




DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

DEC 6 2005

MEMORANDUM FOR ALL EMPLOYEES  
AUSTIN SUBMISSION PROCESSING CENTER  
(AUSTIN AND SAN ANTONIO SUNSET SQUARE)

FROM: David Boose   
Field Director, Submission Processing (Austin)

Dorothy Pistole   
Vice President NTEU, Chapter 72

SUBJECT: Use of Personal Audio Devices in the Workplace

Numerous complaints have been received from employees about distractions caused by personal audio devices in the work areas (such as, but not limited to, radios, CD players, MP3 players, etc). In response to these complaints, we have developed guidelines to address the use of this type of equipment in the work areas. These guidelines are designed to reduce noise and allow all employees to work free from noise distractions. As a common courtesy to others, please adhere to the following guidelines:

- Employees may not use personal audio devices while attending training classes, meetings or conferences.
- Employees may not use personal audio devices during personal contact with internal or external customers.
- All personal audio devices must be equipped with headphones or earphones and may not be used without them.
- When using headphones or earphones, employees are asked to set the volume of the personal audio devices low enough so that others are not disturbed.
- Participation in radio contests or talk shows is not allowed, and discussion among employees about current radio events is discouraged.

We appreciate your cooperation in helping us create a work environment free from distractions where everyone is able to do their best work.