



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I  
UNIT # 15707  
APO AP 96258-5707

IMRD-ZA

16 December 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1-17 - Prohibiting the Nonconsensual Use of Recording Devices in the Work Environment

1. **APPLICABILITY.** This policy applies to all units/activities and personnel assigned to or present for duty at USAG Red Cloud and Area I. This policy does not apply to recordings or interceptions conducted for law enforcement purposes, to include recording and interceptions under the authority provided in Army Regulation 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.
2. 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.
3. 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 disciplinary action.
4. Points of contact for this policy is undersigned at 732-7845.

  
JOHN W. HAEFNER  
COL, EN  
Commanding

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