



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

22 DEC 2016

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UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 41

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prohibiting Non-consensual Use of Recording Devices in Work Environment

1. **REFERENCE:** Army Regulation (AR) 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes, 3 November 1986.
2. **APPLICABILITY:** This policy applies to all units/activities and personnel assigned to or present for duty at USAG-Yongsan and Area II. This policy does not apply to recordings or interceptions under the authority provided in Army Regulation 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.
3. **PURPOSE:** Fostering trust and mutual respect within the work place promotes an effective and safe work environment. Use of recording devices compromises an effective work environment. Secretly using recording devices to record the conversations of fellow employees, managers, and supervisors cause a loss of trust and mutual respect among the work force. Effective immediately, the work environment will not have recording devices to record conversations, unless:
  - a. All parties to the conversation knows the conversation is recorded;
  - b. All parties to the conversation consent recording; and
  - c. The recording device is in plain view of all participants to the conversation, at all times.
3. **POLICY:** Failure to obey this policy may subject service members to discipline under Uniform Code of Military Justice and/or adverse administrative action. Civilian employees are subject to appropriate civilian criminal charges and/or disciplinary action.

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4. The point of contact for this policy memorandum is DPTMS, Security Office, at DSN (315) 738-3418/7201.



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