DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY FORT DIX
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

JUL 16 2012

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity - Dix Policy Memorandum #19 – Prohibiting the Nonconsensual Use of Recording Devices in the Work Environment

1. This policy memorandum supersedes Installation Command Policy Memorandum #19 – Prohibiting the Nonconsensual Use of Recording Devices in the Work Environment dated 8 March 2010.

2. APPLICABILITY: This policy applies to all military personnel, civilian employees and all other individuals assigned or attached to Army Support Activity (USASA) – Dix and Devens Reserve Forces Training Area. This policy does not apply to recordings or interceptions conducted for law enforcement purposes, to include recording and interceptions done by the Federal Bureau of Investigation or under the authority provided in Army Regulation 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.

3. Fostering trust and mutual respect within the work place promotes an effective and safe work environment. An effective work environment can be compromised, however, by the surreptitious use of recording devices. Using recording devices to secretly record the conversations of fellow employees or manages and supervisors causes a loss of trust and mutual respect among the work force. Effective immediately, recording devices will not be used in the work environment to record conversations unless:

a. All parties to the conversation to be recorded have been informed that the conversation they are about to have will be recorded;

b. All parties to the conversation consent to be recorded; and

c. The recording device is in plain view of all participants, to the conversation, at all times.

4. Failure to obey this policy may subject service members to discipline under the Uniform Code of Military Justice and/or adverse administrative action. Civilian employees may be subject to appropriate civilian criminal charges and/or adverse administrative action.

JEFFREY A. DOLL
COL, LG
Commanding

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