DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

26 MAY 2026

MNAG-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Violence in the Workplace Policy

1. Applicability: This policy is applicable to all members assigned to the Army National Guard, Air National Guard, and all Federal employees of the Division of Military and Naval Affairs.

2. There is absolutely no place in our organization for workplace violence. I expect every employee and Service Member to treat each other with dignity and respect at all times. We may not always agree with one another, but resorting to behavior (verbal or physical) which threatens physical harm to create fear will not be tolerated.

3. I am committed to ensuring we all have a safe pleasant work environment. I have a zero tolerance policy regarding workplace violence. Any action or behavior which is threatening to another's physical safety or emotional health is unacceptable.

4. Verified threats or violent acts will result in immediate and appropriate disciplinary action, up to and including termination and/or discharge.

5. Workplace violence includes physical or verbal aggression directed toward others, acts or threats of violence, whether made directly or indirectly, by words or symbols.

6. Supervisors are held accountable for safeguarding the workplace from threats, intimidation or fear, and responding promptly and appropriately to incidents of harassment, threats, or acts of violence. Management at all levels must report any incidents of violence in the workplace as outlined below. Action necessary to resolve the issue must be initiated immediately.

7. All employees have an obligation to report, without fear of reprisal, any threat they have witnessed, received, or heard. Such threats should be reported immediately through the chain of command or supervisory levels to the Federal Human Resources Directorates as outlined below.

8. This policy supersedes memorandum, MNAG-TAG, 26 April 2022, subject: Violence in the Workplace Policy.

9. Service Members and Federal employees should immediately report incidents to the State Equal Employment Manager (SEEM), Mrs. Heather Ruter at 518-786-4733.

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

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