



DEFENSE CONTRACT MANAGEMENT AGENCY
3901 ADAMS AVENUE, BUILDING 10500
FORT GREGG-ADAMS, VA 23801-1809

May 5, 2023

DCMA-DPS 016

MEMORANDUM FOR ALL DCMA EMPLOYEES

SUBJECT: Director's Policy Statement on Audio and Video Recordings

Advances in information systems greatly impact how we operate, work and live. One of those advances has been the increase use of audio and video recordings to conduct official business. While these advancements made us more efficient, they also present certain challenges in ensuring proper records management, compliance with laws related to recordings and privacy.

To ensure individual privacy rights are respected and laws prohibiting surreptitious recording of conversations are not violated, effective immediately, recording devices or recording applications will not be used in any DCMA work environment to record official activities, meetings or conversations unless an announcement or advance notice is provided that it is going to be recorded. This policy extends to recordings using MS Teams, government issued or personal cellular phones, or other devices capable of recording. Notices of recordings will state that participation constitutes consent to the recording, as well as agreement to appear on camera, if utilized. Nonconsensual audio or video recording in DCMA facilities or work environments is not permitted. This restriction does not apply to:

- Legal proceedings;
- Law enforcement/physical security activities;
- News/commercial media approved or escorted by Public Affairs; and
- Audio or video recording at events open to the public or guests such as: promotions, retirements, awards, EEO special emphasis or holiday events.

Still photography is permitted, provided it is not otherwise prohibited by proper authority for the location, building or area (e.g., installation photography and videography policy or other security restrictions). Creators or custodians of official recordings are responsible for ensuring compliance with the DCMA Records and Information Management Program that includes responsibility for transcribing the content of such recording for official purposes.

This policy shall not be interpreted or applied in a manner inconsistent with federal laws or applicable state and host nation laws, concerning audio or video recordings.

Questions related to this Policy Statement should be addressed to the Office of General Counsel or Public Affairs.

EBRIGHT.SONY
A.I.I.1117603411
Digitally signed by
EBRIGHT.SONYA.I.I.1117603411
Date: 2023.05.05 13:48:27 -0400

David G. Bassett
LTG, USA
Director