



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY SUPPORT ACTIVITY, FORT DIX  
5417 ALABAMA AVENUE  
JOINT BASE McGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5001

IMDI-ZA

10 June 2016

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: US Army Support Activity, Fort Dix Policy Memorandum #13 – Prohibiting the Nonconsensual Use of Recording Devices in the Work Environment**

1. This policy memorandum supersedes US Army Support Activity, Fort Dix Command Policy Memorandum #13 – Prohibiting the Nonconsensual Use of Recording Devices in the Work Environment dated 14 August 2015.
2. **APPLICABILITY:** This policy applies to all military personnel, civilian employees and all other individuals assigned or attached to US Army Support Activity (USASA), Fort 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 managers 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.

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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.



MARTIN F. KLEIN  
COL, LG  
Commanding

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