnel Section (10 FSS/FSCA) of the situation.

3.2. If the supervisor believes the threat is one of imminent and potentially significant violence, then the following steps should be taken:

3.2.1. Call 10th Security Forces (10 SFS) (719-333-2000) for assistance in preventing violence and to escort the employee off base.

3.2.2. Based on the severity of the situation, place the employee on administrative leave (a temporary, nonduty pay status without charge to leave). This is a precautionary measure intended to help defuse a potentially dangerous situation. It is not a disciplinary action, nor does it constitute barment. 10 FSS/FSCA should coordinate placement on Administrative Leave.

3.2.3. Contact 10 FSS/FSCA or, if a nonappropriated fund (NAF) employee is involved, the Human Resources Office (10 FSS/FSCN). If the incident takes place outside the normal tour of duty for the Academy, contact 10 FSS/FSCA or 10 FSS/FSCN, as appropriate, during the next duty day.

3.2.4. When a threat of violence is reported, the supervisor must contact USAFA/IPP (Insider Threat Program Manager) (719-333-2405). Depending on circumstances, the Threat Assessment Team (TAT) may be utilized for assistance in preventing violence.

3.2.4.1. A threat serious enough to require placing the employee in a nonduty pay status presumably is serious enough to consider severe disciplinary action. 10 FSS/FSCA will provide guidance regarding adverse-action procedures, if such action is warranted. If required, the supervisor may initiate barment from the Academy through 10 SFS.

3.2.4.2. If the supervisor determines the threat is not serious enough to require placing the employee in a nonduty pay status, there may be a need to temporarily detail the employee to another worksite, away from the person threatened. Such detail action would normally not exceed 5 workdays. The incident should be reported both to 10 SFS and 10 FSS/FSCA, as appropriate.

3.2.4.3. When a threat of violence is reported, the supervisor must consider the following factors (reference to the Metz Factors) in deciding whether the employee actually made a threat: (1) listener's reactions, (2) listener's apprehension of harm,

(3) speaker's intent, (4) any conditional nature of the statements, and (5) attendant circumstances.

DALE A. HOGUE, GS-14, DAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-70, *Diversity & Inclusion*, 16 October 2018

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**IAW**—In Accordance With

**NAF**—Nonappropriated Fund

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAF A**—United States Air Force Academy