

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Camp Delta Standard Operating Procedures (SOP)

**Headquarters,
Joint Task Force - Guantanamo (JTF-GTMO)
Guantanamo Bay, Cuba
1 March 2004**

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Headquarters
Joint Task Force Guantanamo (JTF-GTMO)
Guantanamo Bay, Cuba
1 March 2004

Joint Detention Operations Group (JDOG)

Effective 1 March 2004

Camp Delta Standard Operating Procedures (SOP)

By Order of the Commander

GEOFFREY D. MILLER
Major General, United States Army
Commander, JTF-GTMO

Official:
NELSON J. CANNON
Colonel, Military Police
Commander, JDOG

History. This is a revised update to the Joint Task Force Guantanamo (JTF-GTMO) standard operating procedures (SOP) for Camp Delta. This publication has been reorganized and consolidated to include all aspects of detention and security operations toward being more efficient for its intended users.

Summary. This revision implements established Department of Defense directives and establishes policies and procedures for the securing, treatment, care, and accountability required for detainees in support of the Global War on Terrorism (GWOT). Policies and

procedures established herein apply to the services and agencies that function in, and support thereof, detainee operations at JTF-GTMO in general and Camp Delta specifically.

Applicability. This is a multi-service, multi-agency set of standard operating procedures. It applies to the Army, Navy, Air Force, Marine Corps, and Coast Guard as well as United States Government organizations and international non-governmental organizations operating inside Camp Delta 1 - 3.

Proponent and exception authority. The proponent of this set of operating procedures and special orders is the Commander, Joint Detention Operations Group (JDOG). The proponent has the authority to approve exceptions to this SOP that are consistent with controlling law, regulations, and directives from the National Command Authority. The proponent may delegate this approval authority, in writing, to either the JDOG Deputy Commander or JDOG S3.

Army management control process. Army Regulation 11-2 does not apply to this SOP.

Supplementation.

Supplementation of this SOP and establishment of command or local forms is prohibited without prior approval of the JDOG Commander.

Suggested Improvements. Users are invited to send comments and suggested improvements through their chain of command to the JDOG S3 for consideration and staffing.

Interim Changes. Policies and procedures will be reviewed and implemented every 30 days.

Distribution. This document, and any part therein, are classified as "for official use only" and are limited to those requiring operational and procedural knowledge in the direct performance of their duties as well as those directly associated with JTF-GTMO. It is the responsibility of all personnel to protect and safeguard the contents of this SOP and ensure appropriate distribution thereof.

*This 1 March 2004 Camp Delta SOP supersedes all previous editions and supplements.

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CAMP DELTA RULES

1. Comply with all rules and regulations. You are subject to disciplinary action if you disobey any rule or commit any act, disorder, or neglect that is prejudicial to good order and discipline.
2. You must immediately obey all orders of U.S. personnel. Deliberate disobedience, resistance, or conduct of a mutinous or riotous nature will be dealt with by force. Be respectful of others. Derogatory comments toward camp personnel will not be tolerated.
3. You may not have any articles that can be used as a weapon in your possession at any time. If a weapon is found in your possession, you will be severely punished. Gambling is strictly forbidden.
4. Being truthful and compliance will be rewarded. Failure to comply will result in loss of privileges.
5. All trash will be returned immediately to U.S. personnel when you are finished eating. All eating utensils must be returned after meals.
6. No detainee may conduct or participate in any form of military drill, organized physical fitness, hand-to-hand combat, or martial arts style training.
7. The camp commander will ensure adequate protection for all personnel. Any detainee who mistreats another detainee will be punished. Any detainee that fears his life is in danger, or fears physical injury at the hands of another person can report this to U.S. personnel at any time.
8. Medical emergencies should be brought to the guards' attention immediately.

Your decision whether or not to be truthful and comply will directly affect your quality of life while in this camp.

Chapter 1†

Introduction

1-1. Purpose

a. This standard operating procedure (SOP) provides policy, procedures, and responsibilities for the security, administration, and treatment of detainees in custody at Camp Delta. This SOP also establishes procedures for transfer or release of custody from Camp Delta.

b. This SOP is consistent with the intent and spirit of the Geneva Conventions for the Protection of War Victims, dated 12 August 1949, in accordance with directives from the National Command Authority (NCA) and chain of command.

c. All personnel will enforce all orders and regulations pertaining to the daily operation of the facility and their assigned posts. Further, all personnel will be familiar with all facility directives, emergency plans and all post and special orders pertaining to their post; carry out all general orders for a sentry on post, and wear the prescribed uniform of the day.

d. This policy is punitive in that a violation of any provision of this policy may provide a basis for appropriate administrative or judicial/disciplinary action under the Uniform Code of Military Justice (UCMJ), or appropriate military/civilian personnel regulations, ejection from Camp Delta, and/or denial of entry.

e. All personnel will sign a statement of understanding/acknowledgement that they have read and will adhere to the provisions of all SOPs for Camp Delta.

1-2. Minor SOP Modifications

a. Any personnel may send suggestions for improvement of the SOP through their chain of command to the JDOG S-3.

b. Minor revisions will be made in a memorandum format, appropriately staffed, and approved by the CJDOG.

c. Copies of memorandums will be distributed and placed in the front of all SOP books.

d. SOPs may be modified through a Guard Mount message. JDOG S-3 must approve these messages prior to their release.

e. The SOP will be reviewed every 30 days to incorporate any changes. Submit all suggested changes in procedures for operations electronically to JDOG S-3 to include the following:

- (1) Name of the submitter
- (2) Date of submission
- (3) If a modification, the current verbiage along with the chapter and paragraph of the text in the SOP. "N/A – addition to SOP"

(4) The new verbiage of the addition or modification to the SOP. "Add Koran to the list of inbound items contained in paragraph 4-20a."

(5) The reason why this change should be made such as "CG has directed all inbounds will now have Korans".

f. No SOP modification is valid unless approved by CJDOG or in an approved Guard Mount message. The memorandum or guard mount message must state that it is a modification to the SOP.

g. The JDOG Detention Services Branch (DSB) will file a copy of all Guard Mount messages approved. This file will be used to update the SOP during the revision process. After the Guard Mount message is included in the SOP through rewrite, it will be placed in a separate file of items included in the SOP.

h. Each manned position will train on or become familiar with one chapter per shift until the SOP has been reviewed.

(1) Verification will be monitored by a signature roster that is turned into the SOG and forwarded to the respective company's training NCO for documentation.

(2) To ensure that each chapter is read and studied, a specific chapter will be assigned to the manned position.

(3) The roster will ensure that each individual has read, studied, reviewed and become familiar with the prescribed chapter.

(4) Training NCOs will ensure all soldiers are familiar with the SOP.

(5) SOP training will be conducted with or instead of regular block training as determined by the block NCO for that shift.

(6) The block NCO must inform SOG of their intention to train on the SOP in lieu of regular block training for documentation purposes. The SOG will then inform the CO as to each block's intent to train on what task for that specific shift.

1-3. References Appendix "A" lists required and related publications along with prescribed and referenced DOD and DA forms. Appendix "B" contains all local forms.

1-4. Explanation of Abbreviations and Terms

The glossary explains abbreviations and special terms used in this SOP.

1-5. JDOG Mission and Commander's Intent

a. The Joint Detention Operations Group (JDOG) conducts detention and area security operations in assigned sector of the Joint Operational Area (JOA) in support of intelligence operations in the Global War on Terrorism (GWOT).

b. The JDOG Commander's (CJDOG) intent is to conduct detention and security operations with

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emphasis on force protection, humane treatment of detainees, and an aggressive mobile defense in sector. Conduct detention operations in a manner that supports the intelligence gathering efforts of the Joint Interrogation Group (JIG), the Criminal Investigation Task Force (CITF), and the Counter-Terrorism Cell (CTC) while providing for the safety, security and care of the detainees. Assigned/attached security forces provide the external security necessary to detect, deter, and defend against enemy sabotage, surveillance, and attack. End state is an efficiently run detention facility, a secure operating environment, and a force protection posture that provides for the safety and security of all service members, civilian personnel, and detainees.

1-6. Responsibilities

a. Commander, Joint Detention Operations Group (CJDOG) will:

(1) Be responsible for all facets of the operation of Camp Delta and outlying detention facilities, and all facility-related administrative matters.

(2) Ensure detention operations meet with the principals of the Geneva Convention and the intent of the Commander-In-Chief (CINC) and Commander, Joint Task Force-Guantanamo (CJTF).

(3) Support and improve the intelligence gathering process with all those who have contact with detainees.

(4) Provide effective liaison with the ICRC within the limits of military necessity.

b. Subordinate Unit Commanders, JDOG. The commander will:

(1) Train all assigned personnel on this SOP within 72 hours of assignment.

(2) Conduct SOP refresher training at least every three months thereafter, and whenever any portion is changed.

(3) Ensure all assigned personnel carry the "US SOUTHCOM Human Rights Standing Orders" card on them at all times.

(4) Ensure all assigned personnel carry the "JTF-GTMO ROE/RUF" card on them at all times.

c. All personnel entering Camp Delta. All military and civilian personnel assigned to, having access to, or working at Camp Delta or other JTF-GTMO detention facilities are required to read and adhere to the standards set forth in this SOP.

d. Contractor and Vendor Personnel. Contractor and vendor personnel will:

(1) Strictly comply with the rule against bringing prohibited items into or out of Camp Delta or other JTF-GTMO detention facilities.

(2) Never communicate in any manner with any detainee.

(3) Ensure that workers properly clean the work area to preclude leaving any debris or material that might be taken and modified into a weapon.

1-7. U.S. Personnel Standards of Conduct

a. Personnel assigned to JDOG will familiarize themselves with the references and comply with them and other related regulations in letter and spirit. The following will govern the conduct of all personnel assigned to JDOG or working within the confines of Camp Delta or other JTF-GTMO detention facilities.

(1) Security Mission. Security is the primary mission of all personnel who work at Camp Delta or other JTF-GTMO detention facilities, regardless of job, military occupational specialty (MOS), section, or office. All personnel will be alert for security violations or discrepancies and immediately report any unusual, questionable incidents, or observations to their immediate supervisor. Supervisors will report all violations to the Detention Operations Center (DOC) and/or JDOG S3.

(2) Humane Treatment. Treat detainees humanely. Abuse, or any form of corporal punishment, is prohibited. Verbal harassment, interrogation except by proper authority, and the imposing of physical exercise as punishment is prohibited.

(3) Professionalism. Maintain a fair, firm, impartial, and professional demeanor toward detainees at all times.

(4) Use of Force. Personnel will not strike nor lay hands upon a detainee except in self-defense, to prevent a serious injury to a person or damage to property, to quell a disturbance, or for purposes of escorting, properly restraining, or searching a detainee. In such cases, exercise only the amount of force necessary to gain the compliance of the detainee. Apply all uses of force in accordance with JTF-GTMO ROE/RUF, dated 30 Nov 02. Immediately report all uses of force to the DOC and/or JDOG S3. Report to CJDOG any excessive use of force as expeditiously as feasible. All personnel will carry JTF-GTMO RUE/RUF card at all times.

(5) Alertness. Personnel will be alert to detect and prevent a detainee from escaping or harming himself or others.

(6) Contraband. Contraband is any item, article, or substance not authorized to be in the possession of personnel while within the confines of Camp Delta or other JTF-GTMO detention facilities. Personnel will not bring or permit others to bring any item(s) for detainees into the facility. Do not give or make accessible contraband to detainees. Anything not issued to detainees or authorized for their use is contraband. A partial list of contraband follows:

- (a) Guns or firearms of any type
- (b) Explosives or munitions

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- (c) Chemical components or incendiary devices
- (d) Knives
- (e) Unauthorized handcuff keys
- (f) Drugs or narcotics without a prescription
- (g) Intoxicants/alcoholic beverages
- (h) Currency (not on person)
- (i) Razor blades
- (j) Obscene material
- (k) Photographic equipment (unless approved by proper authority)
- (l) Personal mail/parcels.
- (m) Recording devices (unless approved by proper authority)
- (n) Extra clothing not worn on the job site
- (o) Food products (unless being consumed by individual)
- (p) Cell phones (unless approved by proper authority)
- (q) Handbags, duffel bags, and book bags (unless required by mission and approved by proper authority)
- (r) Non-government laptops (unless approved by proper authority)
- (s) Reading material other than military publications such as FMs, ARs, TMs, etc.
- (t) Electronic devices such as DVD players, CD players, tape players, headphones, etc. are not authorized for guards.
- (u) Personal Digital Assistance (PDA) unless authorized per access roster. Personnel who have been issued PDA's will adhere and conform to the standards of conduct, relative to policy set-forth by J6. PDA'S will be secured at all times by their owners. In the event a PDA is left unattended, the PDA will be turned into the DOC NCOIC, accompanied by DA Form 2823 and DA Form 4137. The S6 will confirm identity of the owner through serial number and hand receipt and will return the PDA to the owners commander.

(7) Social Contact. Personnel will only interact with detainees on official business that is essential for mission accomplishment. Personnel will not fraternize with detainees nor accept personal favors or services. This includes idle chatter and small talk conducted with the detainee.

(8) Gifts. Personnel will not give or receive from any detainee anything that could be construed as a gift, or in any manner, buy, sell, or barter any item(s) with a detainee.

(9) Promises and Privileges. Personnel will not extend nor promise to a detainee any special privilege or favor not available to all detainees, nor furnish detainees with information except through official channels. The JIG Commander may grant exceptions for the purpose of interrogations.

(10) Privacy of Information. The privacy of information applies to all information concerning any of the detainees. Personnel will discuss information

only with authorized personnel requiring this information in the performance of their official duties. Obtain permission from the JDOG S3 or higher authority to release information. Personnel will not discuss facility activities, operations or detainee information in public areas where they may be overheard.

(11) Appearance. All military personnel will maintain a high standard of bearing and appearance. Leaders will ensure proper performance of duties through professionalism, training, effective communication, leadership, teamwork and discipline. Personnel will set the example in conduct and performance on and off duty. The duty uniform for all military personnel assigned to JDOG at Camp Delta and other JTF-GTMO detention facilities will be the following:

(a) BDUs with sew-on rank, insignia to include collar devices and sleeves down. Anytime personnel are in the vicinity of detainees (escorts, cell blocks, interrogation/monitor rooms, medical clinic, Detention Hospital, or other detention facilities), the nametape will be covered with adhesive tape.

(b) BDU patrol cap with rank sewn on.

(c) Appropriate civilian attire (select personnel).

(d) Camel-back or similar container, or stripped pistol belt with canteen.

(e) Pen and paper.

(f) Whistle clipped to the left pocket or clipped on belt loop (no lanyard).

(g) No earrings

(12) Weapons. Unless specifically authorized by CJDOG (e.g., Quick Reaction Force), personnel will not introduce, or knowingly allow to be introduced into Camp Delta or other JTF-GTMO detention facilities unauthorized firearms, nightsticks, or any instruments that might be considered as or possibly used as a weapon. Personnel are not authorized to use or have in their possession unauthorized weapons including, but not limited to, firearms, knives, batons, sap gloves (lead filled padded gloves), batons, nightsticks, PR-24s, collapsing/expandable batons and any other weapons not specifically authorized. Personnel are authorized to utilize "field expedient" weapons under situations of extreme danger when other efforts have failed or are unfeasible and it is necessary to prevent the death or severe bodily injury to themselves or other personnel, including detainees. Only competent authority may direct an exception to this policy in the event of escape, riot, or disorder. Competent authority is CJTF, CJDOG, DCJDOG, or the on-duty Company Commander.

(13) Alcohol and other substances. Personnel will not consume mind-altering substances within eight hours prior to assuming duty, including but not limited to alcoholic beverages. Soldiers with prescriptions for

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such medications should immediately notify their chain of command and fitness for shift determinations will be made on a case-by-case basis. The consumption of alcoholic beverages and/or other mind-altering substances is sufficient cause to effect relief from duty and disciplinary action.

b. All violations of the Standards of Conduct will be promptly reported to the chain of command.

1-8. General Protection Policy

a. Give all persons detained at Camp Delta and other JTF-GTMO detention facilities humanitarian care and treatment within the spirit of the Geneva Conventions.

b. The inhumane treatment of detainees is prohibited and is never justified. Further, any one who treats a detainee inhumanely, or fails to report such an incident, is subject to punishment under the Uniform Code of Military Justice and/or other applicable laws and statutes.

c. Respect all detainees as human beings and protect them against all acts of violence.

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Chapter 2†

Command and Control

2-1. Chain of Command

a. Commander, Joint Detention Operations Group (CJDOG). The CJDOG is also the Detention Facility Commander and is responsible for all facets of operations in Camp Delta and other JTF-GTMO detention facilities including, but not limited to, administrative, security, operational, and logistical matters involving both detainees and U.S. forces assigned, attached, or working at Camp Delta and other JTF-GTMO detention facilities.

b. Following is the security force chain of command for any given shift at Camp Delta and other JTF-GTMO detention facilities:

POSITION	REPORTS TO
S3, JDOG	DCJDOG
CO	S3, JDOG
PL	CO
SOG'S 1, 2, 3	PL1 OR PL2
BLOCK NCOIC	SOG
SP/GATE GUARDS	SOG 3
JJIF MONITORS	SOG
ESCORT CTRL NCOIC	DOC NCOIC
ESCORTS	ESCORT NCOIC
BLOCK GUARDS	BLOCK NCOIC
DOC NCOIC	S3, JDOG
CAMP 4 NCOIC	FGIW

Table 2-1

2-2. Physical Plant

a. Camp Delta currently has nineteen maximum-security detention areas for confining detainees individually and four medium security areas for confining detainees in twelve person rooms within a forty-eight capacity building. These detention areas are grouped into 4 distinct camps (Camp 1, Camp 2, Camp 3, and Camp 4).

b. Each of the maximum-security detention areas contains a block of cells having 24, 36, or 48 individual cells.

c. Blocks are categorized as maximum security (individual cells) or medium security (twelve person rooms). Maximum-security blocks are designated as Segregation, designed specifically for segregation and isolation of detainees for disciplinary or intelligence gathering purposes.

2-3. Camp Delta Operations

a. The JDOG S3 Section also serves as the Camp Delta Operations Section. The primary focus for the Camp Delta Operations Section is the safe, secure, and

efficient operation of Camp Delta and other JTF-GTMO detention facilities.

b. The Camp Delta Operations Section is organized into two distinct branches: Detention Operations Branch and Detention Services Branch.

Section I – Personnel

2-4. Duty positions described in this SOP are necessary for the effective operation of Camp Delta and other JTF-GTMO detention facilities; however, not all positions are annotated in the current JTF-GTMO Joint Manning Document (JMD). Non-JMD positions (identified with an *) will be filled via tasking to subordinate units, or identified as Additional Duties for other personnel in the JDOG headquarters.

2-5. Detention Operations Branch

a. **Detention Operations Officer** Assists the JDOG S3 and on-duty Commanding Officer (CO) with all aspects of detention operations, including detainee custody and control, detainee movement and cell assignments, internal security, mission tracking, and reporting requirements. Responsible for development of SOPs for both JDOG and detention facility operations and coordination with JTF-GTMO staff, subordinate units, contractors, medical staff, JIG, law enforcement agencies, and Naval Base staff and support agencies.

b. **Detention Operations NCO** Assists the Detention Operations Officer with all aspects of detention operations, including detainee custody and control, internal security, mission tracking and daily reports. Conducts surveys and inspections to ensure consistent application of detention facility policies and procedures. Coordinates with JTF-GTMO staff, subordinate units, contractors, medical staff, JIG, law enforcement agencies, and Naval Base staff and support agencies. Serves as JDOG Physical Security NCO and Key Custodian for Camp Delta and other JTF-GTMO detention facilities.

c. **On-duty Commanding Officer (CO)*** One MP Company Commander will be assigned for each duty shift. The CO serves as the watch officer in the DOC, and takes direction from the JDOG S3, and is responsible for all aspects of the operation of Camp Delta. Responsibilities include the day-to-day humane care, custody and control, discipline, safety, and welfare of all detainees. The CO is overall responsible for the care, conduct, and discipline of the guard force. Specific duties of the CO are detailed in the Special Orders portion of this SOP.

d. **On-duty Platoon Leader (PL)*** Two MP Platoon Leaders will be assigned for each duty shift. PLs assist the CO in the day-to-day operation of Camp Delta. Specific duties of the PL are detailed in the Special Orders portion of this SOP. Each PL will be assigned an area of responsibility, as follows:

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- (1) PL1 will be assigned to Camp Delta 1 and 4.
- (2) PL2 will be assigned to Camp Delta 2 and 3.

e. **Sergeant of the Guard (SOG)*** Four MP NCOs will be assigned for each duty shift, and designated the SOG for their assigned area, as outlined below. The SOGs report to the PL assigned to their area of Camp Delta. The SOGs are the immediate shift supervisors for Block NCOICs and Sally Port/Gate Guards for their respective areas. The SOGs are responsible for the care, conduct, and safety of the guard force. They enforce accountability, control, safety, care, and humane treatment of detainees; ensure that all personnel perform their assigned duties and tasks to standard and adhere to the Camp Delta SOP; and coordinate logistical support of the guard force and detainees for their shift. Specific duties of the SOG are detailed in the Special Orders portion of this SOP.

(1) SOG1 will be assigned to Camp Delta 1, and will be an MP NCO, SFC or above. SOG 1 is designated as the senior SOG for the shift.

(2) SOG 2 will be assigned to Camp Delta 2 and 3, and will be an MP NCO, SFC or above.

(3) SOG 3 will be assigned to perform duties between Sally ports 1&8 "Camp Delta Mainstreet", Gold, Brown and Yellow JIIF trailers. SOG 3 will be an MP NCO, SSG or above.

(4) SOG 4 will be assigned to Camp 4, and will be an MP NCO, SSG or above.

f. **Block NCOIC*** A Block NCOIC will be assigned to each occupied block for each shift. The Block NCOIC is supervises all guards assigned to the block and is responsible for all aspects of custody and control, care, shelter, feeding, and treatment of all detainees housed in the cell block.

g. **Escort Control NCO* and Assistant Escort Control NCO*** An NCO (SGT or above) will be assigned as the Escort Control NCO for each shift. An NCO (CPL or above) will be assigned as the Assistant Escort Control NCO for day and swing shift. The Escort Control NCO and Assistant NCO are responsible for all aspects of Camp Delta escort operations.

h. **DOC NCO and Assistant DOC NCO** An NCO (SGT or above) will be assigned as the DOC NCO. An NCO (CPL or above) will be assigned as the Assistant DOC NCO for day and swing shift. The DOC NCO and Assistant DOC NCO are responsible for controlling, reporting, and tracking all aspects of detention facility operations.

i. **Detention Hospital Security Force NCOIC** An NCO (SSG or above) will be detailed to perform duty at the Detention Hospital. This NCO is responsible for all security provided at the Detention Hospital, and for the custody and control of all detainees treated at the Detention Hospital (in-patient and out-patient). All guards assigned to work a shift at the Detention

Hospital are OPCON to the Detention Hospital Security Force NCO.

j. **DOC Clerk Responsibilities** include, but are not limited to, maintaining the Camp Delta Blotter, radiotelephone operator tasks, detainee tracking, and other duties as assigned by DOC NCO.

2-6. Detention Services Branch (DSB)

a. **Detention Services Officer* Supervises** all aspects of detainee record administration, Camp Delta operational records administration, detainee administrative and logistics support, detainee database management, mission tracking, and reporting requirements. Responsible for staffing and publishing SOPs for detention facility operations, and coordination with JTF-GTMO staff, subordinate units, contractors, medical staff, JIG, law enforcement agencies, and Naval Base staff and support agencies.

b. **Detention Services NCO** Assists the Detention Services Officer with all aspects of detainee record administration, Camp Delta operational records administration, detainee administrative and logistics support, detainee database management, mission tracking, and reporting requirements. Responsible for compiling and forwarding daily detainee accountability reports, maintaining all detainee and operational records IAW the Modern Army Record Keeping System (MARKS), and providing administrative assistance to the JDOG S3 and DOC.

c. **Detainee Administration and Records Clerk** Assists the Detention Services Officer and NCO with all aspects of detainee record administration, Camp Delta operational records administration, detainee administrative and logistics support, detainee database management, mission tracking, and reporting requirements. Assists with compiling and forwarding daily detainee accountability reports, maintaining all detainee and operational records IAW the Modern Army Record Keeping System (MARKS), and providing administrative assistance to the JDOG S3 and DOC.

Section II – Functions

2-7. Detention Operations Center (DOC)

a. The DOC is the focal point for all detention and security operations and is the nerve center of the facility. It is from here that all detainee movements are directed, controlled, and accounted for; that all keys are controlled and accounted for; where entry and exit of all detainees are accounted for and where emergency equipment is stored.

b. The DOC will be occupied at all times. Access is limited to those assigned for duty.

c. The DOC will be the visitation checkpoint for all visitors coming into the facility. All persons requesting access to the facility must have a valid reason to be

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there (Chaplain visits, special VIP guests, etc). All personnel must have positive identification with a picture I.D. and must have authorization from the CJDOG. No visitors will enter the facility without express authorization. All visitors must sign in the visitation logbook located at Sally Port #1. All visitors without authorization for unescorted access will be escorted.

2-8. Record Keeping

- a. The DSB is responsible for all detainee records, correspondence concerning detention and administrative correspondence as required by operational demands and control of internal facility orders and memorandums.
- b. Strict control and continuous records management is critical to ensure thorough accountability of all information concerning detainee records, other administrative documents, and accountability of equipment. All personnel will strictly comply with the Privacy Act and Freedom of Information Act concerning divulging of information, either telephonically or in hard copy.
- c. Much of the operational and administrative records of Camp Delta is classified or sensitive in nature and will be safeguarded as such. Personnel will not authorize release of information to the media.
- d. Records will not be removed from the facility without authority from the CJDOG. Requests from outside organizations will be routed through command channels for decisions. Under no circumstances will a detainee review or have access to his records.

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Chapter 3†**Detainee Reception Operations**

3-1. Overview Periodically, detainees will arrive at Leeward Airfield to be moved to Camp Delta for detention. The JDOG S3 will provide for specific instructions and training prior to the reception of detainees.

3-2. Infantry Support Operations

- a. See Infantry SOP for DMO Operations

3-4. Land Movement

- a. Follow the guidelines listed below for the airfield reception of detainees.

- b. The JDOG will identify two NCOs to receive detainee property and the manifest. NCO #1 will obtain the manifest from the personnel on the aircraft and ride with the lead bus to Camp Delta. NCO #1 will turn over this manifest upon arrival at Camp Delta to the in-processing escort NCOIC. NCO #2 will receive the detainee property and coordinate with JIG for custody of the property. Once this coordination is done and property needed by the JIG is released to them, the remaining property will be taken to JDOG S-4 and released to the Property Book Officer (PBO) for storage, IAW AR 210-174.

- c. Utilize six guards, including one guard with a shotgun, per detainee bus.

- d. Two guards will receive the detainee from the aircraft escort team. They will pat down the detainee then turn the detainee over to the guards on the bus.

- e. Three guards will remain on the bus and receive the patted-down detainee from the two guards on the ground. They will move the detainee to his position on the bus and secure him to the floor.

- f. Once the bus is full, all six guards will travel on the bus to provide security for the detainees.

- g. Both buses will be loaded at the same time.

- h. Infantry will be responsible for area outer security during the airfield operations and the convoy from the airport to Camp Delta.

- i. The detainees will be in a three-piece suit.

- j. The bus guards must bring sufficient handcuffs to secure the detainees to the chain in the bus.

3-5. In-processing Security

- a. Periodically, detainees will arrive at Camp Delta to be detained until an appropriate disposition is decided. The following guidelines will be followed for in-processing.

- b. The DOC will be responsible for transmitting via brevity code the following actions. Separate brevity codes are used for the dress rehearsal and mission for the following phases:

- (1) Off-loading of detainees commences

- (2) Off-loading of detainees completed

- (3) Completion of in-processing.

- c. Two Escort NCOICs should be identified for the operation of detainee in-processing. One will be responsible for receiving detainees and moving them through in-processing. The other NCOIC will be responsible for the movement of detainees from in-processing to their various destinations and the accountability of the detainees.

- d. Pre-staging prior to detainee arrival will include, but is not limited to the following:

- (1) Dressing room personnel must stage three-piece suits in the dressing room based on the number of detainees scheduled to arrive.

- (2) Dressing room personnel will also prepare jump suites i.e. insert shorts into bottoms and roll pant legs up at least half way.

- (3) Stage trash cans with liners, one outside dressing room for goggles, two inside stripping room for clothes, three in holding area #1 for mittens, earmuffs, and miscellaneous trash.

- (4) Two cardboard boxes should be placed in holding area #1 for the Air Force black boxes and chains.

- (5) Set up two tables in holding area #1 for water. Guards will use three coolers identified for their use. Detainees will use two coolers identified for their use. Secure Styrofoam cups and coordinate with medics to obtain ice.

- (6) Get rubber gloves from medics.

- (7) Coordinate with the DOC to stage four Gators, with keys, fueled up, and outside holding area #2.

- (8) Secure gate keys "A" and "B" from the DOC.

- (9) Secure at least six Saber radios from the DOC. One for each of the NCOICs and one for each of the Gator drivers.

- (10) Shades will be closed on blocks to restrict detainee's view of in-processing.

- (11) Secure two road guard vests for soldiers directing convoy.

- e. Once in-processing personnel arrive, they will begin by sweeping holding areas #1 and #2. Guards will then be tasked as follows:

- (1) Two for holding area #1 security.

- (2) Two for mitten and earmuff removal as well as distributing water to detainees in holding area.

- (3) Two for restraint removal and preparing clothing to be removed.

- (4) Two for the strip room.

- (5) Two for shower and lice room. Wet weather gear will be provided for soldiers.

- (6) Two for physical inspection room.

- (7) Two for the dressing room.

- (8) Two to direct detainee convoy into Camp Delta. Road guard vests will be issued from supply.

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(9) One to check off detainee roster inside holding area #1.

(10) Four to six in riot gear to serve as the Immediate Reaction Force (IRF) team.

(11) Remaining soldiers will be paired with an NCO who will sign for a handcuff key.

(12) Four of these soldiers will be identified to be litter escorts if needed.

f. NCO from the JDOG turns keys to black boxes to Reception NCOIC and manifest over to JDOG S-1 at processing area. The manifest will identify the order of processing for detainees. The manifest usually will designate a "Top Ten" list of the first detainees to be interviewed at the Joint Intelligence Interrogation Facility (JIIF).

g. Processing area escort guards move detainees into holding area as they are taken off of the buses. Escorts operate as teams of two.

h. Escorts remove earmuffs and black boxes from detainees. Black boxes are staged outside of holding area pending return to Air Force. Four medics from the JDOG check detainees after they are placed in holding area. This is a check for any medical condition requiring immediate attention (heat problems, etc.)

i. Escort teams move detainees through the processing stations. Unless otherwise specified, restraints remain on detainees. Some stations require removal of some restraints, however, at no time, unless directed by appropriate authority, will all restraints be removed from a detainee.

(1) Station 1: Escorts remove uniform off of detainee. Uniform is thrown in trash to later be collected and washed. Goggles will be lowered and placed around the detainee's neck. Mask remains on.

(2) Station 2: Escort team moves detainee to shower room. A medic will conduct a check for lice. If lice are found, detainee will be treated for lice and will wait approximately 15 minutes for treatment to work before continuing with shower. If no lice are detected, the detainee will shower.

(3) Station 3: Escort team moves detainee to medical exam room. The Physician Assistant (PA) performs a quick exam, a body survey check, and a body cavity search. Photos of scars and tattoos are taken.

(4) Station 4: Escort team moves detainee to dressing room and assists with dressing of detainee. A second escort team is specifically assigned to the dressing room to assist detainee escorts with the dressing. During this process, only one portion of the restraint system will be removed at a time as needed for the dressing process. During this process, the Air Force restraints are removed and replaced with restraints from JTF-GTMO.

(5) Station 5: Escorts move detainee to hallway outside of dressing room where a DNA sample is

taken. Height and weight are also taken. JIG takes photographs.

(6) Station 6: detainee information is entered into PWIS database.

(7) Station 7: Photo for identity (ID) bracelet is taken in room adjacent to database interview room.

(8) Station 8: Move to hallway for taking of fingerprints. The JDOG be prepared to provide two MPs to take fingerprints.

(9) Station 9: Detainee is moved to medical in-processing. Detainee is placed on cot for blood draw.

(10) Station 10: Detainee is moved to x-ray room and receives chest x-ray. Medical personnel will place lead aprons over guards while guards maintain control of detainee.

(11) Station 11: Detainee is moved to medical exam room.

(12) Station 12: Detainee is moved to dental exam room. (Station 11 and Station 12 can be done in the reverse order, depending on their availability.)

j. If the detainee is one of the first 10 being processed, as identified by the manifest, he is taken directly to JIIF and turned over to JIIF escort personnel at the JIIF sally port.

k. If the detainee is not one of the first 10 being processed, he is moved through the system in the normal order.

l. Escorts provide four guards to drive Gators moving detainees to and from the blocks and medical. An escort team will accompany the Gators as detainees are moved to and from the blocks to medical at processing.

m. Once all processing is complete, guards will insure that all handcuffs, goggles, earmuffs, leg irons, black boxes, and belly chains are accounted for and assembled for return to the Air Force. These items will be picked up for return to Leeward Airfield.

n. Once all processing is complete, the processing building will be cleaned and policed.

3-6. Inbound and Outbound Operations

Refer to Annex E/SIPR Detainee Movement Operations (DMO).

3-7. Linguist Support

The JDOG S3 will task linguists to support reception operations. The languages of the transferring detainees will determine which linguists will be used in the transfer process from the point of origin to Camp Delta and from Camp Delta to transfer location for an outbound mission.

3-8. Facility Support

a. Two days prior to the arrival of the detainees, the block(s) to house the new arrivals will be emptied of their occupants.

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b. MPs will inspect the block(s) for any trash or items left in the cells. Any items of intelligence value will be turned over to the JDOG S-2.

c. If there is any graffiti on the cell walls or doors, shower areas, or the exercise yard, an interpreter will be called to interpret it and record the translation. The JDOG S-2 will be contacted to coordinate any need to record images of the graffiti.

d. Once JDOG S-2 is finished with the graffiti, the R&U section will paint over all graffiti in the cells, shower and the exercise yard.

3-9. Inbound Preparation Requirements

a. This activity requires coordination with the following groups and/or individuals:

- (1) Infantry Task Force
- (2) Joint Medical Group (JMG) to include psych staff
- (3) Combat Camera
- (4) Detainee Chaplain
- (5) ICE
- (6) Interpreters for additional linguists support
- (7) J-4 for additional transportation assets

b. An access roster of personnel allowed into the processing building will be created and forwarded to the processing line NCOIC. Personnel on the access roster will be issued badges. R&U will construct a temporary barrier around the processing facility. Unauthorized personnel will be kept away from the processing line by the infantry.

c. Prior to the arrival of the detainees, the JDOG S-1 will distribute the manifest to JDOG Ops and others to coordinate their activities for the detainee's arrival.

d. The land bridge guards will obtain the following items from JDOG S-3 for use:

- (1) Zip ties
- (2) Search gloves
- (3) ISO mats for the processing holding area
- (4) Surgical masks for the guards
- (5) MREs for the guards for lunch
- (6) Two pairs of EMT scissors
- (7) Two pairs of cutters (wire cutters)
- (8) Three-piece suit for each detainee and staged in the processing building.

e. JDOG Ops will coordinate with J-4 transportation for the detainee buses and bus drivers.

f. The S-1 will stage the following items in the processing building:

- (1) Two towels for each detainee
- (2) Scrub brushes
- (3) Uniform and flip-flops for each detainee.

g. JDOG Ops will coordinate with J-3 operations for additional radios with the secure long-range frequency when there are insufficient quantities available at Camp Delta.

3-10. Outbound Preparation Requirements

a. This activity requires coordination with the following groups and/or individuals:

- (1) JAG for the exit interview and release agreement
- (2) ICRC for an exit interview
- (3) Combat Camera
- (4) Detainee Chaplain
- (5) JMG to include the psych staff
- (6) Interpreters
- (7) JIG
- (8) PSYOPS

b. Prior to the departure of the detainees, the JDOG S-1 will distribute the transfer order and manifest to JDOG Ops and others to coordinate their activities for the detainee's departure.

c. JDOG Ops will coordinate the following items:

- (1) Broadcast of two PSYOP messages about the pending transfer of detainees
- (2) Arranging a feast in Camp 4 for all detainees that will occur the night before they leave
- (3) Issuance of the following detainee travel items:
 - (a) Prayer Beads
 - (b) Prayer Cap
 - (c) Koran
 - (d) Book
 - (e) Sports or duffel bag
 - (f) Jeans
 - (g) Shoes
 - (h) Socks
 - (i) T-Shirt
 - (j) Shirt
 - (k) Boxer Shorts
 - (l) Shaving Cream
 - (m) Disposable Razor
 - (n) Deodorant
 - (o) Shampoo
 - (p) Toothpaste
 - (q) Package of Kleenex
 - (r) Package of Wet Wipes
 - (s) Comb.

(4) The following travel items will be dependant on the destination's climate:

- (a) Jacket
- (b) Blanket
- (c) Thermal underwear bottoms
- (d) Thermal underwear tops.
- (5) Transportation for the transfers through the J-4 transportation office.
- (6) MP escorts for the transport, lead, and trail vehicles.

Chapter 4†**Detainee Processing (Reception/Transfer/Release)****4-1. Purpose**

To in-process detainees, update and maintain the DRS (Detainee Reporting System) database, send daily upload and report to the National Detainee Records Center (NDRC). Support other JDOG sections through database research and queries. DRS is the principle database for detainee's administrative records.

4-2. Initial Processing

Upon notification of inbound detainees (24 to 48 prior to arrival), prepare two sets of folders for each detainee with the Internment Serial Number (ISN). The DOC will receive one folder and the Processing Section (PS) keeps the other.

4-3. Documents

Documents added to the folder during the process include:

- (1) Height and Weight Register
- (2) Initial Medical Screening Card
- (3) Detainee Personnel Records.

4-4. Preparation for Processing

a. At one hour after the detainee plane leaves theater, a wheels up report will be received. This report confirms the identity and number of detainees onboard. Notify medical and property of any changes.

b. Between 24-48 hours prior to wheels down, the unit transferring detainees or the NDRC will email to the section OIC/NCOIC a final confirmed manifest from either. Forward a copy to the medical in-processing OIC and detainee property custodian.

c. Between 2-12 hours prior to detainee aircraft wheels down, NDRC will send an upload containing all detainee information collected during the in-processing in theater. Use SIPRNET to send this.

d. Between 4-6 hours prior to arrival, an order list will arrive from the JIG detailing the order in which they want the detainees processed. Processing line personnel will attempt to follow this order, however the processing mission takes precedent. If the order list does not arrive, contact the JIG to confirm order.

4-5. Personnel Requirements**a. Holding Area.**

(1) One guard NCO assigned from a subordinate MP company to control the off-loading of the busses, positioning of detainees in the holding area, and security of the holding area.

(2) There will be two escorts per detainee. A ratio of 2:1 is required.

(3) Medical personnel: An NCOIC and four medics set up and operate a first aid station.

b. Processing Trailer.

(1) NCOIC: Controls traffic in the trailer and coordinates with all entities for smooth flow of detainees

c. Undressing Room.

(1) Two guards

d. Shower Room.

(1) Preventive medicine specialist

(2) Medic

(3) Two guards

e. Cavity Search.

(1) PA

(2) Medical NCO

(3) One linguist

f. Dressing Room.

(1) Two guards

g. DNA Sample.

(1) Two CTIF personnel

h. Height and Weight.

(1) Two Admin personnel

i. Processing Room.

(1) Three processing clerks

(2) Three intelligence personnel

(3) Three linguists

j. Camera Room.

(1) Two admin clerks for picture and ID wristband processing,

(2) Two FBI personnel for five-stage picture

k. Fingerprinting.

(1) Two to four FBI personnel; in their absence, two to four guards

l. Camp Rules.

(1) One linguist

m. The Linguist OIC will control interpreters stationed throughout the processing trailer.

4-6. In-Processing Procedures

a. Prior to detainee arrival, prepare and stage the following:

(1) Water coolers with ice water and cups for guards

(2) Water cooler with water (without ice) and cups for detainees

(3) Several boxes of latex gloves for guards

(4) Hand sanitizer

(5) Gators staged and fueled for transporting detainees to blocks

(6) Keys to all gates in both holding areas

(7) Raise blinds on North side of Delta block to prevent detainees from seeing new arrivals

(8) Station 4, stage detainee uniforms, and footwear

(9) Shut down Camp Delta with no non-essential traffic in or out and movement of detainees.

b. Upon arrival, with the busses staged next to the holding area, the JDOG S-3 representative on the lead bus will give the manifest with notes, medical records,

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Air Force shackle keys and the disk with detainee information to the Processing NCOIC. Pass the appropriate information to medical and processing personnel and give the Air Force shackle keys to the guards staffing station #5, Dressing & Shackle Exchange.

c. MPs form two lines from the bus to the holding area entrance. As the detainees are brought off the bus, the first escort from both lines will escort the detainee through the sally port of the holding area. The NCOIC of the holding area will station himself at the sally port and direct the placement of each detainee. NCOIC of the holding area is responsible for placing the detainees in the sequence requested by the JIG.

d. Detainee entrance into holding area. Take the detainees off the bus in the reverse order in which they were loaded. Place the detainees on the JIG order list closest to the processing trailer door. Once in the holding area, seat the detainees; legs folded and head down with their backs to the processing trailer door. Remove the earmuffs and leather mitts and put surgical masks in place after seating and securing all detainees. All detainees will be off the bus and seated prior to processing beginning.

In the holding area, medics check the detainees for distress and administer aid as necessary. If a detainee is in need of urgent medical care, he can be front-loaded into the processing sequence or taken to the hospital where admin personnel will process him after processing all other detainees.

e. On direction from the Processing NCOIC, two guards will escort in the first detainee to the processing trailer.

f. Any detainee requiring special treatment such as going directly to the JIG will be frontloaded in the processing line.

4-7. MP Escort Responsibilities

a. A team of two guards will escort each detainee through the entire processing line. On average, the processing cycle will last three hours; there is no provision for rest breaks during these evolutions. Escorts must be aware of this requirement.

b. Escorts will maintain four-point contact with their detainee at all times unless directed to modify their control by processing cadre.

c. Escorts will assist processing cadre as directed at each processing station.

d. Escorts will ensure that the detainees ISN sequence number is clearly written on their goggles.

e. Escorts will ensure that the goggles remain on the detainee at all times until a wristband has been attached at station 9. Goggles may be lowered around the detainee's neck, but not removed or pushed up on their foreheads.

f. Escorts may be given records during processing. Carry all records in a cargo pocket and turned over with the detainee to either JIG interrogators or new escort team at the end of processing.

4-8. Clothing Removal Room (Station 1)

Detainee remains shackled while clothing is cut off and disposed of.

4-9. Shower (Station 2)

a. A Preventive Medicine Specialist will check detainee for lice, scabies, and open wounds that require treatment. If no treatment is necessary, lower the goggles from face but stay around detainee neck and he place the detainee in the shower for five minutes and scrubbed by guards.

b. If treatment is required, medics will apply treatment while the next detainee in line showers.

4-10. Cavity Search (Station 3)

a. A Physicians Assistant (PA) will give the detainee a quick exam, checks for scars, markings, and tattoos. If there are any, take a picture of the area for FBI records.

b. PA performs a body cavity search. A linguist will be present to communicate the procedure.

4-11. Dressing/Shackle Exchange (Station 4)

a. Kneel the detainee down on the floor or chair; remove the Air Force leg irons and place them in the storage box to go back to the Air Force

b. Place orange pants and leg shackles from three-piece suit on detainee.

c. Remove hand irons and place in the storage box.

d. Put the orange shirt on the detainee while the guards have positive control of arms.

e. Place handcuffs from three-piece suit on detainee.

4-12. DNA Sample (Station 5)

Guards lower surgical mask from detainee, Naval Criminal Investigation Service (NCIS) personnel have detainee open mouth and obtain the DNA swab. Replace the surgical mask.

4-13. Heights and Weight (Station 6)

Using a standard scale and cloth tape measure taped to the wall, measure the detainee and annotate the results on the weight register and forward to DRS personnel for processing.

4-14. DRS In-Processing (Station 7)

a. DRS clerks take personal information from detainee through interpreters. At a minimum, record the following:

(1) Capturing Country

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- (2) Theater Command
- (3) Power Served
- (4) Prisoner Category
- (5) Last Name
- (6) First Name
- (7) Grade
- (8) Nationality
- (9) Sex.

b. JIG representatives may be present and ask additional questions that the DRS processors will input under the Remarks field.

c. As time permits, gather additional information.

4-15. ID Wristband/Dossier (Station 8)

a. Seat the detainee in front of the blue screen a guard on each side.

b. Take a front picture. Hold the detainee in the chair until confirmation of a good picture.

c. Move the detainee to stand in front of the white screen and take five pictures for the FBI's image recognition software. The five pictures are in terms of a clock: 0900, 1000, 1200, 1300, and 1500.

d. Four detainee Dossiers are printed and distributed as follows:

- (1) Used for detainee ID bracelet and ID card
- (2) In-processing detainee file
- (3) In DOC detainee file
- (4) Given to FBI.

e. ID band placed on detainee while standing in front of white screen. Instruct the detainee that if he removes the ID bracelet he will not be fed until another is made for him

f. Escort handed the detainee ID card.

g. Escort gives the ID card to block after placing the detainee in his cell.

4-16. Fingerprint (Station 9)

FBI personnel operate the fingerprint station and use their automated system and manual system. *This station is required to have handcuff keys.* In the event the FBI cannot send technicians, guards will operate the station and use the manual fingerprint forms.

4-17. Camp Rules (Station 10)

a. Post the camp rules in four languages.

b. If detainee cannot read, provide a linguist to read the rules to him.

c. The goggles are removed and placed in the collection can for return to the Air Force

d. Escort the detainee through the medical section.

4-18. Post Processing

a. Collect and turn over handcuffs, leg irons, padlocks, and goggles to the JDOG S-3 Section for return to the Air Force.

b. Processing trailer cleaned and sterilized

4-19. Reporting

a. After securing the detainees in the holding area, a wheels down report is due to the NDRC.

b. After processing the last detainee, an Action Closed Report is due to the NDRC along with an upload that will send all new information to the NDRC.

4-20. Behavior Management Plan

a. *Phase One Behavior Management Plan (First thirty days or as directed by JIG).* The purpose of the Behavior Management Plan is to enhance and exploit the disorientation and disorganization felt by a newly arrived detainee in the interrogation process. It concentrates on isolating the detainee and fostering dependence of the detainee on his interrogator. During the first two weeks at Camp Delta, classify the detainees as Level 5 and house in a Special Housing Unit (SHU) Block. During this time, the following conditions will apply:

(1) Restricted contact: No ICRC or Chaplain contact

(2) No books or mail privileges

(3) MREs for all meals.

(4) Basic comfort items only:

(a) ISO Mat

(b) One blanket

(c) One towel

(d) Toothpaste/finger toothbrush

(e) One Styrofoam cup

(f) Bar of soap

(g) Camp Rules

(h) Koran

(i) No Prayer beads or prayer cap.

(5) Mail writing and delivery will be at the direction of the J-2.

b. *Phase Two Behavior Management Plan.* The two-week period following Phase 1 will continue the process of isolating the detainee and fostering dependence on the interrogator. Until the JIG Commander changes his classification, the detainee will remain a Level 5 with the following:

(1) Continued SHU

(2) Koran, prayer beads and prayer cap distributed by interrogator

(3) Contacts decided by interrogator

(4) Interrogator decides when to move the detainee to general population.

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Chapter 5†**Detention Facility Operations****Section I –****5-1. Rules of Engagement (ROE) and Rules for the Use of Force (RUF)**

a. References.

(1) *CJCSI 3121.01A ROE, DODD 5210.56 RUF, & USCINCSO SER ONE*

(2) *JTF-GTMO ROE/RUF 30 NOV 02*

b. The physical security of U.S. Forces & detainees in U.S. care is paramount. Use the minimum force necessary for mission accomplishment and force protection.

c. Right of self-defense: nothing limits your right to use all necessary means available and take all appropriate actions in defense of yourself and U.S. Forces against a hostile act or hostile intent. Hostile Act is an attack or other use of force against U.S. Forces, or force used directly to prevent or interfere with the mission and/or duties of U.S. Forces. Hostile Intent is the threat of imminent use of force against U.S. Forces, or the threat of force to prevent or interfere with the mission and/or duties of U.S. Forces.

d. *Defend detainees*: as you would yourself against a hostile act or intent, death or serious bodily harm.

e. *Priorities of force*: when force is necessary to protect or control detainees, follow these steps, if time and circumstances permit:

- (1) Use Verbal Persuasion
- (2) Use Show of Force
- (3) Use Pepper Spray or CS Gas
- (4) Use Physical Force, then Non-Lethal

Weapons (NLW)

- (5) Present Deadly Force
- (6) Use of Deadly Force (as authorized below)

f. *Deadly force*: is force that can cause death or serious bodily harm. Deadly force may be used when lesser means are exhausted, unavailable, or cannot reasonably be used; the risk of death or serious bodily harm to innocent persons is not significantly increased; and the purpose is:

- (1) Self-Defense
- (2) Defense of other in imminent danger of death or serious bodily harm
- (3) To prevent theft or sabotage of weapons, ammunition, or other sensitive items that present a substantial danger of death or serious bodily harm to others.
- (4) To prevent a violent offense against another person in imminent danger of death or serious bodily harm i.e. murder, assault.
- (5) To apprehend a person who committed one of the serious offenses above OR:
- (6) To prevent escape of detainee(s) who is beyond the outside fence of the detention camp. If detainee(s) attempt escape, follow these steps:

- (a) Shout HALT three times
- (b) Use the least amount of force necessary to stop escape
- (c) Detainee(s) is escaping beyond the outside fence of the detention camp and there is no other effective means to prevent escape, the use of deadly force is authorized. (If you have another justification to use deadly force-besides escape-you DO NOT have to wait until the detainee(s) are beyond the outside fence)
- (7) *NO WARNING SHOTS*
- (8) Fire to make the person(s) unable to continue the behavior that prompted you to shoot.
- (9) Fire with regard for the safety of innocent bystanders.
- (10) A holstered weapon should not be unholstered unless you expect to use it.
- (11) Report the use of force to your chain of command.

5-2. Oleoresin Capsicum (OC) Use

a. The CJDOG, DCJDOG, JDOG S3, CO, PL, or SOG may authorize the use of OC pepper spray to preclude the use of physical force by the IRF Team/Escorts. This will be to control an unruly detainee or detainees; to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm; in self defense; to prevent a detainee from escaping; or to extract an detainee(s) involved in a riot or disturbance. Do not use OC to respond to spitters, urinators, or water throwers.

b. Use the current issue Def Tech Mark 4 OC Spray. Administer OC by aiming at the eyes, nose, and Mouth when possible. Use a ½, to 1 second burst from a distance of 36 to 72 inches away.

c. If control cannot be achieved after the first application within 30 seconds, subsequent applications of one-second bursts can be applied. It is not necessary to spray just a single detainee as the spray can affect an entire block if the situation requires it, and can be used as a riot control agent.

d. The CO, PL, and SOG will carry OC. Certified personnel will only use OC unless directed by the CO. The sprayer will document all OC usage and the incident will be reported to the CO, PL, and JDOG S-3 as soon as possible. When practical the following steps should be followed prior to utilizing OC:

- (1) In a loud clear voice command the detainee to follow whatever directive was given, when possible have an interpreter present.
- (2) Allow the detainee time to comply.
- (3) Warn by standers and guards prior to OC use using a brevity code word or phrase.
- (4) Once the situation has been declared under control, the detainee will be checked by medical

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personnel and decontaminated by at a minimum having medical personnel flush their eyes out with water.

(5) Have medical personnel again check the detainee for health problems.

(6) Once cleared, the detainee should be monitored for two hours after contamination.

(7) An IR or SIR will be completed after each spray.

(8) Documentation of all OC Sprays, IRF actions and the decontamination process will be done by video and written reports.

(9) Once the canister of OC is half-empty, it will be exchanged for a new full canister.

e. Decontamination of individuals who are suffering either primary or secondary effects is taken care by flushing the face area with water from a hose. Juliet block and November block also have decontamination stations that can be used. When decontaminant is available, the following procedure will be used:

(1) Spray the decontaminant on the affected area with the hairline included in this so it can trap the OC. Do not rub or spray directly into the eyes or mouth. You will see it start to drip and change color as it lifts off the OC.

(2) Use the nose to bisect the face. Blot out from the bridge of the nose toward the ears. Do not rub, as this will exfoliate the skin. Use soft absorbent paper towels. This will speed up the process.

(3) Flush the eyes with running cool water after cleansing the affected area. If possible, blink the eyes under running water to flush them clean. It may be necessary to do this mechanically using your fingers on lids to open the eyes. Make sure you get the entire area that's been affected, to avoid recontamination. All you need to do is to get a drop back in the eye to be at square one.

(4) If available, use baby shampoo and rinse with cool water to finish off. Repeat steps 1, 2, and 3 as needed.

(5) It takes time for the inflammation to subside. Do not use salves, oils or creams as they may trap the OC against the skin.

(6) For inhalation effects, move out of the area; blow your nose and face into the wind. Symptoms will stop in a few minutes.

Section II –

5-3. Daily Reports

a. Use an incident report when an incident occurs that is not documented by the detainee Discipline or Serious Incident Report.

b. Anyone who finds evidence or contraband will complete a DA 4137 Evidence/Property Custody Document to document the chain of custody and turn in of evidence or contraband seized at Camp Delta. The DA 4137 and evidence/contraband will be turned in to

the Military Police Investigations (MPI) section. The MPI section will determine if the items are evidence or contraband. Contraband will be given to the JDOG S-2 who will evaluate the contraband for intelligence purposes. Contraband will then be turned over to JDOG S-4 to be stored with the detainee's property. The MPI section will retain evidence until it is turned over to NCIS. All evidence and contraband must be properly marked before being submitted. Examples of potential evidence include but are not limited to:

(1) Evidence classified as "dangerous contraband"

(2) Videotape of IRF movements or disturbances

(3) Evidence seized from a suicide attempt.

Examples of potential contraband include but are not limited to:

(1) Drawings

(2) Modified items of linen

(3) Writing on cups.

To be disciplined for non-dangerous contraband, the contraband must be concealed in a manner which a guard standing outside the cell can't see the object.

c. DD Form 508 Report Of/Or Recommendation for Disciplinary Action is used to recommend and document disciplinary actions taken against a detainee for violations of the rules. The PL will sign his name in the Confinement Officer block. The JDOG S-3 will sign as the Confinement Officer.

d. The guard who is reporting the incident will complete the DA Form 2823 Sworn Statement. If that guard is not available, the SOG will complete the Sworn Statement and include the reason for the guard not completing it in the witness statement.

e. GTMO Form 509-1 Inspection Record Of Prisoner In Segregation will be utilized to document welfare checks of detainees who are in a SHU cell. Conduct checks every 10 minutes and document on GTMO Form 509-1.

f. Use the Guard Shift Manning Roster to assign guards to duty positions.

g. Detainee Tracking Log is used to track detainee refusals (chow, exercise, showers, etc) and travels with the detainee when he makes a permanent move.

h. Detainee Discipline Logs are used to track detainee discipline infractions and document this on the discipline log. The block discipline log travels with the detainee when he makes a permanent move.

i. Headcount Form is used to document results of headcounts.

j. Supply Request Form is used to request supplies from JDOG S-4 or the supply room. It will be picked up each shift by the SOG if coming from the blocks or sally ports and turned in to the supply room. The DOC will turn theirs into the supply room.

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k. Significant Activities Sheet is used to track significant activities in blocks for JDOG S-2. JDOG S-2 picks it up each day.

l. SHU Block Log is used for tracking placement of detainees in Special Housing Units.

m. ID Band or Card Request is used to request new ID bands or Cards from medical processing. The DOC admin NCO will furnish it to JDOG S-1.

n. Movement Log is used to record all permanent movements of detainees.

o. ICRC Tracking Sheet is a tracking sheet for ICRC escorts.

p. Medical Escort Tracking Sheet is used for tracking Medical escorts.

q. Reservation Tracking Sheet is used to track JIIF escorts.

r. Detainee Medical Request is used to pass on detainee non-urgent or emergency medical requests to Medical.

s. DA 1594 Daily Staff Journal or Duty Officer's Log will be used by each shift to document daily activity. The journal will at a minimum document chow arrival times, headcount times and results, prayer call times, detainee requests to see JTF-GTMO, detainee movements and other significant operational activities.

t. Visitor's Logbook will contain the following information

- (1) Name
- (2) Rank of visitor
- (3) Organization
- (4) Escort Name
- (5) Rank and Organization
- (6) Date/Time In
- (7) Date/Time Out
- (8) ID of guard entering data.

u. Serious Incident Report (SIR) is used to report serious incidents or disturbances.

v. DA 3997 Military Police Desk Blotter will be used in the DOC to track daily activity in the camp. At a minimum, it will be used to track detainees at the hospital, JIIF escorts, everything that happens in the camp including contractor activities.

w. The CO will use the Company Commander Checklist to perform checks during the shift.

x. The CO will complete the End of Shift AAR at the end of every shift.

y. CD-S319, Observation of Self-Injurious Behavior Form; will be used to record observations of detainees on self-harm watch. Document the activity of the detainee every 15 minutes on this form.

5-5. Incident Reports (IR)

a. An IR will be used when an incident occurs that is not documented via DD Form 508 or Serious

Incident Report (SIR) documentation. Required format for IR is at Figure 5-2. Detention Services Branch will assign IR control numbers. Examples of incidents requiring incident reports include, but are not limited to:

- (1) Lost Key reporting.
- (2) Occupational accident
- (3) To document an incident that requires more

documentation than a log entry or daily journal entry. (Example- large disturbance with no discipline measure taken to provide documentation.)

b. Incident Reports will be completed and turned in by end of shift with the supporting paperwork by the CO.

c. Incident Reports will be briefed at CO Change of Shift brief.

5-6. SPOT Reports (SPOTREP)

a. A SPOTREP will be completed and sent to the JOC Watch Officer (cc to designated individuals) within 30 minutes of end of incident listed on the notification matrix. Required format for the SPOTREP is at Figure 5-3.

b. A SPOTREP will be sent to JDOG S3 for any contraband found in a detainee area such as a cell or shower.

A follow-up SPOTREP with additional detail will be sent up within 2 hours if necessary.

d. The method of transmission will be as follows:

- (1) Priority Means is SIPRNET e-mail
- (2) Secondary Means is Secure Telephone Unit (STU)
- (3) Tertiary Means is Runner/courier.

5-7. Serious Incident Reports (SIR)

a. The Serious Incident Report (SIR) will be used for an incident that requires the use of force such as a cell extraction using the IRF Team. A SIR should also be used on any incident that is classified as an attempt self harm by a detainee, especially when it will be as justification for taking some type of action against the detainee (move to SHU, removing items he could kill himself with, etc.)

b. The CO will complete the SIR, using the format at Figure 5-4. Once it is completed, forward the SIR to JDOG S3. It will then be forwarded to JDOG and JTF-GTMO. Utilize the floppy disk in the DOC to save the SIR by date. Do not save over the template. A template for the SIR is saved on a disk located in the DOC, titled "SIR". Double click on the file and it will open up to a template. Tab from gray box to gray box, filling in the required information. In the "Summary of Incident" are, include who, what, when, where, why, and how information.

5-8. Discipline Records

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a. In addition to Daily Staff Journal and Pass on Book entries, DA Form 2823 and DD Form 508 are the forms used to recommend and document disciplinary actions taken against a detainee for violations of the rules. The forms will be used to document any instances in which a detainee is disciplined.

b. A copy of DD Form 508 will be kept at the DOC. Another copy will be placed in the detainee Alpha Roster Binder, which is kept on the block of that particular detainee.

Section III –

5-9. Guard Mount

a. SOGs will arrive 1 hour prior to shift change to speak with the off going SOG on any relevant information relating to the shift.

b. Guard Mount will be conducted 30 minutes prior to shift change. The oncoming SOGs will be responsible for holding Guard Mount for their prospective camp.

c. Companies that are coming on duty must arrive 45 minutes prior to start of the shift. The SOG for each camp will bring 1 additional soldier from their respective unit over and above the required amount of soldiers to run the shift.

d. The SOG will conduct Guard Mount with the following:

(1) Open ranks uniform and equipment inspection.

(2) Brief the troops on any changes to policy and procedures and any information relevant to the performance of their duties.

(3) Ensure that all personnel know and understand where they are going to be working and what they will be doing.

(4) Brief the Initial Reaction Force (IRF) activation word and the Visual Duress Sign of the day for both the primary and alternate teams.

e. Upon completion of Guard Mount, SOG will announce the name of the soldier who performed the best during Guard Mount, have the soldier come up in front of the formation and then release the soldier for the rest of the day.

f. Upon completing paragraph 5-8e above, the SOG will then supply the extra soldier that was brought with the company and place him/her in the position vacated by the “SUPERNUMERY” that was given the day off.

5-10. Change of Shift Procedures

a. Duty position relief will be conducted by relief-in place. It is imperative that outgoing personnel remain at their position until relieved by incoming personnel. This insures that no detainees or posts are ever left unmonitored.

b. Oncoming SOGs will ensure that manning rosters are filled out and that personnel are accounted for

during the guard mount formation. The SOG will also speak with the outgoing SOG on any relevant issues that may have or will occur during the past or present shift.

c. The off-going SOG checks the paperwork from the off-going shift and verifies its accuracy, completeness, and legibility. The off-going SOG signs the bottom of each Significant Activity sheet, verifying the accuracy, completeness, and legibility.

d. Once the on-coming SOG has accounted for personnel during the guard mount formation he/she will release the shift to allow them to draw keys, radios, batteries and three-piece suit keys.

(1) *Drawing Equipment.* The Block NCOs will pick up any forms they need from the DOC. On-coming personnel will receive three-piece suit from off-going personnel at post. Individuals requiring a hand held radio would sign for a new battery and will hot seat the radio from off-going personnel at the block. The person issuing the batteries will have the individual sign out radio battery using the radio sign out log. Once the on-coming shift relieves the off-going shift, the off-going shift will return to the DOC to turn in radio battery and all paperwork. Off-going personnel will remain under the control of the off-going SOG until relieved. Keys will be signed for on the key log on the block. Radios and shackles will be signed for on the block.

(2) The Block NCOs will correctly complete the key log and sign out of equipment on each block. The on-coming SOG will spot check the key log and shackle sign out on each block to insure that all off-going and on-coming personnel have properly signed back in or signed out items. If there are any discrepancies, the SOG will correct the problem. Once all on-coming personnel sign for items and relieve all positions, the on-coming SOG will then relieve the off-going SOG. Once the off-going SOG has been relieved, he/she will then release all other off-going personnel. The DOC RTO will begin duty log and will conduct radio checks with all positions. Once the radio checks are complete, the Admin NCO will notify the PL.

5-11. Equipment Chit System

a. Each post that has equipment will have a corresponding chit, a wooden block with the identity of the post.

b. Since all equipment is now located at the blocks, the chit will be given to the oncoming shift personnel for each post.

c. The oncoming post personnel, upon arrival at their post, will inventory all equipment in addition to all other change of shift activities.

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d. If all items are fully accounted for, the on-coming shift individual will give the off-going shift personnel the chit.

e. If all items are not accounted for, the off-going shift personnel will be responsible for locating the items or will have statement of charges prepared to replace the missing property item. The only way an item may be accounted for is the following:

- (1) The item is physically present at the location
- (2) There is a DA 2062 for the turn-in of an inoperable item.

f. Once all chits are turned in to the off-going PL, he knows all positions have conducted a change of shift. If a chit is missing, the identity of the missing chit will identify to the PL where any change of shift problems are occurring.

g. If there is a location where a problem is occurring, the PL or the SOG will go to the location in the attempt to resolve the issue.

h. The following positions will have a chit for shift change:

- (1) Blocks
- (2) Sally ports
- (3) SOGs
- (4) PLs.

i. Camp 4, Camp Echo, Delta Block, Camp Iguana, DOC, and EC will also have a chit for their locations.

j. It is the NCO or senior person at the post responsibility to ensure all property that is assigned to that post remains at the post. No property may leave without the proper paperwork. The senior person assigned to the post with missing items will be held accountable for any missing undocumented items.

k. Off-going personnel may not leave their post until the chit is turned over by on-coming personnel.

Section IV –

5-12. DOC Operations

a. The PL and SOGs are responsible for ensuring the completeness and accuracy of all paperwork submitted to the DOC. Either the SOG or PL shall not give the DOC any paperwork from the block that has not been reviewed.

b. The DOC is responsible for ensuring the tracking board is properly updated in a timely manner.

c. The DOC is responsible for ensuring automated data systems are updated accurately and completely in a timely manner. DOC crews need to correct their own mistakes when found.

d. The midnight DOC crew will finish all work that is started on day shift and unable to complete due to activity on day shift.

e. It is day shift's responsibility to list any work that is to be completed by midnight shift on the board, brief the PL and/or CO along with midnight shift during shift change.

f. DOC shift change will occur at a minimum of 30 minutes prior to the shift change time. On-coming and outgoing crews will stay in the DOC until changeover is complete.

g. A headcount will be conducted at the start of each guard shift. The DOC will then call for an additional three randomly timed headcounts throughout the guard shift. The most amount of time between headcounts can be three hours.

h. DOC will update R&U with a list of inoperable cells and reason why NLT 1200 hrs each day.

5-13. Public Address System

a. The Public Address system is to be used to play the call to prayer to all blocks and for emergency uses only. The emergency status is to be determined by the CO, SOG, PL, or JDOG S-3.

b. Before any announcement to the detainees is made, the script to be read must be submitted to JDOG for approval.

5-14. Radio Discipline

a. All soldiers who are issued radios will use "Common Language" on the radio net. All radio traffic broadcast will be in a calm clear voice. All non-emergency transmissions will wait until the net is clear, prior to broadcasting. All transmissions will be professional and respectful. No sarcastic or insulting language or sounds will be broadcast.

b. In the event of an emergency a predetermined code word will be broadcast, the DOC will repeat this code word, and this will clear all traffic from the net. Only the DOC and the unit sending the transmission will broadcast. The DOC will rebroadcast any information, to include dispatching any needed personnel. All non-essential radio traffic either will hold or will be sent via a landline.

c. After the emergency has passed, the DOC will broadcast the "All Clear" and normal radio traffic will continue.

d. Only English will be used at any time, on the Net.

e. It is up to the soldier issued the radio to monitor the radio at all times, it will be the responsibility of that individual to use the radio correctly.

f. When giving medical problems over the radio, state the symptoms unless a qualified medical person gives you the diagnosis.

5-15. Building Maintenance

a. The DOC midnight crew is responsible to ensure the DOC is cleaned daily. Escort Control will task escort teams to do the following tasks:

(1) Empty all trash cans in the building and replace the garbage bags.

(2) Sweep and mop the hallways, bathrooms, and kitchen.

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b. The DOC will request all building supplies through the Detention Services Branch required for the DOC that are not already stocked in the supply room.

c. The DOC will submit all work orders for the building.

d. Camp 2 SOG and PL are responsible for the cleanliness of the room 7 in building 7.

e. Camp 4 SOG is responsible for the cleanliness of the Camp 4 administration office and the Tower Operations Center.

5-16. Video Camera Operations

a. At the beginning of the shift, the designate camera operator in the DOC will check the following items:

(1) Ensure all equipment is readily available and where it is located.

(2) Check to ensure the camera battery is recharging.

(3) Check the amount of battery time.

(4) Check for at least two blank DVD-Rs / tapes.

(5) Check DVD / tape in the camera as to whether it contains training IRFs or actual IRFs.

(6) Check to ensure training IRF DVDs / tapes are marked as training.

b. Prior to leaving the DOC to tape an incident, the operator will perform the following actions:

(1) Check the battery charge level. If less than 30 minutes, take the power cord in addition to the camera so it can be plugged in at the location.

(2) Take two blank DVDs or tapes

(3) Check to see that a non-training DVD / tape is in the camera.

(4) If the event will be in an environment with water that could damage the camera, take the clear watertight box to protect the camera.

(5) If the event is not an IRF, verify who to report to and where to report.

c. When reporting to the scene, the camera operator is part of the team. The video shot by the camera operator is record an unbiased view of the incident for others to review. These others can give you guidance as to specific items to record on video. These other individuals could include the following:

(1) JDOG Staff

(2) CO

(3) PL

(4) SOG

(5) Military Police Investigator, Forensic personnel

(6) Guards

(7) Fire Dept

(8) Medics

(9) Interpreters.

d. If forensic personnel are in attendance, report to their senior officer and follow his directions at all

times. If they are on their way, wait for their arrival unless common sense and circumstances dictate earlier action.

e. Unless the scene is still being created, e.g. fire burning, offense still in progress, etc. Do not just take out camera and start shooting. Instead stop and think about what you're going to do. Get a good and accurate concept of the scene and its history such as how did the scene or crime unfold, what are its boundaries, why is the detainee out of his cell, is there more than one detainee involved, etc.

f. Make written notes in an official notebook showing:

(1) Time & date of arrival.

(2) Location details.

(3) Victim details (name, etc.)

(4) Names of other team members.

(5) Times of new events.

(6) Brief details of these events.

g. Plan how you will record your evidence, using a systematic approach.

(1) Is it safe to enter scene - is it booby trapped, etc. etc.?

(2) Am I appropriately dressed - Kevlar, BDUs, boots, glove, etc.?

(3) Which way in (and out) - liaise with O.I.C. Forensic?

(4) Always use the agreed safety route into and out of the scene.

h. At the scene, watch for and take care not to disturb:

(1) Shoe impressions

(2) Blood

(3) Fibers

(4) Fingerprints

(5) Clothing

(6) Bedding

(7) Debris

(8) Objects with potential evidential value.

i. Do not be sidetracked into other tasks by investigators without first consulting with the OIC of the scene. Unless urgent, finish off your systematic evidence gathering run before being diverted to other tasks. This includes the note taking process.

j. The following are some camera techniques to use:

(1) Check lighting, is it daylight, artificial or a mixture?

(2) Should the scene be lit - if so how?

(3) Every shot is important - shoot it as if it is the most important of the series.

(4) Take your time and plan your pan, don't chase focus or the subject.

(5) Don't scrub the scene by panning side to side or up and down. One clean sweep is much more professional.

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(6) Before zooming to close up during a take, zoom, focus and pull back first and then do the take. This will avoid the awful spectacle of zooming out of focus.

(7) Always take an exterior General View (GV) or 'establisher' shot of the block, building, exercise yard, etc. This will leave no doubt as to where the scene is located.

(8) Before or after showing a Big Close Up of an object, do a long shot or mid shot of it to establish its location in relation to other parts of the scene.

(9) When covering a long narrow section of a scene such as a hallway or the walkway of a tier, consider a slow zoom from a single location and pulling focus if necessary; rather than clumsily walking along it (Dolly Shot) with the inevitable, disconcerting sway and judder.

(10) If perspective has to change (i.e. you have to see behind objects or demonstrate their separation from each other), then use of a "Dolly Shot" may be unavoidable. In this case use the lens at its widest possible angle (to minimize sway and judder) and move as smoothly as possible. Again plan your shot - route - focusing points - etc., before moving off.

(11) In small rooms or spaces (toilets, bathrooms, caves, etc.) use of a high camera angle from a corner will give the maximum coverage of the area.

(12) High camera angles are also useful when separation of objects on similar plains is required.

(13) Aim for quality, not quantity! A lot of ground can be covered with a few well-planned shots. Unnecessarily repeating or prolonging shots will only bore or confuse, and won't enhance the evidential value of the video.

(14) Think like an editor as you shoot! Let technique master technology; don't let technology become your master. The best equipment in the world will never replace creativity and reasoning.

5-16a. Combat Camera

a. Combat Camera will have full access to all Camp Delta facilities, both inside and outside the wire.

b. Combat Camera personnel do not require any type of escort.

c. Combat Camera will be allowed to bring their photography equipment into the wire and to any location that their mission requires them to be at.

d. Combat Camera can photograph Camp Delta and related facilities from outside of the wire.

Section V –

5-17. Evidence and Contraband Procedures

a. Evidence is items taken after an actual injury or death. Contraband is items taken during searches that have not led to injury or death.

b. All evidence and contraband that is acquired be logged on a DA Form 4137 IAW AR 195-5. Entries

should be typed or printed legibly in black ink. The original copy goes to the Evidence Custodian (EC). Complete the administrative section of the custody document, stating clearly how the evidence was obtained. In the Description of Articles section, describe each item of evidence, accurately and in detail. The Chain of Custody section provides information about the release and receipt of evidence. From initial acquisition of evidence to its final disposition, every change in custody must be recorded in this section. The first entry under the Released By column is the signature, name, and grade or title of the person from whom the property was taken. If the evidence was found at the scene, write NA in the signature block.

c. The SOG or PL will ensure the DA 4137 is complete and accurate prior to turn in to the Evidence Custodian.

d. Under Purpose of Change of Custody column write "Evidence" or Contraband, or if you are also the evidence custodian, write, "Received by Evidence Custodian. When any change of custody occurs, it is the responsibility of the person in control of the evidence at that time to ensure that entries of the change are made on the original DA Form 4137 and all appropriate copies. The importance of keeping accurate and complete custody documents cannot be overemphasized.

e. Anything that is NOT an issue item to a detainee is to be considered contraband and will be collected along with any item that is on the prohibited items list contained in section 1-8g. All collected items will be turned into the Evidence Custodian along with a sworn statement about the discovery of the item(s).

f. In the event of an incident involving death, serious bodily harm, rape of any person, or crime inside Camp Delta including detainees. The guards working in the facility will notify the CO immediately after the situation is controlled.

g. It is the responsibility of the CO to notify the JDOG S-3 of the incident

h. The JDOG will dispatch an appointed, school trained, MPI to the scene. It is the responsibility of the MPI to secure the scene upon arrival. The MPI will ensure that the crime scene and the evidence is neither contaminated nor destroyed, IAW AR 195-5, AR 190-30, and AR 195-2. The JDOG will immediately notify Naval Criminal Investigation Service (NCIS) to investigate the incident.

i. After normal working hours, the JDOG DO will notify CJDOG and Post Security and they will contact the Agent on Call.

j. When NCIS arrives on the scene, they will assume all responsibility for the investigation the crime scene and any evidence connected to the offense.

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k. Once contraband and evidence is turned into the EC, it will be maintained IAW AR 195-5, Security Standards for Evidence Storage, Chapter 4, paragraphs 1 thru 4.

l. After contraband and evidence are logged, it may be released to JDOG S-2 for intelligence gathering purposes.

m. It is their responsibility to follow proper procedure to ensure no contraband or evidence is contaminated or destroyed.

n. After intelligence value is extracted from the material, it will be turned back over to the Evidence Custodian.

o. Photograph and turn in all damaged self-harm blankets and smocks to the JDOG S4 except when the item was used in a suicide or near-suicide.

p. The Evidence Custodian will forward a copy of the DA 4137 to the JDOG S4 for all semi-durable goods that are confiscated for evidence. All damaged items that are not evidence will be sent to the JDOG S4 for disposition.

q. Any ISO mat that is no longer needed for MPI incidents and is dirty, will be rolled up, placed inside a garbage bag and then placed in the dirty laundry bin for Camp 2.

5-18. Investigations

a. When warranted, the MPI will investigate any alleged incident of misconduct inside Camp Delta.

b. After the investigation is completed, the MPI will review the evidence and all other investigation related material with the Staff Judge Advocate (SJA).

c. If the results of the investigation are determined to be unfounded by the MPI, the investigation material will be returned to the JDOG S3 to be filed appropriately.

d. Upon determination that the results of the investigation are founded, the investigation material will be forwarded to the CDJOG through the JDOG S3 to determine how the matter will be resolved.

Section VII – Training

5-19. Drills

a. Battle drills will be conducted in Camp Delta or other JDOG AOR. These drills will include exercising of the Infantry QRF, and be conducted at least once per 8-hour shift, with the intent of familiarizing JDOG guard and infantry personnel with their duties and responsibilities. Regular drilling or Tactical Exercise Without Troops (TEWT) will improve Emergency Action responses and integrated operations.

b. Battle drills will be held at least once per eight hr shift, internally, to exercise JDOG personnel and specifically the QRF, without interrupting the normal operations of Camp Delta. This is to familiarize Camp

Delta personnel with their duties in the result they are needed.

c. The CO or the JDOG S-3 will initiate the drills. These scenarios are listed on note cards on file in the DOC. The CO or S3 officer may select scenario based on personal assessment of unit needs and/or current mission constraints. Sequence of events:

(1) Contact and activate of the IRF and QRF Teams.

(2) Teams reporting to appropriate command authority for orders in an expedient manner.

d. MESLs will be kept in the DOC with the Company Commander having the discretion to select those that reflect current training needs on a rotational basis.

e. Conditions for activation of the QRF & IRF:

(1) Mass Casualty Incidents

(2) Hostile Actions/T-SCIF Alarm

(3) Destructive Weather

(4) Disturbances with detainees

(5) Power Outage

(6) Forced Cell Extraction

(7) Camp 4 Disturbance

(8) Escape / missing ISN Camps 1/2/3/4 Echo & Iguana

(9) Other situation as determined by CO or S3.

f. The standards include adherence to the use of force policy, Rules Of Engagement, and approved SOPs. Commander's assessment will be included as part of each AAR. These exercises are not meant to be a distracter from Camp Delta operations. Mission dependent, the CO may choose to conduct a TEWT, a walk through of a battle drill, or a full drill. However, the Infantry QRF will be alerted and brought to full readiness once per shift as per CJTF guidance.

g. Execution:

(1) Notification of an incident – defined as an exercise

(2) Radio or telephonic contact with appropriate forces stating “EXERCISE EXERCISE EXERCISE...” and the mission requirement.

(3) The CO or his representative will determine to use the actual IRF and QRF forces, conduct a TEWT, or to verbalize response for training purposes.

(4) JDOG Staff will make notifications of outside forces with CJDOG or his representative determining whether to make actual calls (to gauge contact response only. NOT to actually bring in outside forces.), or whether to verbalize for the purposes of familiarizing staff.

(5) When troop are actually utilized they will take up proper positions and be able to verbalize their duties. Officers will demonstrate their knowledge of tasks

(6) Battle drills will take place within Camp Delta camps 1,2,3 & 4 only and will not include Camps

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Echo or Iguana as they are covered by the external QRF.

(7) ENDEX to be announced to all participating parties.

(8) An After Action Review will be conducted after the drill. At a minimum, the SOG of the QRF, the CO, and a member of the DOC will participate.

(9) Staff / Leaders review SOP for adjustment.

(10) Submit electronic or hard copy of the AAR to JDOG S-3 or designee.

5-20. Block Training

a. Each day, each block will train on a task listed in Appendix J Block Training Tasks.

b. The CO, PL and SOGs are responsible for knowing the task each block is training on.

c. Each block NCO must document the training performed.

d. At no time will training be conducted in a manner that detracts from accomplishing the work on the block.

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Chapter 6↑**Cell Block Operations****Section I – Security Procedures****6-1. Overview**

a. Fair, firm, and impartial enforcement of rules and regulations facilitates the control of detainees. Custody and control measures maintain good order and discipline and protect the welfare of all personnel and detainees alike. Supervisors must know where assigned detainees are and what they are doing at all times.

b. Supervision of detainees consists of much more than observing detainee conduct and activity. Supervision includes searching the detainee's person, his billeting areas, conducting counts, conducting night inspections of billeting areas, and maintaining a high level of alertness to prevent escapes, violence, sexual incidents, or other disturbances.

c. Security is a series of checks and balances performed at various levels both internal and external to the facility. It requires all personnel to continually maintain an effective working knowledge of rules, regulations, and special orders; maintain constant vigilance throughout their daily duties; review/evaluate procedures and initiate recommendations to proper authority for improvements.

d. There must be a continuous presence on the blocks by the guards. At no time should the block not have a guard walking up and down the block. At random times, two guards will walk the block and it will be annotated in the pass on book.

e. No items will be left on block ledges, steps, causeway, or anywhere else that is within reach of a detainee in a cell. This is of particular concern at the ends of the blocks where items are left on ledges or hand railings. Numerous items left in these areas have been grabbed by detainees and taken into their cell.

f. No food or beverages are allowed in the block shacks. Block personnel will not clean the computers. If a computer needs cleaning, contact the JDOG Operations.

6-2. Headcounts

a. Detainees will not be responsible for conducting any part of the count. Detainees will not move about during count, to include any escorted detainees to areas outside the blocks. All detainee escorts will hold in place until the count is complete and cleared by the DOC.

b. Conduct ISN headcounts as scheduled. The guard conducting the ISN headcount will compare the ISN number on the ID bracelet with the ISN number on the alpha roster and the picture on the ID bracelet to the detainee.

c. To count a detainee at night, the guard counting detainees must see skin or movement.

d. Conduct additional counts whenever there is suspicion of a missing detainee, after a disturbance, after a drill or when deemed necessary by the CO or higher authority.

e. Conduct a picture headcount at any time the identity of a missing detainee is not apparent.

f. A headcount will be conducted at the start of each guard shift. The DOC will then call for an additional three randomly timed headcounts throughout the guard shift. The most time between headcounts is three hours.

6-3. Searches

a. Searching will be done technically correct and professionally at all times. The intent is to search for safety, not harass or invade dignity.

b. Search cells whenever a detainee exits a cell or prior to his return to his cell.

c. A minimum of three random cell searches will be done on day shift and swing shift. Cells scheduled for shower and exercise that day will not be included in the count of cells randomly searched.

d. Search showers and exercise areas before and after every detainee use.

e. All shifts will do area searches.

f. When searching, use a systematic method to ensure all areas are covered.

g. Midnight shift, will conduct visual search of the cells and detainees every ten minutes by walking through the block. Annotate every check on the block journal. Report all unusual activity.

h. Submit a work order any time a cell has inoperable equipment. Each cell that needs a work order must be on a separate work order.

i. Search detainees at a minimum each time they are removed from a cell.

j. Conduct physical searches by the same gender whenever possible as a matter of principle. Only during exigent conditions for security purposes should an opposite gender conduct any physical search when no other same-gender guard is available as determined by the SOG.

k. The standard search for detainee movement at Camp Delta will be a modified Pat Down search in compliance with instructions received from the Camp Delta Superintendent.

(1) You may search either side of the body first. Use your hands to check for obvious bulges or articles that do not belong on the detainee's person.

(a) Start with the head and hair. Search for anything inappropriate.

(b) Search the neck area and top of the shoulder.

(c) Search the arm from the shoulder to the fingers.

(d) Search the back area from the neck to the waistband on the shorts or pants.

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(e) Search the side area from the armpit to the waistband on the shorts or pants.

(f) Search the chest area from the neck to the waistband on the pants or shorts.

(g) Search the waistband area of the shorts or pants by running your thumb along the inside of the waistband all the way around the detainee.

(h) Search the leg area by starting where the bottom of the shorts are as worn by the detainee and check down to the foot.

(i) Search the flip flop by having the detainee raise his foot so that you may physically check the sole and the inside of the item.

(j) Search the opposite side of the detainee in the same fashion as you did the first side.

(2) During a search, you are not allowed to touch or feel the detainee between the waistband of the shorts or pants and the bottom of the shorts as worn.

(3) If the guard believes that the detainee has placed something in the prohibited search area, through observation or other means, the guard may search the area. The guard must be willing to write a DA 2823 Sworn Statement to justify his action of searching the restricted area.

(4) In the event a detainee has concealed contraband, the Co on-duty may request the detention clinic perform a body cavity search. Upon notification that a body cavity search needs to be performed the DOC will notify the provider on duty (PA/MD from the Joint Aid Station). The provider will report to the detention clinic. The detainee will be escorted to the designated room where the search will take place. The detainee will remain restrained to avoid any confrontation with medical staff. The procedure and findings will be documented in the detainee medical record with time and date of the procedure, name of the person performing the procedure and name of the person who requested the procedure.

Personnel selected and approved for the procedure will be trained by JAS providers (PA/MD), and provided written permission to perform the task.

6-4. Searching the Koran

a. To ensure the safety of the detainees and guards while respecting the cultural dignity of the Korans thereby reducing the friction over the searching the Korans. JTF-GTMO personnel directly working with detainees will avoid handling or touching the detainee's Koran whenever possible. When military necessity does require the Koran to be searched, the subsequent procedures will be followed.

(1) The guard informs the detainee that the Chaplain or a Muslim interpreter will inspect Koran. If the detainee refuses the inspection at any time, the noncompliance is reported to the DOC and logged appropriately by the Block NCO.

(2) The Koran will not be touched or handled by the guard.

(3) The Chaplain or Muslim interpreter will give instructions to the detainee who will handle the Koran. He may or may not require a language specific interpreter.

(4) The inspector is examining to notice unauthorized items, markings, or any indicators that raises suspicion about the contents of the Koran.

(5) The inspector will instruct the detainee to first open the one cover with one hand while holding the Koran in the other thus exposing the inside cover completely.

(6) The inspector instructs the detainee to open pages in an upright manner (as if reading the Koran). This is a random page search and not every page is to be turned. Pages will be turned slowly enough to clearly see the pages.

(7) The inspector has the detainee show the inside of the back cover of the Koran.

(8) The detainee is instructed to show both ends of the Koran while the book is closed so that inspector can note the binding while closed paying attention to abnormal contours or protrusions associated with the binding. The intent is to deduce if anything may be in the binding without forcing the detainee to expose the binding, which may be construed as culturally insensitive or offensive given the significance of the Koran.

(9) How the detainee reacted, observation by other detainees, and other potentially relevant observations will be annotated in DIMS.

b. *Handling.*

(1) Clean gloves will be put on in full view of the detainees prior to handling.

(2) Two hands will be used at all times when handling the Koran in manner signaling respect and reverence. Care should be used so that the right hand is the primary one used to manipulate any part of the Koran due to the cultural association with the left hand. Handle the Koran as if it were a fragile piece of delicate art.

(3) Ensure that the Koran is not placed in offensive areas such as the floor, near the toilet or sink, near the feet, or dirty/wet areas.

c. *Removal.*

(1) Korans must be transported by the detainee, in the event the detainee is moved to another cell or block.

(2) If a Koran must be removed at the direction the CJDOG, the detainee library personnel, Muslim interpreter, or Chaplain will be contacted to retrieve and properly store the Koran in the detainee library. The request for the librarian, interpreter, or Chaplain, as well as the retrieval itself, will be logged in DIMS.

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(3) If the Chaplain, librarian, or Muslim interpreter, within the needs of the situation, cannot remove the Koran, then the guard may remove the Koran after approved by the DOC (who notes this in the DIMS) IAW the following procedures:

(a) Clean gloves will be put on in full view of the detainees prior to handling.

(b) Two hands will be used at all times when handling the Koran in manner signaling respect and reverence.

(c) Place a clean, dry, detainee towel on the detainee bed and then place the Koran on top of the clean towel in a manner, which allows it to be wrapped without turning the Koran over at any time in a reverent manner. Ensure that the Koran is not placed in offensive areas such as the floor, near the toilet or sink, near the feet, or dirty/wet area when doing this activity.

(4) How the detainee reacted, observation by other detainees, and other potentially relevant observations will be annotated appropriately in the DIMS significant activities menu.

(5) The Koran shall be returned to the librarian, Chaplain, or DOC (in that order).

(6) Korans are the property of the U.S. Government and as such will remain in the cells only to be removed at the CJDOG's decision.

(7) If a Koran is damaged or destroyed by a detainee, the chaplain in conjunction with a Muslim interpreter will take the Koran from the detainee for a minimum of ten days noted in DIMS. At that point, the chaplain can reissue the Koran to the detainee. The chaplain must ensure the block knows the Koran is being taken to protect the Koran, not punish the detainee.

6-5. Keys

a. Maintain all cell and sally port keys on your person continuously.

b. Never leave keys unsecured and unattended within the facility. Keys are not to be laid down on tables, chairs, steps, etc. at any time. Keys are not to be left hanging on a hooks or the fence.

c. Keys will not leave the block. They will be handed to another guard prior to leaving the block.

6-6. Food Tray Slot ("Bean Hole") Covers

a. Bean hole covers will be closed at all times except when serving food, shackling, passing an item to the detainee, or is required for a medical check. These bean hole covers do not include the observation windows on the segregation cell doors.

b. Bean hole covers will be latched at all times.

6-7. Applying Restraints ("Shackling")

a. Shackling of detainees will follow a "minimum force" policy. The intent is to create a standard for shackling without sacrificing the ability to escalate due to guard safety concerns.

b. As a general rule, detainees will be shackled in the standing up position. It will be the block NCOs responsibility to justify the need to escalate and require a detainee to kneel to be shackled

c. If a detainee is required to kneel, the Block NCO will note in DIMS whenever a detainee is required to kneel to be shackled. The notation will include the time, ISN, type of escort (shower & exercise, reservation, etc.) and a BRIEF reason as to the deviation from shackling in the standing position.

d. Forced cell extractions, moves in which the detainee has required an IRF "stand to", are obvious reasons for use of the kneeling position.

Section II – Support Operations

6-8. Shower and Exercise

a. Shower and exercise will be conducted in accordance to the published schedule listed in Appendix B.

b. The Block NCO will be responsible for ensuring each Level 1 detainees on an Intel block receive shower and exercise four times per week and each Level 2, 3, and 4 detainees receive shower and exercise two times per week.

c. Allow each level 1 detainee 30 minutes for exercise and all other detainees will receive 20 minutes for exercise. Allow five minutes to shower immediately after exercise. These five minutes will not be substituted for additional recreation time. Female guards will not escort detainees to and from their cell during shower and exercise. If the detainee desires to shave his body hair, allow an additional five minutes. Shaving of body hair will only be permitted on the first rotation of each week (Monday through Wednesday.) Block personnel will visually inspect each razor and monitor detainees shaving at all times. Detainees will not possess nail clippers and razor at the same time. For DELTA Block shower and exercise, refer to DELTA Block SOP 30-12, dated 1 January 2004.

d. After returning from shower and exercise, offer the detainee the use of a brush to clean their cell. They will have until the next detainee on their side of the block returns from shower and exercise to use the brush. Detainees will not receive any cleaning supplies or agents to clean their cell. The last detainee who has shower will receive the brush for 30 minutes.

e. Track refusals in DIMS, search the refusing detainee's cell. A detainee may not refuse exercise time. If the detainee refuses, note the reason on the SIGACT sheet in DIMS, using an interpreter if necessary. Forced cell extractions will be utilized for non-compliant detainees and the detainee will be

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moved to the exercise yard. This applies to all blocks except Delta block

f. No detainee may perform any hand-to-hand combat or martial arts PT, either organized or individual, in the exercise yard or in their cell.

g. Amputees will receive their normal exercise time and any other if prescribed by a doctor. Detainees that have a walker may take the walker with them to the exercise yard.

h. Escort level one and level two detainees to and from Shower and Exercise in handcuffs and waist belt. They will not have leg irons placed on them.

i. Shower items (soap, shampoo, razors, etc.) will not be left in the open, outside, at the back of the block during shower and exercise. Guards will only bring what is needed by an individual detainee to the shower and exercise area of the block and will secure same immediately following the detainee's shower.

j. Each level 1 block will conduct shower and exercise with two detainees in the exercise yard at the same time.

(1) Detainees will be paired starting with cells 1 and 2, 3 and 4, 5 and 6 continuing to 47 and 48. If one of the cells in the pair is empty, the detainee will be placed in the exercise yard by himself.

(2) The first detainee will be placed in the exercise yard and unshackled. The guards will then get the second detainee that is paired with that one and take him to the exercise yard. Prior to opening the gate, the first detainee will be told to move to the corner opposite the gate on the far side of the yard and to remain there until the second detainee is in the yard and the gate is closed and locked. Once the first detainee is in the far corner, the gate will be opened, the second detainee will be placed in the exercise yard, gate closed and locked and then unshackled through the bean hole.

(3) Exercise time will start once the second gate is locked after the second detainee has been placed in the exercise yard. Time for exercise will be 30 minutes.

(4) The detainee that is first in the exercise yard will be the detainee that comes out first. To remove the first detainee, reverse the process. The second detainee will go to the corner opposite the gate on the far side and then the first detainee will be shackled and removed from the yard.

(5) Cells 1-12 will be done during schedule "A" day shift. Cells 13-24 will be done during schedule "A" swing shift. Cells 25-36 will be done during schedule "B" day shift. Cells 37-48 will be done during schedule "B" swing shift. The first day of implementation of the policy will be day "A", the second day will be day "B", the third day will be day "A" and so forth.

(6) The schedule conducted will be annotated in the pass on book.

6-9. Detainee Mess Operations

a. SOG. The SOG is responsible for the adequate quality and quantity of food served (to include MREs) to detainees, and that sanitation, preparation, handling and servicing of food meet established criteria. Detainees will have 30 minutes in which to consume their meals. During times of fasting or religious requirements, and special diets refer to the Chapter 19 Food Service.

b. Block NCO. The Block NCO will accept and account for the plastic spoons from mess personnel. While the guards are serving the meal to the detainees, the Block NCO will pass out the plastic spoons to each detainee. The Block NCO will account for all plastic spoons passed out once the mealtime is completed. Notify the SOG of unreturned plastic spoons, and conduct a search to locate the missing spoon. The Block NCO will ensure no contents are removed from MREs or that damaged MREs are issued.

c. Guards will issue meals to the detainees and monitor them during chow. At the conclusion of the meal, the guards will collect the trash from the detainees. Guards will inventory the return of all packaging, plates, spoons, and Styrofoam cups.

d. Food Service Personnel. When serving hot meals, Food Service personnel will portion the food from the insulated food container (IFC) to the plate to ensure each detainee has the proper proportions. If there are insufficient Food Service personnel to perform this function, the guards will portion the food.

e. If a detainee refuses a meal, the refusal must be noted in DIMS. If a detainee eats any portion or part of the meal, it is not considered a missed or refused meal. Ensure all missed meals are entered in the refusal section of DIMS. When the number of consecutive refusals reaches nine, refer to, Section 20-5, Voluntary Total Fasting and Re-Feeding (VTF)

f. At no time will any guard force personnel eat any portion of a detainee meal.

g. Below is a list of the contents of the MREs that must remain in each MRE and what will be returned after use.

(1) For MRE #11, the following items will be in the MRE pouch:

- (a) Crackers - wrapper
- (b) Pound Cake - wrapper
- (c) Spoon - spoon
- (d) Peanut Butter - wrapper
- (e) Pasta with Vegetables in Tomato Sauce – wrapper
- (f) Peaches - wrapper
- (g) Ice tea drink mix - wrapper
- (h) Salt packet – wrapper

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(2) For MRE #12, the following items will be in the MRE pouch:

- (a) Crackers - wrapper
- (b) Pound Cake - wrapper
- (c) Spoon - spoon
- (d) Peanut Butter - wrapper
- (e) Black Bean and Rice Burrito - wrapper
- (f) Pears - wrapper
- (g) Ice tea drink mix - wrapper
- (h) Salt packet - wrapper
- (j) Fruit Bar - wrapper

(3) For MRE #13, the following items will be in the MRE pouch:

- (a) Crackers - wrapper
- (b) Pound Cake - wrapper
- (c) Spoon - spoon
- (d) Peanut Butter - wrapper
- (e) Cheese Tortellini in Tomato Sauce - wrapper
- (f) Applesauce - wrapper
- (g) Ice tea drink mix - wrapper
- (h) Salt packet - wrapper

(4) For MRE #14, the following items will be in the MRE pouch:

- (a) Crackers - wrapper
- (b) Pound Cake - wrapper
- (c) Spoon - spoon
- (d) Peanut Butter - wrapper
- (e) Pasta with Vegetables in Alfredo Style Sauce wrapper
- (f) Peaches - wrapper
- (g) Ice tea drink mix - wrapper
- (h) Salt packet - wrapper
- (j) Peanuts, shelled roasted – wrapper.

6-10. Laundry / Linen

a. Guards will exchange dirty detainee laundry with clean laundry IAW the level 1-5 shower and exercise schedule contained in Appendix B. Exchange all laundry and linen at the same time with the exception of blankets. Do not allow detainees to refuse linen/laundry exchange. Use reasonable force to complete the laundry exchange. Guards will conduct this in a manner to determine specifically which, if any, detainee is missing an item (i.e. flushed in toilet or hiding it.) Report findings to the DOC and log appropriately into DIMS.

b. Guards will have detainee hold up all items for visual inspection prior to exchanging them for a clean item. Detainee will give the dirty item to the guard prior to the guard issuing the clean item. Confiscate any modified item, as contraband and discipline will be imposed according to the discipline matrix.

c. Guards will place no more than four uniform sets into each trash bag. Place sheets in a separate bag. Place towels and washcloths in a separate bag. Place t-shirts in a separate bag. Place blankets in a separate bag. Place all dirty linen in the storage sheds located

near building one for Camp I and near building seven for Camp 2,3. Return all clean laundry in mesh bags to the supply room.

d. Blankets will be exchanged according to the following schedule:

- (1) 1st Sunday of the month: A, D, E, I, N, O, and U
- (2) 2nd Sunday of the month: B, D, F, K, R, S, and V
- (3) 3rd Sunday of the month: C, D, G, L, P, T, and W
- (4) 4th Sunday of the month: D, H, M, Q, Y and special missions
- (5) 5th Sunday of the month (occurs twice a year): None.

6-11. Barber

a. Offer detainees on a voluntary basis at least once a month. The barbers will rotate through the camps from Monday to Friday starting with block Alpha with a maximum of 48 detainees offered a haircut per day. Haircuts will be the same for all detainees, i.e. styled haircuts not allowed. Haircuts will be a trim for routine haircuts. Those haircuts given for hygienic reasons for moves to SHU will be a buzz cut. Sample monthly schedule below:

DATE	BLOCK	DATE	BLOCK
27Dec 02	I	21 Jan 03	I
28Dec 02	K	22 Jan 03	K
29Dec 02	L	23 Jan 03	L
01 Jan 03	M	24 Jan 03	M
02 Jan 03	N	27 Jan 03	N
03 Jan 03	P	28 Jan 03	P
06 Jan 03	Q	29 Jan 03	Q
07 Jan 03	R	30 Jan 03	R
08 Jan 03	S	31 Jan 03	S
09 Jan 03	A		
10 Jan 03	B		
13 Jan 03	C		
14 Jan 03	D		
15 Jan 03	E		
16 Jan 03	F		
17 Jan 03	G		
20 Jan 03	H		

Table 6-1

b. Haircuts will take place in the exercise area of the blocks. Postpone all exercise and showers on the block receiving haircuts until all haircuts are completed. Guards working the block will provide an escort to the barber and a minimum of one guard stays while detainee is receiving a haircut. Use guards working as

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additional escorts in Camp Delta to assist if not required for other escorts.

c. Barbers are responsible to PMCS their equipment. Barbers are responsible for cleaning the haircut area after each haircut. Maintain all necessary supplies in the camp supply room.

d. The DOC will coordinate haircut appointments for detainees in the hospital.

e. Barbers will be available from 0800-2100 on Monday thru Friday with one barber on call from 0800-2100 on Saturday and the other on call from 0800-2100 on Sunday. If a need arises for a detainee to receive a haircut outside that timeframe, contact the DOC and the detainee to a pending list. The barber will give these detainees a haircut first on their next available day.

6-12. Other Personnel

a. The detainee Librarian will be given sufficient time to perform their mission. Block NCOs will allow at least five minutes per detainee for issuing books.

b. Do not escort interrogators, if they have the proper ID, in the blocks. The Block NCO will greet them and they will have complete access to the detainees.

c. Visitors to the blocks are not required to be in uniform, such as civilian interpreters working with interrogators or contractors.

d. Each mail clerk will be allowed to issue up to five safety pens to detainees. These pens must be collected prior to the mail clerk leaving the block. The mail clerk will keep the Block NCO informed of who has a pen and number issued. If the mail clerk is unable to retrieve a pen from a detainee, the mail clerk will immediately inform the Block NCO.

6-13. Library Books

a. Do not allow the passing of detainee library books among detainees.

b. MPs will not remove library books from a detainee's cell except for disciplinary reasons.

c. If removed for disciplinary reasons, do not place the book on top of the cells with other comfort items removed. Place the library book on the block table where the librarian will pick up the book during rounds.

d. Notify the DOC of any uncollected books.

e. If the librarian is unavailable to collect the books, turn them into the DOC to prevent weather damage.

6-14. Medical Appointments

a. If medical says that they must be at the appointment, then the detainee cannot refuse and must go.

b. If medical says it can wait another day (minor medical issue), allow the detainee to refuse, however; they will be disciplined for failure to obey.

Section III – Documentation and Reporting

6-15. Block Documentation Detainee Information Management System DIMS

a. All data entries via DIMS must be specific and complete. Reference ISNs when discussing a cell occupied by an individual. All documentation needs to answer Who, What, When, Where, Why, and How. Annotate all visits by non-block personnel in DIMS.

b. *Documentation that stays with the detainee*

(1) *Detainee ID card*: The detainee's ID contains the detainee's picture, name, ISN, spoken language, and any cautionary medical conditions. When an escort team arrives to escort a detainee of any nonpermanent move, the Block NCO will pull the detainee's ID card and the escort team will carry the ID as long as they escort that detainee. While the detainee is gone, fill the empty card slot with a business card, containing detainee's ISN, departure time, and destination of the escort team. Upon the return of the escort team, return the detainee's ID card to the slot in the block notebook and place the business card in a burn bag.

(2) *Guard Mount Messages*. Each block NCO at the beginning of shift will ensure that guard mount messages have been reviewed and briefed to all assigned block personnel. Examples of guard mount messages include but are not limited to additional menu items in DIMS.

(a) Changes to showers and exercise start and end times along with cells that were done

(b) Detainee menu and meal start and end times

(c) Giving and taking Comfort Items (IAW Chapter 8, Camp Delta SOP)

(d) Clothing and linen exchange conducted

(e) Which ISNs refused and accepted hair cuts

(f) Library books received and/or returned

(g) When writing material such as pens and paper are received or returned

(h) All searches of detainees and cells. (i)

Any time a detainee refuses to allow his Koran to be searched

(j) All instances in which a detainee is required to kneel in order to allow guards to apply restraints

(k) All instances in which a detainee is missing a clothing / linen item

(l) All visits to the block by any personnel not assigned to the block

(m) Any cells that are inoperable. Note the date and time called in to the DOC

(n) Repair and Utility work orders initialized and date / time work was completed on the block

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(o) Any repair work that is completed (reference the original work order), and the date and time that the DOC is notified that the work has been completed

(p) All missing or non-serviceable equipment. Note the date and time that this information was reported to the SOG and DOC

(q) Supply requests. Note the date / time that the request was submitted to the SOG.

(r) At the beginning of shift, the rank, name, and unit of all guard personnel from the off-going shift and those of the on-coming shift will be annotated.

(s) Annotate the rank, name, and unit of all relief personnel, along with the times they arrive

(t) Physical security discrepancies and concerns.

(u) All detainee movement onto and off the block

(v) The conduct of a headcount

(w) An incident that requires discipline of a detainee.

d. Documentation that is turned to Command Post

(1) Repair and Utilities(R&U) Work Order Request.

Used to document and request any repair work needed on the block. Requests will be completed and logged into DIMS. Note the short version of the ISN on any occupied cell that requires repair.

(2) DA 2823. The guard who is reporting the incident (the one who was spit on, threatened, hit, kicked, etc.) will complete a sworn statement as soon as possible and have it sworn by the PL. If that guard is not available (hospitalized, etc), the SOG will complete the sworn statement and include the reason for the guard not completing it. The SOG or PL will ensure the completeness and accuracy of the DA 2823 before it is complete. See the example in the block training tasks binder for a properly filled out DA 2823. Block 4 of the DA 2823 will contain the date, time and full ISN in the format of YYMMDD-HHMM-ISN.

(3) DA 4137. Complete an Evidence/Property Custody Document to document the chain of custody and turn in of evidence or contraband seized at Camp Delta. Turn in the DA 4137 and evidence/contraband to the MPI section. The MPI section will determine if the items are evidence or contraband. Properly mark all evidence and contraband before submission. The block containing the MPR/CID Sequence number will contain the date, time and full ISN in the format of YYMMDD-HHMM-ISN. Examples of potential evidence include but are not limited to the following:

(a) Evidence classified as "dangerous contraband"

(b) Videotape of IRF movements or disturbances

(c) Evidence seized from a suicide attempt.

Examples of potential contraband include but are not limited to the following:

(a) Drawings

(b) Modified items of linen

(c) Writing on cups.

(5) DIMS *Significant Activities Sheet*. Used to track significant activities in blocks for JDOG S-2. Examples of significant activities include but are not limited to the following:

(a) Assault.

(b) Making Weapons.

(c) Harms Himself.

(d) Harassing Guard.

(e) Banging Cell.

(f) Failure To Comply.

(g) Hostile Acts.

(h) Extreme Emotion.

(i) Unauthorized PT In Cell.

(j) Fasting.

(k) Showing Reverence To Another Detainee.

(l) Inciting Disturbance.

(m) Leading Prayer/PT.

(n) Teaching/Preaching.

(o) Verbal- Same Block/Cross Block.

(p) Sign Language.

(q) Passing Notes On Paper, Foam Cups, Etc.

(r) Requests Interpreter.

(s) Requests Chaplain.

(t) Requests Reservation and reason why.

(u) Refuses Meals and reason why.

(v) Refuses Shower And Exercise Time and reason why.

(w) Refuses Meds and reason why.

(x) Lookouts

(y) Instigators

(z) Visits by JDOG/non-JDOG personnel (VIPs, etc.)

(aa) Communication to detainees on other blocks

(bb) The above list is not all-inclusive. The guard should feel free to use his/her judgment and report anything he/she feels may be of importance.

(6) *Daily Block NCO Checklist*. Used to ensure each shift conducts all inspections, inventories. Checklists will be turned into the SOG at the end of each shift.

(7) DIMS *Detainee Alpha Roster*. Used to insure the Block NCO knows the total number of and the ISNs of all detainees that he/she is responsible for when assuming shift.

d. The Block NCO checklist, will be collected by each camp's SOG and turned in to DOC prior to leaving.

g. After completing the work order form, the Block NCOs will turn it in to work order box in DOC. These will not wait until end of shift.

SOGs and PLs are to spot check books to ensure old paperwork has been turned in. COs will spot-check the SOGs and PLs. The Detainee Services Branch (DSB) will conduct periodic audits for old paperwork.

6-16. Passive Intelligence Collection

a. The guard force is tasked with “passively” looking for items of intelligence value and reporting it via the Significant Activities Sheet in DIMS.

b. The following is a list of pertinent information needed:

(1) Associations between detainees. Who is the leader and who is the follower?

(2) Association with other detainees prior to capture.

(3) Identity of formal and informal leaders of each block.

(4) Conversations that entail threats to US personnel and/or assets.

(5) Discussion or planning of terrorist activity.

(6) Discussion or planning of escape.

(7) Location of leaders in other countries.

(8) Information regarding all activity outside camp.

(9) History of each detainee (things that can be exploited by interrogators).

(10) Do the detainees have access to outside sources of information? What are they?

(11) Destruction of property.

(12) Anything else significant to the security of US personnel/assets here or abroad.

c. Collection efforts

(1) Do not question detainees, other than for clarification of a statement.

(2) Do not initiate questioning, unless directed to by CI Agent from JDOG S-2/J-2 JTF-GTMO.

(3) Listen to conversations while on the blocks during an interpreter’s routine interpretation call.

(4) Do not show indication that you are listening or watching for intelligence collection purposes.

(5) Make mental notes, or if the situation allows, take written notes.

(6) Do not hesitate to call for interpreters; they are there for your benefit.

(7) Be sure to include the ISN# and date time group when noting a particular detainee’s activity.

(8) As you spend more time with the detainees than any other group, you are the best source of indicators on mood, leadership, group dynamics, and antiterrorism/force protection information.

(9) There is always significant activity occurring on a block. There should be no DIMS SIGACT sheet filled out with “Nothing to report”.

6-17. Cell Block Report

a. The Block NCOIC, or senior guard when Block NCOIC is not present, will report the status of the block to the SOG, PL, CO, JDOG S3, DCJDOG, CJDOG, or CJTF when these individuals visit the block.

b. Required items to report are:

(1) Block name

(2) Level of the block

(3) Number of detainees assigned

(4) Number of detainees present and the location of the detainees currently not on the block

(5) Number of guards assigned

(6) Number of guards present

(7) By ISN, detainees with a self-harm history

(8) By ISN, detainees scheduled for reservation and at what time.

(9) Training tasks for soldiers on the block for the shift

(10) Any special problems or concerns such as detainees on hunger strike or mass meal refusals.

c. The Block NCOIC will notify the DOC whenever a VIP or DV visits the block.

d. The block will be called to attention whenever an O-6 or the civilian equivalent arrives on the block.

Section IV – Block Maintenance

6-18. Inspections and Inventories

a. Conduct inspections upon assumption of the block with the off-going Block NCO to verify the security of all the locks, the discipline documentation and actions are correct (CI removed when designated, etc.) If the Block NCO signs for deficient equipment, the current Block NCO is responsible for its condition, regardless of whether it occurred on the current shift or a previous shift.

b. Conduct inventories upon assumption of the block with the off-going Block NCO to verify all block equipment is present and serviceable. Note all non-serviceable equipment in DIMS

c. The swing shift Block NCOICs on Sunday will ensure all locks are functional during the shift.

d. Each shift will conduct a block inspection utilizing the checklist In DIMS follow directions on the checklist for any deficiencies found.

6-19. Block Maintenance

a. Wash out the block and/or individual cells using the water hose, a mop, and a mild cleaning solution every midnight shift or as necessary.

b. Each shift will be responsible for conducting its portion of the block PMCS and security checklist.

6-20. Equipment Maintenance

a. Check the block equipment used by the guards for damage and inoperability during mid-shift. Turn in any broken equipment to the DOC and a submit replacement requisition.

b. Midnight shift will oil and clean all block equipment used by the guards.

Section V – Detainees

6-21. Detainee Standards of Conduct

- a. Military and civilian staff members will address detainees by the detainee's cell number or ISN.
- b. Detainees will obey promptly and fully all instructions or orders given by civilian or military personnel. If orders conflict, obey the last order given.
- c. All persons, places, and property are subject to search or inspection at any time, by any staff member in the performance of their duties. All property may be searched for contraband. Each detainee is responsible for all items within their assigned cell or on their person. All suspicious items will be seized for evaluation as evidence. When a search or inspection is conducted of any area under the control of the US Army, inside or outside the facility boundaries, detainee(s) will not observe, view, stand, or pass by the search area.
- d. Detainees may only hang wet clothing and linen items in cell windows so that they may dry. Once dry, they must be removed. Blankets or sheets may be temporarily hung up, no higher than half way up the cell walls, to provide privacy while using the toilet. Once the detainee has completed using the toilet, the blankets and sheets must be taken down.

6-22. Detainee Identification Band

- a. All detainees will be issued a picture identification band. Identification bands are a part of the detainee uniform and will be worn at all times except when collected by a cadre member, for accountability or safety reasons.
- b. The badge will be worn attached to the left arm so that the band remains visible. Detainees are not authorized to wear identification bands in any other manner. Detainees will exercise reasonable care to protect their band from damage, loss, and theft.
- c. Identification bands will not be switched, defaced, altered, or tampered with in any manner. If a badge is lost, stolen, or damaged, the detainee will IMMEDIATELY report it to a staff member. Losing or damaging a badge will result in disciplinary action.

6-23. Uniform and Dress Rules

- a. If a detainee uniform is damaged or does not fit properly, the detainee must notify his guard immediately.
- b. Mutilation or unauthorized alteration of clothing (i.e., tapering of trousers and cutting/tearing of T-shirts) or making unauthorized markings or lettering on any part of the uniform is prohibited.
- c. Detainees within camps 1,2 and 3, regardless of their discipline level or block assignment may remove

their orange suit top while in their cell or while in exercise.

- d. Detainees who are scheduled for any appointment will be dressed in long pants, orange top and shower shoes.
- e. Headbands, decorative beads, earrings, threads, symbols, etc. or decorative clothing, are not authorized for wear.
- f. Religious apparel will be neat and conservative, and concealed inside of the orange shirt at all times. For operational or safety reasons, the CJDOG may place reasonable limits on the wear of religious apparel.

6-24. Detainees with Prosthetics

- a. The medical staff is responsible for the following:
 - (1) Fitting detainees for prosthetic devices.
 - (2) Acquiring proper footwear for detainees with prosthetic legs.
 - (3) Training each amputee utilizing prosthetics.
- b. The guards are responsible for monitoring detainees with prosthetics for potential misuse or malicious intent.
- c. Once detainees have met the required capability level, the detainee will be authorized to keep his prosthetic leg(s) and/or arms in his cell.
- d. Detainees will be briefed by medical personnel on the rules for keeping his prosthetics on his person. They will also be briefed on the actions that could cause the limb to be taken from him.
- e. Detainees with prosthetic legs will also receive shoes for wear. All shoes will be slip-ons and no shoe will be given to a detainee with laces.
- f. Detainees with prosthetics will be given a bucket to be used to assist in personal hygiene.

6-25. Detainees Requiring Walker and Bedside Commodes

- a. The medical staff is responsible for the following:
 - (1) Insuring that detainees requiring the use of a walker can function unassisted once given the walker by a guard.
 - (2) Acquiring elevated commodes for detainees unable to use the current toilet system.
 - (3) Training each detainee to be independent within the regular cell.
- b. The guards are responsible for the following:
 - (1) Providing walker(s) as needed by detainee and retrieving the walker when it is not in use.
 - (2) Monitoring detainees with walkers and elevated commodes, insuring the items are used properly and not with malicious intent.
- c. Each detainee will undergo training to insure that he is capable of functioning with a walker and

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unassisted by guards. If a detainee must use a walker to get to the elevated commode, he should also be able to dispose of the waste into the standard toilet without assistance from the guards. If the commodes must be confiscated or handled by a guard for any reason, the detainee will empty the commode and guards will retrieve it with gloves.

d. Medical personnel will brief detainees using special accommodations on the rules for keeping an elevated commode and using a walker in the cell.

e. Detainee hospital staff will provide training on the use of the elevated commode. Hospital staff will also work with detainees on moving from the bed (rack) to the commode using the walker.

f. The detainee hospital will provide the commodes and walkers. Guards will keep the walkers until required by the detainee, and then give it to the detainee. The guards will collect the walker after the detainee is finished with its use.

6-26. Detainee comfort during inclement weather

a. During the period from 1 December thru 1 March the MID Shift block NCO's will ensure that all block personnel working in camps 1, 2 and 3 place the window flaps up at 2300 and bring them back down at 0500.

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Chapter 7↑

Sally Port Operations

7-1. Sally Ports

a. *Sally Port 1.* Sally Port Gate 1 is located in Camp #1, next to main roadway and is the primary pedestrian entrance into Camp Delta. The primary mission is to keep the sally port secure and control movement through that area for official business only. It is operational 24 hours per day and 7 days per week, face to badge identification and stripe level access required upon entry and exit.

b. *Sally Port 3.* Sally Port Gate 3 is located in Camp #1 and is a pedestrian/vehicular sally port. The primary mission is to keep the sally port secure and control movement to the DOC and blocks for official business only. It is operational 24 hours per day and 7 days per week, face to badge identification and stripe level access required upon entry and exit. The only exception is personnel physically escorting a detainee.

c. *Sally Port 4.* Sally Port Gate 4 is located in Camp #1 and is a pedestrian/vehicular sally port. The primary mission is to keep the sally port secure and control movement to Camp 1 for official business only. It is operational 24 hours per day and 7 days per week.

d. *Sally Port 8.* Sally Port Gate 8 is located in Camp 2,3 next to the main roadway and is the primary/vehicular sally port. The primary mission is to keep the sally port secure and control vehicular movement into and out of Camp Delta. It is operational from 0600 – 1900 hours 7 days per week, face to badge identification and stripe level access required upon entry and exit.

e. *Sally Port 9.* Sally Port Gate 9 is located in Camp 2,3 and is a pedestrian/vehicular sally port. The primary mission is to keep the sally port secure and control movement within blocks for official business only. It is operational 24 hours per day and 7 days per week, face to badge identification and stripe level access required upon entry and exit. The only exception is personnel physically escorting a detainee.

f. *Sally Port 10.* Sally Port Gate 10 is located in Camp 2,3 and is a pedestrian/vehicular sally port. The primary mission is to keep the sally port secure and control movement to Camp 2,3 blocks for official business only. It is operational 24 hours per day and 7 days per week.

g. *Detainee Medical Sally.* The detainee Medical Gate is located in Camp #1 and is ONLY a pedestrian gate. The primary mission is to control movement into the detainee Medical Clinic for official business only. It is operational 7 days a week during detainee sick call from 0830-1800 or during emergency conditions, and requires face to badge identification and stripe level access upon entry or exit.

h. *Roving Sally.* The Roving Sallies are located in the causeway between the blocks in camps 1,2 and 3.

They are operational 24 hours per day and 7 days per week.

i. A map of Camp Delta is located in Appendix F that contains the locations of the sally ports.

j. When opening the sally port gates for food service, contractor, supply, emergency, or military vehicles, open both halves of the gate.

k. All sally ports are responsible for policing the area within the sally port.

l. There is no loitering or socializing permitted in or around the sally port.

7-2. Sally Ports 1 And 8

a. *Manning.* Sally Port Gates 1 and 8 will have three guards assigned to each gate, one NCOIC with two other guards.

b. *Duties and Responsibilities.*

(1) NCOIC:

(a) Ensure all assigned personnel are thoroughly trained and familiar with all JTF-GTMO Regulations, SOPs, Policies and Memorandums concerning Sally Port activities. Also, oversee all of that sally port's operations.

(b) Directly responsible to SOG 3 for the operation of the sally port gate including daily functional management of the gates and overall responsibility for their respective Camp Delta sally port gate.

(c) Keep SOG 3 and PL briefed on events.

(d) Review DIMS from the last two weeks, and be knowledgeable of all scheduled events (i.e. VIPs, chow truck traffic, contractors, supply/laundry vehicles, land-bridge missions, etc.).

(e) Supervise pedestrian/vehicle searches.

(f) Ensure an inventory of all sensitive items, equipment, and keys upon assumption of duties.

(g) Ensure only one vehicle is allowed into the Sally Port at a time, entering or exiting.

c. *Special Instructions.*

(1) Only one sally port gate will be open at any given time during operations unless authorized by the CO or JDOG with one exception; both gates will be opened for vehicles responding to emergency that are too long to enter the sally port in the normal manner (i.e. fire truck).

(2) Sally port personnel will notify the PL, DOC and CO of DV/VIP visits. Use the following call signs for the following VIPs:

(a) Zulu 3 – any DV/VIP not listed here

(b) Zulu 2 – CJTF-GTMO

(c) Zulu 1 – DCJTF-GTMO

(d) Zulu Bravo – CJDOG

(e) Zulu – DCJDOG.

e. For all personnel and/or equipment that require an escort, log the escort request time the escort and the time the escort arrived.

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f. Pedestrian entry/exit.

(1) Sally port personnel will:

(a) Keep the road in front of Sally Port #1 and #8 clear of unnecessarily halted vehicles and large groups of people.

(b) Require identification and stripe level access from all personnel attempting to pass through.

(c) Require Courier Orders for all personnel carrying a lock bag, containing classified materials.

(d) Maintain a visitor's logbook and visitor badge inventories. Positively identify all visitors, including escorted visitors; and enter into the logbook. The logbook will contain the following information: Name, rank of visitor, organization, escort team, rank and organization, date and time in, date and time out.

(e) Conduct a face to badge check and stripe level access of all pedestrians to include TCN's entering or exiting the sally port. Deny access to Camp Delta if badges are expired or not physically present. Reference the badge identification sheets in Appendix E to recognize the access level for each individual entering the facility. Call for appropriate escorts via Escort Control.

(f) Check all bags entering/exiting the sally port gate. Ensure all government property has a property pass signed by appropriate personnel prior to exiting the facility. Ensure the authorization for the entry of any device capable of recording/relaying information. Refer to the most updated access roster (i.e. PC notebook, pagers, cell phone or PDA's). To request an updated access roster or clarification of authorization, call the DOC. For an unauthorized item, complete a DA 4137 Chain of Custody each item confiscated and kept at the sally port until the property is claimed upon exiting the facility. All classified document pouches will be checked by feeling the bag for prohibited items. If something suspicious is found, request that the individual remove the item from the pouch for inspection.

(g) The on-duty CO will identify a random number of searches at the beginning of each shift. Randomly search the person identified by this number as they enter and exit Camp Delta. If the number is 20, then search every 20th person through the sally port. This search will be a pat down search or a hand scanner search. The search will be for items prohibited in the camp. This is in addition to the mandatory check of all bags and carried items.

(h) Ensure all personnel leaving the facility remove the tape covering their nametapes.

(i) *Sally Port 1*. This post is located in Camp I, next to the main roadway and is a pedestrian/vehicular Sally Port 1 is the main entrance and exit point for Camp Delta. The primary mission is to keep the sally port secure and control movement through that area for official business only. This post will be manned 24/7.

(1) The only vehicles allowed past Sally Port 1 are those that have a requirement and deemed mission related. The only exceptions will be emergency vehicles (fire, ambulance, police), those transporting VIP (JDOG and higher), and mission specific or if Sally Port 8 is closed for repairs or an accident. Shift change vehicles may stop and wait along the bus turnaround road in front of Sally Port 1. The driver must stay with the vehicle. No vehicle will be left unattended on the concrete pad across from sally port 1 or anywhere on the bus turn around area. Report any violators to the DOC. Being a military or government vehicle in itself is not a sufficient reason for access into the camp.

(2) The guard will keep the road in front of the sally port clear of unnecessarily halted vehicles and large groups of people. The sally port guard will require face to badge identification and stripe level access from all personnel attempting to gain access to Camp Delta. Sally Port 1 will maintain a visitor's logbook. All visitors, including escorted visitors; will be positively identified and entered into the logbook. The logbook will contain the following information: Name, rank, organization, escort name and rank, DTG in, DTG out, and ID of guard entering data. All pedestrian personnel will enter Camp Delta through this sally port. No vehicle may be left unattended on the concrete pad across from Sally Port 1 or anywhere on the bus turn around area. Report any violators to the DOC.

(3) Sally Port 1 personnel will contact the DOC or SOG 3 if they have questions about Sally Port 1 operations.

(4) The on-duty CO will identify a random number of persons to be searched at the beginning of each shift.

(5) Contraband IAW Camp Delta SOP will be cross-referenced against the access roster for Camp Delta. Checked items still classified, as contraband will be returned to the individuals vehicle, or place of residence. If the entering individual does not have access to a vehicle the contraband will be stored in the bins located in Sally Port 1. A chain of custody sheet will be completed before the guard retains positive control of the item. Contraband items will be returned upon the visitors exit from Camp Delta. The chain of custody sheet will be maintained in the custody binder for two months.

(6) Escort control will provide escorts for individuals requiring access to Camp Delta who must be escorted. The only exception to this is individuals who are traveling with personnel that have unescorted access badges will be allowed to sign in and be escorted by those they are traveling with (if an interpreter has an escort only badge and is traveling with FBI personnel that have unescorted access; the

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interpreter will be escorted by the personnel that have unescorted access badges).

(7) All personnel will have access badges checked upon entering and exiting Camp Delta.

(8) There will be no loitering or socializing permitted in or around the sally port.

(9) Ensure all personnel leaving Camp Delta remove the tape from their nametape.

i. *Sally Port 8*. This post is located in Camp 2,3, next to the main roadway and is primarily a vehicular, and contractor entrance and exit point. Sally Port 8 is the main entrance and exit point for contractor and supply vehicles. The only vehicles allowed past Sally Port 8 are those that have a requirement and deemed mission related. The primary mission is to keep the sally port secure and control movement through that area for official business only. This post will be manned from 0600-1900 seven days a week.

(1) The search of the chow vehicle will be a quick search of the underside and interior of the vehicle. At no time will the food containers be opened and searched. All other vehicles will be searched IAW SOP. Refer to paragraphs 7-2.g and 7-2.j.

(2) Pedestrians will not be allowed access through this sally port. The only exceptions are escorted contractors.

(3) All personnel will have access media checked prior to entering and exiting the sally port. All escorted badge holders will be searched prior to entering and exiting Camp Delta. This search will be conducted using either the hand held metal detector or a pat down search. Any contraband found will be returned to the person and the person will not be allowed access through Sally Port 8. Personnel with contraband will be directed to enter Camp Delta through Sally Port 1.

(4) Guards will ascertain the following information upon the arrival of vendors and contractors:

- (a) Name of individuals in the vehicle
- (b) Company
- (c) Nature of business
- (d) Description of the vehicle and the license plate number
- (e) Contents of any freight
- (f) Time of arrival

(5) Sally Port 8 will contact the DOC for escorts. Personnel requiring escort will not be allowed access to Camp Delta until escort arrives.

(6) Sally Port 8 will contact DOC or the SOG 2 if they have questions about Sally Port 8 operations.

(7) In the event that Sally Port 8 is closed for repairs or due to damage, Sally Port 8 will notify Sally Port 1 that they can no longer accept vehicles. Once the sally port is put back into operation, Sally Port 8 will notify Sally Port 1 that they are back in operation.

(8) Upon the departure of the vendor or contractor, the

j. Inspections will be conducted upon entry and exit of all vehicles as required by placard. Sally port personnel will:

(1) Gain a positive identification of the driver and any passengers prior to opening the gate.

(2) Open exterior gate and allow vehicle to enter the sally port.

(3) Instruct driver to place the vehicle in park, engage the emergency brake, stop engine, and exit the vehicle (including passengers). Collect identification badge(s). Upon exiting, the guard will instruct the driver to open all doors, hood, trunk, and tailgate, or any other compartment(s) to be searched.

(4) Log vehicle information to include time-in, tag number, driver's name, organization, destination, and purpose of visit.

(5) MPs will systematically search the vehicle by examining the interior, exterior, top, underneath hoods, in trunks, and the undercarriage. Search the vehicle using the following pattern:

- (a) Behind and under the seats
- (b) Under the dashboard
- (c) Glove and tool compartments
- (d) Above the sun visors.
- (6) Search the exterior of the vehicle, using the mirror to search underneath and the top of the vehicle, to include but not restricted to:
 - (a) The left front fender well and behind the wheel
 - (b) Under the front bumper, behind and under the grill
 - (c) Under the hood (have the driver raise the hood), check all areas behind the radiator and around the engine
 - (d) The right front fender well and behind the wheel
 - (e) Underneath the right side of the body, back to and including the right rear fender well and behind the wheel

- (f) Inside all cargo areas, including the trunk
- (g) The left rear fender well and behind the wheel
- (h) Underneath the left side of the body up to the left front fender well.

(6) MPs will look for suspicious packages, boxes, and items not needed for the incoming personnel to conduct their business within the facility. If an item is not authorized or unnecessary, a DA 4137 chain of custody will be done for each item confiscated and kept at the sally port until the property is claimed upon exiting the facility. Tools and loose equipment entering the facility in a vehicle must be accounted for upon exiting. **RESOLVE ALL DISCREPANCIES BEFORE ALLOWING THE VEHICLE TO EXIT.** When in doubt, call for the SOG, PL, or DOC.

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(7) Upon completion of the vehicle search, the driver and passenger(s) will re-enter the vehicle. A guard will open interior sally port gate and allow vehicle to access Camp Delta. Sally port personnel will ensure vehicle operators wear seatbelts and adhere to the 5 MPH camp speed limit.

k. Emergencies will take priority over all other ongoing sally port operations. It is the responsibility of the sally port guards to stop all traffic though the sally port that will hinder the entry/exit of emergency vehicles.

l. Emergency Vehicles.

(1) The entry and exit of emergency vehicles such as Base Security, fire trucks, ambulance will be brought to the attention of DOC immediately via land line or saber radio.

(2) Emergency vehicles will be logged in and out.

(3) Vehicles responding to an emergency within Camp Delta will be expeditiously searched upon entering and exiting the facility. In an expeditious search, guards will quickly verify identification badges of emergency personnel and allow them to pass through the Sally Port. They will verify same number of personnel exiting that came in with the vehicle and that no additional personnel leave with it. Detainee patients leaving in an ambulance for NAVBASE Hospital will be accounted for and verified through DOC after the ambulance has been allowed to leave. Ambulances transporting detainees in and out of Camp Delta will not be searched. It is the responsibility of the medical escort teams to conduct searches of the ambulances. In cases where there is no escort team present in the ambulance, sally port guards will search the ambulance upon entering or exiting Camp Delta. Necessary medical treatment instruments will not be seized or delay the ambulance's entry or exit through a sally port.

(4) Vehicles responding to an emergency in will enter Camp Delta through Sally Port 8 and exit Camp Delta through Sally Port 1.

(5) In the event that large emergency vehicles must pass through the sally port (i.e. fire truck), both interior and exterior gates will be opened to allow entry and exit.

(a) When entering, guards will expeditiously verify identification badges of emergency personnel and allow them to pass through the sally port. Upon exiting, the vehicle will be searched prior to entering the sally port with the exception of escorted ambulances. Guards will verify same number of personnel exiting that came in with the vehicle and that no additional personnel leave with it. RESOLVE ALL DISCREPANCIES BEFORE ALLOWING THE VEHICLE TO EXIT. After search, both gates will be opened to allow the vehicle to exit.

m. Detainee Movement Operation (DMO) missions will take priority over all other ongoing sally port operations except emergencies. It is the responsibility of the sally port guards to stop all traffic though the sally port that will hinder the entry/exit of DMO vehicles.

n. Upon receipt of a DMO mission, all direction will be taken from JDOG personnel and the CO. An ETA will be provided to Sally Port 1, as the DMO vehicles are enroute to Camp Delta.

7-3. Sally Ports 3 And 9

a. *Manning.* Sally Port Gates 3 and 9 will have one soldier assigned to each gate.

b. *Duties and responsibilities.* One soldier assigned will:

(1) Be directly responsible to the SOG for the operation of the sally port gate including daily functional management of the gates and overall responsibility for their respective Camp Delta sally port gate.

(2) Keep SOG and PL briefed on events.

(3) Conduct face to badge identification and stripe level access check of all personnel entering. The only exception to this is personnel physically escorting a detainee.

(4) Ensure an inventory of all sensitive items, equipment, and keys upon assumption of duties.

(5) Ensure only one vehicle is allowed to enter or exit the Sally Port at a time.

c. *Special Instructions.*

(1) Only one sally port gate will be open at any given time during operations unless authorized by the CO or JDOG with one exception; both gates will be opened for vehicles responding to emergency that are too long to enter the sally port in the normal manner (i.e. fire truck).

(2) Sally port personnel will notify the DOC of DV/VIP visits.

d. *Pedestrian entry/exit.* Soldier assigned will:

(1) Keep the alleyway in front of the sally port clear of unnecessarily halted vehicles and large groups of people.

(2) Require identification and stripe level access from all personnel attempting to pass through to verify eligibility.

(3) Conduct a hands-on badge check of all pedestrians entering the sally port. Access to Camp Delta is denied if badges are expired or not physically present ensuring that personnel requiring escorts enter with the escort(s). Reference the badge identification sheet to recognize the access level for each individual entering the facility.

e. *Vehicle entry/exit.* All vehicles may enter and exit Camp 1 and block areas through Sally Ports 3 and 9. This includes and is not limited to the following:

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- (1) Contractor
- (2) Food service
- (3) Gators
- (4) Emergency
- (5) Fuel
- (6) Garbage

f. Emergencies will take priority over all other ongoing sally port operations. It is the responsibility of the sally port sentry to stop all traffic through the sally port that will hinder the entry/exit of emergency vehicles.

g. Emergency Vehicles.

(1) The entry and exit of emergency vehicles such as Base Security, fire trucks, ambulance will be brought to the attention of the DOC immediately via radio or runner.

(2) In the event that large emergency vehicles must pass through the sally port (i.e. fire truck), both interior and exterior gates will be opened to allow entry and exit.

7-4. Sally Ports 4 And 10

a. Manning. Sally Port Gates 4 and 10 will have one soldier assigned to each gate.

b. Duties and responsibilities. One soldier assigned will:

(1) Directly responsible to the SOG for the operation of the sally port gate including daily functional management of the gates and overall responsibility for their respective Camp Delta sally port gate.

(2) Keep SOG and PL briefed on events.

(3) Ensure an inventory of all sensitive items, equipment, and keys upon assumption of duties.

(4) Ensure only one vehicle is allowed into the sally port at a time, entering or exiting.

(5) Sally Port 4 will be responsible for opening and closing the sally port gate to the Brown and Yellow buildings. Sally Port 10 will be responsible for opening and closing the sally port gate to Gold building.

c. Special Instructions.

(1) Only one sally port gate will be open at any given time during operations unless authorized by the CO or JDOG with one exception; both gates will be opened for vehicles responding to emergency or are too long to enter the sally port in the normal manner (i.e. fire truck, chow truck).

(2) Sally port personnel will notify the DOC DV/VIP visits.

d. *Pedestrian entry/exit.* Soldier assigned will keep the alleyway in front of the sally port clear of unnecessarily halted vehicles and large groups of people.

e. *Vehicle entry/exit.* All vehicles may enter and exit block areas through Sally Ports 4 and 10. This includes and is limited to the following:

- (1) Contractor
- (2) Food service
- (3) Gators
- (4) Emergency
- (5) Fuel
- (6) Garbage

f. Emergencies will take priority over all other ongoing sally port operations. It is the responsibility of the sally port sentry to stop all traffic through the sally port that will hinder the entry/exit of emergency vehicles.

g. *Emergency Vehicles.*

(1) The entry and exit of emergency vehicles such as Base Security, fire trucks, ambulance will be brought to the attention of the DOC immediately via radio or runner.

(2) In the event that large emergency vehicles must pass through the sally port (i.e. fire truck), both interior and exterior gates will be opened to allow entry and exit.

7-5. Detainee Medical Clinic Gate

a. Manning. The detainee Medical Gate will have one soldier assigned.

b. Duties and responsibilities. One Soldier assigned will:

(1) Directly responsible to the SOG for the operation of the gate including daily functional management of the gate and overall responsibility.

(2) Keep SOG and PL briefed on events.

(3) Ensure an inventory of all sensitive items, equipment, and keys upon assumption of duties.

c. *Special Instructions.* Gate personnel will notify the DOC of DV/VIP visits to detainee Medical Clinic.

d. *Pedestrian entry/exit.* Soldier assigned will:

(a) Keep the alleyway in front of the gate clear of unnecessarily halted vehicles and large groups of people.

(b) Ensure personnel entering have official business and/or orders, face to badge identification required upon entry or exit.

e. Emergencies will take priority over all other ongoing gate operations. It is the responsibility of the guard to stop all traffic through the gate that will hinder the entry/exit of emergency personnel.

7-6. Roving Sally

a. Manning. The Roving Sally will have two soldiers assigned. Any soldier attached to the JTF-GTMO with a secret security clearance or that has signed a non-disclosure statement may work the gate.

b. Duties and responsibilities.

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(1) Directly responsible to the SOG for the operation of the gates including daily functional management of the gate and overall responsibility.

(2) Keep SOG and PL briefed on events.

(3) Ensure an inventory of all sensitive items, equipment, and keys upon assumption of duties.

(4) Ensure the IRF team equipment is organized neatly and maintained.

c. Special Instructions.

(1) In the event of an IRF team request, the Roving Sally will ensure as IRF team members leave the blocks, that they open the gates as quickly as possible. IRF team and support members have priority for gate openings.

(2) In the event of fire, Roving Sally will ensure the centrally located fire extinguishers are placed in between the sally port gates of the affected block(s).

d. Pedestrian entry/exit. Soldier assigned will:

(a) Keep the central causeway clear of unnecessarily halted vehicles and large groups of people.

(b) Ensure personnel entering have official business and/or orders.

e. Emergencies will take priority over all other ongoing gate operations. It is the responsibility of the guard to stop all traffic though the gate that will hinder the entry/exit of emergency personnel.

7-7. Weapon Boxes

a. Weapon boxes located at sally ports 1 and 8 will be used to store handguns, mace, OC, knives, or any other small weapons not authorized to enter the facility.

b. Sally port guards will perform the following tasks if an unauthorized weapon is carried into the sally port and the personnel who is in possession, needs to enter the facility:

(1) Inform the personnel that the unauthorized item is not allowed into the facility.

(2) Issue a weapon box key to personnel from the key box using Form 5513-R.

(3) Inform personnel to place the item(s) in the weapon box.

(4) Inform personnel to remove the key from the weapon box and secure it on their person.

(5) Log personnel into the facility.

c. When personnel return to the sally port and are ready to exit the facility, the following steps will take place:

(1) Remove weapon box key from their person and open the appropriate gun box.

(2) Removes item(s) from the weapon box.

(3) Secure item(s) on their person.

(4) Close gun box and remove weapon box key.

(5) Return key to the sally port guard.

d. Sally port guard logs weapon box key back in on Form 5513-R, returns key to the key box and secures key box.

e. Sally port guard logs personnel out of facility.

7-8 Camp Delta Badge Identification Procedures

a. All Camp Delta badges are issued and accounted for by the JDOG S-2.

b. Each incoming unit will forward a copy of their unit-manning roster to the JDOG S-2 for badge issue.

c. JDOG S-2 will produce badges for each soldier based upon position and level of access required.

d. Soldiers will sign for their badge directly from the S-2.

e. It is the soldiers' responsibility to maintain accountability of their badge once issued.

f. Lost, stolen, destroyed or damaged badges will be reported through the soldier's chain of command immediately upon discovery. A DA Form 2823 (sworn statement) will be completed by the soldier. JDOG S2 is the only re-issue authority for a lost, stolen, destroyed and/or damaged badge.

g. The default badge will be the RED badge. Soldiers and civilians whose primary job is outside Camp Delta will be issued a RED badge. RED badges will be issued only to soldiers and civilians whose job requires they work inside the camp. Soldiers and civilians who occasionally visit the camp or perform work in the camp on an on-call basis will require a visitor badge and must be escorted by the person or agency they are visiting.

h. Soldiers and civilians whose primary mission is interrogation support, and/or who maintain an office in the administrative buildings inside Camp Delta are authorized a YELLOW badge. Linguists who are cleared to work inside Camp Delta and detainee hospital staff will be issued a YELLOW badge. Soldiers and civilians who work on JPJ Hill will also be issued a YELLOW badge.

i. GREEN badges will be issued to soldiers and civilians whose primary job is working the blocks inside Camp Delta and Camp Echo. All other requests for GREEN badges must be approved by the JDOG commander

Badge classification *regular* issue.

a. Red: Badges bearing a red square allow access through sally ports 1 & 8, Café Carrib, and Guard Towers.

b. Yellow: Badges bearing a yellow square allow access through sally ports 1, 3, 8, 9, interrogation buildings, DOC and Buildings 7 & 8.

c. Green: Unescorted access throughout Camp Delta.

d. All other areas not listed require an escort and prior coordination through the DOC.

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Badge classification *special* issue.

- a. Third Country Nationals (TCN's), and Contractors
- (1) TCN's/Contractors will be issued a photo ID Yellow Camp Delta Badge, that can be verified by a hole-punch through the Yellow square.
- (2) TCN's/Contractors will be escorted through Sally port 8.
- (3) Sally port 8 maintains accountability of TCN's and Contractors that enter and exit the camp, via head-count roster. In the event that a contractor is called to the camp after hours for an emergency work-order, the contractor will be escorted IAW the current SOP escort policy.

- b. Emergency responders (ER's)
- NAVBASE MCC will be issued non-photo white badges identified by a red stripe on the top, bottom, and a red cross in the center. The ER's will have unescorted access into the camp for emergency purposes only, coordinated through the DOC.

c. Visitor Access Sally ports 1&8

- (1) JDOG S-2 will issue 15 Red visitor "V" badges each, to Sally Ports 1 & 8. SOG 3 will inventory, sign-for, and maintain accountability of badges.
- (2) Visitors will sign for their badges at Sally ports 1 or 8, and await their assigned "Escort authority" (EA). Visitors are required to display the badge in such a manner that it is noticeable at all times. Visitors will turn in their badges at Sally port 1 or 8 prior to departing the camp.
- (3) JDOG S-2 will designate, and assign Escort Authorities (EA's) from the S-2, S-3, DOC, ICE, Medical and civilian staff agencies. Designated EA's will carry special badges identifying them as escorts.

- (4) Visitor access will only be allowed through Sally port 1; visitors may access Sally port 8 if they are a group delegation operating a vehicle. The vehicle must be accompanied by a designated EA. Visitors will be issued their badge at Sally port 8 when the vehicle enters.

d. Infantry Task Force

- (1) 14 non-photo red badges will be issued to the IN TOC for the purpose of access into the camp for tower rotation. All Infantry soldiers on Amber Cycle will be issued a RED badge. Soldiers will keep the RED Badge on their person at all times. The RED Badge will be presented at Sally port 1 as the soldiers rotate from tower to QRF duty.

e. Quick Reaction Force (QRF)

- (1) 14 non-photo green badges will be issued to the QRF for the purpose of responding to an alarm activation and/or a camp uprising. The GREEN QRF badge will be maintained in the QRF shack. Soldiers will not carry the QRF badge when they rotate to tower

duty. The QRF green badge will only be worn when the DOC calls the QRF to respond to the camp.

- (2) The Infantry will follow the Infantry TOC SOP for badge issue and turn-in.

f. Camp Echo

Personnel requiring access to Camp Echo must coordinate through the JDOG S-2, and be placed on the access roster.

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Chapter 8†**Detainee Behavioral Management**

8-1. Purpose To outline requirements and procedures for managing detainee discipline and positive behavior rewards programs. This system will protect the health, safety, and security of all persons within the facility by providing for a fair and consistent delivery of consequences for negative behavior and rewards for positive behavior.

8-2. Provision of Basic Needs Detainees held at Camp Delta and other JTF-GTMO detention facilities will not be deprived of adequate shelter, food, or water at any time. Detainees will be housed in areas providing adequate shelter from the elements and with adequate ventilation. Detainees in cell blocks will have access to potable drinking water at all times through the use of the water faucet located in the cell. Appropriate meals will be provided to all detainees at least three times per day. Additionally, all detainees will be provided with a means to maintain adequate personal hygiene; this will include opportunities for showers and the availability of soap and water to wash themselves while in the cell.

8-3. Discipline Process

a. When a detainee commits a camp rules infraction or an offense listed in Table 8-1, List of Offenses, the chain of command within the camp will be notified. The priority of notification is the Sergeant of the Guard (SOG), Platoon Leader (PL), and on-duty Commanding Officer (CO), in that order.

b. The SOG and/or PL will:

(1) Instruct the block personnel to remove the detainees comfort items.

(2) Review Table 8-1 and locate the offense on the list. If the offense is not listed, attempt to locate a similar offense or an offense of equal severity to the offense committed by the detainee. Identify the category level of the most severe offense.

(3) Review the discipline record of the detainee to determine the detainee's previous discipline history.

(4) Using Table 8-2, Detainee Movement and Discipline Matrix, cross-reference the category of the most severe offense from Table 8-1 with the number of days between the current offense and the previous offense. This will give you two results. The result from the movement section of Table 8-2 is where to move the detainee. The discipline section of Table 8-2 determines the type and length of discipline imposed on the detainee.

(5) Complete a GTMO Form 508-1 with the following information:

(a) Date, time, ISN, location, and type of offense (based off of table 8-1) that was committed.

(b) List any witnesses. Witnesses must complete a DA Form 2823.

(c) Was medical treatment necessary.

(d) The date of the last offense

(e) The discipline to enforce for the detainee.

(5) Turn the 508-1 into the DOC after completion. The 508-1 can be turned in without the DA 2823s.

c. If several offenses were committed at the same time and the resulting discipline does not include time in SHU, move one column to the right on the discipline section of the Table 8-2 to determine punishment. If several offenses were committed at the same time and the resulting discipline does include time in SHU, add five days to loss of Comfort Items (CI) and 5 days to the time in SHU for each additional offense.

d. The Detention Operations Center (DOC) will be notified of any moves made to SHU. This notification must include ISN number, reason for move, approving authority and length of discipline. The DOC will annotate all moves on the daily blotter. The DOC will take the 508-1 and make a copy of it. If the detainee's discipline does not require movement from the block, one copy of the 508-1 will be sent to the block for enforcement. If the detainee's discipline requires movement from the block, one copy of the 508-1 will be given to Escort Control to give to the escort team that will escort the detainee to the new block. The 508-1 will then be given to the block NCO of the moved to block for enforcement.

e. The CJDOG, DCJDOG, or JDOG S-3 must approve any discipline that includes movement to SHU, by signing as the Authenticating Officer on the DD Form 508. This does not apply to moves to SHU by the JIG (for intelligence purposes). JIG moves will be coordinated through the DOC and do not need any further approval; however, the Detention Operations Center will not move the detainee until directed by the Detention Operations Officer or JDOG S3. The detainee may be moved immediately prior to the authenticating officer signing the paperwork.

f. The on-duty CO will approve all discipline measures except SHU time, will check the "recommended" block of the DD Form 508, and sign as the Confinement Officer.

g. Notification to the chain of command will be made for any situations involving unusual circumstances, and for any use of force beyond verbal persuasion or show of force.

h. When a discipline measure is applied to a detainee, he will be notified of the reason for the discipline, and the type/length of the discipline measure.

i. Do not confiscate any item unless it is for discipline purposes or for the prevention of self-harm or harm to others.

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j. When Comfort Items (CI) are taken from a detainee, the items will be inventoried and placed in a large trash bag or box, and the Block NCO will complete and sign the Detainee Supply Roster. The bag will have a "toe tag" tied to it with the detainee's ISN annotated. The box will be marked with the detainee's ISN. The box or bag will be stored in an orderly manner on top of the detainee's cell. Block NCOs will be responsible for ensuring that the storage of the CI presents an orderly appearance and that the inventory matches the Detainee Supply Roster. Any difficulties encountered will be directed to the SOG. Items will not be returned to the detainee until the length of discipline is completed.

n. Documentation of any discipline measure will be annotated on DD Form 508. DA Forms 2823, Sworn Statements from all U.S. personnel involved in the incident will be attached to the DD Form 508, and forwarded to the on-duty CO for disposition.

o. A detainee that has been moved to level 2 or level 3 for discipline must spend at least 30 days at that level before being considered for movement to the next higher classification level. The detainee will be considered for movement 30 days from the end of the discipline period if the detainee has not had any discipline problems within that time. A detainee that has been moved to level 4 for discipline will be moved to level 3 upon completion of the mandated period of time annotated on the DD Form 508 or memorandum of approval of extension signed by CJTF. The Detention Services Branch (DSB) will conduct the review of records for movement from one classification level to a new level. The JDOG S3 must approve any exceptions to this procedure.

p. Many detainee actions that result in disciplinary measures may also result in future criminal charges. Accurate and complete documentation is always required.

q. Any proposed discipline for detainees under the care of the Detention Hospital Psychologist requires consultation between the senior on-duty psychology staff member and the on-duty CO prior to imposing discipline. Detainees being treated as mental health patients will only have Basic Issue Items, authorized CIs, and/or Authorized Activities taken away as a medical necessity; in those cases the senior on-duty psychology staff member will be cited on the GTMO Form 508-1 as the authority for removing items or prohibiting activities.

r. Haircuts will never be used as punitive action against a detainee.

8-4. Loss of Exercise

a. If a detainee has lost his privilege of exercise for the number of exercise periods determined by Table 8-2, the DOC will notify the appropriate Block NCO of

the beginning date and the end date. The DOC will annotate this information in the discipline log.

b. The Block NCO will annotate the beginning date and ending date on the discipline log sheet assigned to each detainee. This form will remain in the detainee file. The Block NCO will annotate loss of "RECREATION" and write the dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

c. A copy of the DD Form 508 will be placed into the detainee file on the block and a copy kept in the detainee's file in the DOC.

8-5. Loss of Hot Meals

a. Only the JDOG S-3 or higher may authorize the loss of hot meals for a detainee. The DOC will annotate this information in DIMS.

b. The Block NCO will annotate the beginning date and ending date on the discipline log sheet assigned to each detainee. This form will remain in the detainee file. The Block NCO will annotate loss of "HOT MEALS" and write the dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

c. A copy of the DD Form 508 will be placed into the detainee file on the block and a copy kept in the detainee's file in the DOC.

8-6. Comfort Items (CI)

a. If a detainee has lost CI as determined by Table 8-2, the DOC will notify the appropriate Block NCO of the beginning date and end date. The DOC will annotate this information in the discipline log.

b. The Block NCO will annotate the beginning dates and ending dates on the discipline log sheet assigned to each detainee. This form will remain in the detainee file. The Block NCO will annotate loss of "COMFORT ITEMS" mark the "ALL" and write the dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

c. In the case of lost or damaged property, the Block NCO will annotate the "ITEM" on the Detainee Discipline Log in the detainee file for those items that have been damaged, destroyed, or lost. Annotate the number or numbers and the date or dates under the corresponding column of "DATE BEGAN" and "END DATE". The Block NCO will also make an entry in the duty logs.

d. When a detainee changes classification level, the detainee will lose or gain comfort items at the new block based on the block's classification level. The receiving Block NCO must ensure that when a detainee is moving to a higher classification level, he is issued the required items. The receiving Block NCO must

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ensure that when a detainee is moving to a lower classification level, he loses unauthorized items.

e. The Block NCO of a moving detainee must ensure all items on the inventory sheet depart with the detainee. The receiving block will confiscate all excess items. If the detainee does not have an item listed on the current inventory sheet, the detainee is subject to punishment for failure to return property, per Table 8-1.

f. If a detainee refuses a CI, place an R on the inventory sheet in the block that corresponds to the item refused.

g. The following items are a one-for-one exchange to track who is flushing items:

- (1) All linen items
- (2) Detainee pens

h. The travel type toothbrush used by Level 1 detainees will only be issued once a month unless the detainee newly moves to a Level 1 block.

8-7. Detainee Classification System

a. The Detainee Classification System is a five level system of rewards based on the premise that a detainee's behavior determines the privileges they are allowed. As the detainee adapts to the rules of the camp, his conduct will earn him more privileges. Basic Issue Items, CIs, and Authorized/Unauthorized Activities for detainees are listed in Tables 8-3 thru 8-5. Detainees qualified for Classification Level 1 may also be eligible for additional items and activities not listed in Tables 8-3 thru 8-5.

(1) *Classification Level 1.* Detainees receive a higher level of privileges than Level 2, and having spent at least 30 days at Level 2.

(2) *Classification Level 2.* Detainees at this level receive a higher level of privileges than Level 3 and having spent at least 30 days at Level 3.

(3) *Classification Level 3.* All detainees start at this level, following an initial period of segregation upon arrival at Camp Delta; the length of time of this initial segregation will be determined by the JIG. This level includes detainees who are on discipline measures not including segregation.

(4) *Classification Level 4.* These detainees are normally located in segregation, but it also includes detainees who could be on a Level 5 block or in a non-SHU block, that is housing Level 4 detainees. Detainees in this status will have their classification reevaluated by the Detention Services Branch daily. Detainees can be housed in segregation up to 90 days, but their status will be reviewed every 30 days by CJTF.

(5) *Classification Level 5 (Intel Level).* JIG directed segregation, for intelligence gathering purposes. Detainees will be segregated at the direction of the JIG through the Detention Operations Branch.

(a) Housed in a group on an Intel block.

(b) Housed in segregation block for Intel purposes.

(c) Receive Reward Level (1-4) privileges as recommended by JIG.

b. Delta Block is designated as the Mental Health Facility (MHF) for the housing of detainees requiring a higher-level clinical care and monitoring.

c. A qualifying disciplinary event is defined as a disciplinary event that has not expired and dropped off their disciplinary record FOR THE PURPOSES OF THIS PROGRAM ONLY. These offenses will remain on their disciplinary records for the purpose of disciplinary actions.

d. Category III offenses, as listed in Table 8-1 will expire on their 30-day anniversary for each step higher and will not be counted against a detainee for the purposes of this program. 30 days is considered his required good behavior period.

e. Category IV offenses will expire on their 45-day anniversary for each step higher and will not be counted against a detainee for the purposes of this program. 45 days is considered his required good behavior period.

f. Category V offenses will expire on their 60-day anniversary for each step higher and will not be counted against a detainee for the purposes of this program. 60 days is considered his required good behavior period.

g. A detainee will change levels based on his behavior or meeting other criteria for a level. Detainees who do not meet the program based on behavior, may still participate in the program based on JIG directed requests, but will be housed on a separate block designated as an "Intel block." JIG will determine higher-level privileges on this block. If a detainee is moved to a level 4 blocks, he will spend the time required in segregation according to the matrix. At the completion of his time in segregation, he will immediately move to a level 3 blocks. The detainee will then stay on the level 3 blocks until the required good behavior period is satisfied and then move to a level 2 blocks. The detainee will then stay on a level 2 blocks until his required good behavior period is satisfied and then move to a level 1 block. A detainee must spend this entire time incident free at his current level to qualify for movement to the next higher level. This is in order to prove his ability to function at a higher level of privileges. If no room is available on a block at the next higher level, the detainee will still have his classification level changed on his current block and will move at the next available opening for that level. *Example:* A detainee who is currently on a level 3 block was disciplined for inciting a disturbance. This offense has a required good behavior period of 30 days. Once he has had no discipline for 30 days, he is

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eligible for level 2. If a cell is open on a level 2 blocks, the detainee will be moved there and will be issued the additional comfort items for reward level 2. If a cell is not open on a level 2 blocks, the detainee will remain on his current block and receive additional comfort items for level 2. Once the detainee has had no discipline for an additional 30 days, regardless if on a level 2 or level 3 blocks, he will be eligible to be moved to a reward level 1 block. If a cell is open on a level 1 block, the detainee will be moved there and will be issued the additional comfort items for level 1. If a cell is not open on a level 1 block, the detainee will remain on his current block and receive additional comfort items for level 1.

h. If a detainee commits an offense in segregation that requires additional segregation time and will extend his total time beyond 30 consecutive days, the following procedure will be used:

(1) If the detainee has not yet reached 30 days of actual segregation time served, a memorandum will be forwarded to CJTF requesting an extension of segregation time. The memorandum will detail how many days the extension is for, why it is necessary, and will include the DD Form 508 with the punishment on it (see Figure 8-1 for example memorandum). If the extension is granted, the detainee will be removed at the end of the total approved segregation period and moved to a Level 3 block. If the extension is not granted, the detainee will be removed after serving 30 days in SHU and moved to a Level 3 block.

(2) If the detainee has reached 30 days of actual SHU time served, the detainee will be removed from SHU, placed on a level 3 block, with level 4 CI and Authorized Activities (this action will be documented on a GTMO Form 508-1, signed/approved by the JDOG S3). A memorandum will be forwarded to CJTF requesting an extension of segregation time. The memorandum will detail how many days the extension is for, why it is necessary, and will include the DA 508 with the punishment on it (see Figure 8-2 for example memorandum). Upon approval of the extension, the detainee will be moved back to segregation to serve the length of the approved extension.

i. Either the JIG or the JDOG S3 will decide the detainee's classification. Level 5 block assignments will be determined by the JIG.

j. An Order of Merit List (OML) will be created to form a waiting list for qualified detainees to get into either a level 1 or level 2 block. The Detention Services Branch will develop and monitor this OML. Detainees will be chosen from the OML for movement to a higher-level block. If sufficient detainees are on the OML, JDOG S3 can direct that a block be converted to a higher-level block.

k. If a detainee exhibits a positive behavior over and above that of fellow detainees, a Block NCO, SOG,

PL, or on-duty CO can request to CJDOG to remove five days from his period of good behavior to transition to a higher reward level on a GTMO Form 508-1.

Examples include:

(1) A detainee who notifies a guard of a cell door being unlocked

(2) A detainee who acts as an interpreter during a critical incident

(3) A detainee that finds a welding rod in the exercise yard and gives it to a guard.

8-8. GTMO Form 508-1

a. The GTMO Form 508-1 is used to determine which rewards the detainee will lose or gain.

b. Process for issuing a GTMO Form 508-1 for discipline:

(1) Details of incident are phoned to DOC to begin processing a DD Form 508.

(2) DA Form(s) 2823 filled out by personnel witnessing the incident, detailing the incident.

(3) PL determines discipline based on matrix and previous record of offenses by detainee, then prepares GTMO Form 508-1 for on-duty CO's review. The form must include a brief description of the offense, the number of times the detainee has committed offenses, and the discipline to be imposed.

(4) If the on-duty CO concurs, the discipline is entered on the DD Form 508 from the GTMO Form 508-1.

(5) After all required forms are complete, the on-duty CO signs the DD Form 508 as the Confinement Officer and forwards to JDOG S3 for approval. Upon approval, the offense is entered into the discipline log for the detainee.

(6) A copy of the GTMO Form 508-1 is sent to the block to be briefed to the detainee by the Block NCO, SOG, or PL. The copy will be retained with the detainee's records on the block.

(7) All original forms will be forwarded to Detention Services Branch at the end of shift.

c. Process for issuing a GTMO Form 508-1 for reward:

(1) JDOG or JIG authorizes a reward for a detainee.

(2) GTMO Form 508-1 is used to record the reward, and is submitted to Detention Services Branch.

(3) Detention Services Branch processes the GTMO Form 508-1 and forwards through Detention Operations Branch, to JDOG S3.

(4) If the detainee is in a Level 5 block, the Level 5 Block Entitlement Form will be used to determine if the detainee is in the correct cell based on his reward level. If he is changing levels, he will be moved to an area, if possible, on the same block where he will not be next to detainees with a different reward level. If the detainee receives a reward outside of the matrix,

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that will be annotated on the block diagram. Detention Services Branch will maintain the GTMO Forms 508-1 for Level 5 blocks and the block diagrams will be distributed to the Level 5 blocks within 24 hours of any changes.

(5) If a detainee is not in a Level 5 block, a copy of the GTMO Form 508-1 will be sent to the block to be placed in the detainee's records on the block. The original will be placed in the detainee's file in the DOC.

8-9. Level 5 Blocks/Intel

a. Detainees on Level 5 Blocks will be segregated based on the individual's reward level as determined by the JIG. Upon receipt by Detention Services Branch of a GTMO Form 508-1, the detainee will be classified by his reward level and placed in an appropriate cell in a Level 5 Block. JIG personnel will issue and confiscate all non-expendable items. Block personnel will replenish all expendable items after the initial issue by JIG personnel. Block personnel may only confiscate items for discipline purposes and then must notify Detention Services Branch immediately so this information can be forwarded to the JIG.

b. The Positive Behavior Reward Program will supplement the work of the JIG. As the detainee works with the JIG, his conduct will earn him more or less privileges. The GTMO Form 508-1 is used to document detainee rewards lost or gained.

c. Process for an existing resident of a Level 5 block:

(1) Ensure GTMO Form 508-1 is filled out properly.

(2) Check to see if the detainee is adjacent to a detainee at a different reward level.

(3) Coordinate with the JIG to move the detainee to another cell adjacent to individuals with the same reward level or as directed to a specific cell by JIG.

(4) Update the block diagrams and forward to the block for their use.

(5) Send the updated block diagram to the JIG for their information.

d. Process for a new resident of a Level 5 block:

(1) JIG submits a move request along with a GTMO Form 508-1.

(2) Ensure the GTMO Form 508-1 is filled out properly.

(3) If the move request has no specific cell, determine which cell to move him into based on the reward level indicated on the GTMO Form 508-1.

(4) Update the block diagrams and forward to the block for their use.

(5) Send the updated block diagram to the JIG for their information.

8-10. Confiscation of Items

a. For any confiscated item, a DA Form 4137 will be completed, and both the form and item will be turned into the Evidence Custodian located in Camp Delta 2, Building 7.

b. Any item may also be taken due to self-harm precautions, based on advice of psychology staff. All items taken for self-harm precautions will be stored in a container marked with the detainee's ISN and the container placed above the detainee's cell.

c. If a detainee does not leave the block when disciplined, place any non-damaged confiscated items in a container marked with the detainee's ISN and place the container above the detainee's cell.

d. Detainees are authorized all of the items listed per their reward level, except under the following circumstances:

(1) The item is taken away for a defined period of time for discipline.

(2) The detainee is on self-harm precautions as determined by the psychology staff.

(3) The detainee is housed in a medical or mental health segregation area, and the medical and/or mental health staff has directed confiscation of certain items. Medical or mental health staff will determine which item(s) a detainee in medical or mental health segregation can have, as long the item(s) is also authorized for the detainee's current discipline level.

(4) An approved GTMO Form 508-1 directs otherwise.

e. No linen item, prayer bead, prayer cap, book, flip flops, ISO mat, mattress, shoes, storage tub, game, or playing cards will be thrown away if damaged.

f. Deliberate damage is any damage done by the detainee to his property. This does not include tears and holes caused by day-to-day use and living inside of a metal cell or the wear of footwear used to walk on gravel. The guard will use his best judgment to determine if the damage was deliberate or not. When disciplining a detainee for damage to any item, the damage must be deliberate.

g. During all inventories and prior to any discipline for lost items, the bag and/or box holding items above the cell must be checked for that item. The contents of that bag and/or box must also follow the detainee whenever he is permanently moved. The Block NCO of the losing block is responsible to ensure that all of the detainee's items leave with him. The Block NCO of the gaining block is responsible to ensure that all of the detainee's items arrive with him and are present before the escort team leaves the block. The escort team is responsible to ensure all items are taken from the losing block to the gaining block.

h. *Linen Items.* These items are distributed through the supply room. All of these items are exchanged on a

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one for one basis during linen exchange. All items will be held up by the detainee and visually inspected prior to exchange. Any modifications or deliberate damage seen including such modifications as tying a knot in a towel will result in the detainee being disciplined. All dirty items are placed inside a white mesh bag, which is placed inside a garbage bag and then stored in the dirty linen shed next to Building 1 for Camp Delta 1 and Building 7 for Camp Delta 2 and Camp Delta 3.

(1) Blanket, Clothing (a top and bottom), PT Shorts, Sheets, Towels, T-Shirt (Has a pocket), Washcloth. If a detainee tears, rips, or otherwise damages this item or makes it into a weapon or self-harm device, it will be confiscated and the detainee disciplined for damaging or destroying government property. If the detainee does not have the item during any inventory, ensure the item was not confiscated. If it was confiscated and it was issued to him, he will be disciplined for damaging or destroying government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the item.

i. Religious Items. These items are distributed in coordination with the Chaplain.

(1) Koran. Religious book with special handling rules and search rules. Refer to section 6-11 for details.

(2) Perfume/Oil. Expendable item. Ensure no items are hidden inside of container.

(3) Prayer Beads. A religious item similar to a rosary. Prayer beads may not be modified in any fashion. Any modification to prayers will result in the confiscation of the prayer beads and the detainee disciplined. Fill out a form DA 4137 and turn the form and prayer beads into the Evidence Custodian.

(4) Prayer Cap. A black or white item that is worn on the head of the detainee. May be searched and handled by a guard wearing gloves. Examine for damage such as removal of threading. Any damage or modification to the prayer cap will result in the detainee being disciplined. Fill out a form DA 4137 and turn the form and prayer cap into the Evidence Custodian.

j. Books. These items are distributed through the Detainee Librarian. Examine all books for writing or any hidden items. Any book that contains writing should be confiscated and turned in immediately for intelligence purposes. Books will not be left on the blocks or put in the detainee's box or bag with other confiscated items. Any damage to books will result in the detainee being disciplined. A DA Form 4137 should accompany any damaged book.

k. Items. These items are distributed through the supply room.

(1) Bar Soap, Small. If the detainee is authorized a small bar of soap, he may keep this in his cell.

(2) Bar Soap, Regular. If the detainee is authorized a regular bar of soap, he may keep this in his cell.

(3) Bucket for Double Amputees. Do not confiscate this item.

(4) Comb. This will be given to the detainee during shower time. It will be stored in an evidence bag with the detainee's ISN written on it. Store the bag in the block supply box. Inspect for damage after use.

(5) Flip Flops. Detainees wear this item. Inspect them for damage. Discipline the detainee for damage only, not wear and tear from use. When in doubt about what caused the damage to this item, err on the side of damage caused by wear.

(6) ISO Mat. Used by the detainees to sleep on or to screen their bathroom use from others. The ISO mat will stay with the detainee at all times. Inspect the ISO mat for damage. If there is any damage, the detainee will be disciplined for damage or destruction of government property.

(7) Mask, Surgical Type. This item is used to hold the Koran. Typically, it is tied to the cell wall and the Koran is placed inside. Ensure the strip of metal that would normally go over the nose when worn is not present in the mask. All cells, except those designated for self-harm or have self-harm detainees in them, will have a mask to hold the Koran.

(8) Mattress. This item will stay with the detainee regardless if he loses it for the level he is on or not. Inspect the mattress for any damage or items hidden within it. If the mattress is damaged, the detainee will be disciplined for damage or destruction of government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the blanket.

(9) Salt Packets. These may be kept by the detainee and are a consumable supply. These may be obtained from the supply room as required.

(10) Shoes. Detainees wear this item. Inspect them for damage. Discipline the detainee for damage only, not wear and tear from use. When in doubt about what caused the damage to this item, err on the side of damage caused by wear.

(11) Storage Tub. This item will be marked with the detainee's ISN and will be the storage device for detainee property. Any damage to the tub needs to be documented and the detainee disciplined for damage or destruction of government property.

(12) Styrofoam Cups. If the cup has writing on it, confiscate, complete a DA 4137, and give to the Evidence Custodian. If the cup is damaged or destroyed, the detainee will be disciplined for destruction of government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the Styrofoam cup. If the detainee has lost his cup due to discipline, he will

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receive a cup with his meal but must return it at the completion of the meal. Due to supply issues, different size cups may be used at anytime. All cups are considered equal regardless of size.

(13) Toothpaste. This item will only be issued on Sundays. Ensure there is nothing hidden inside the toothpaste. If there is an object hidden inside, discipline the detainee for contraband, fill out a form DA 4137 and give the toothpaste and form to the Evidence Custodian.

(14) Toothbrush, Small Travel Type. This is a small toothbrush with regular bristles. These will be issued once a month. Inspect for any modification or damage to the handle. If found, discipline the detainee appropriately, fill out a form DA 4137 and give the toothbrush and form to the Evidence Custodian. Also, consult the damaged property matrix to determine the length of time the detainee loses the toothbrush.

(16) Water Bottle. The water bottle is not an expendable item. The detainee will receive a water bottle when his reward level is changed to a one or he has completed his discipline for destroying or damaging a water bottle. The water bottle needs to be inspected for damage or containing hidden objects. If the water bottle is damaged, the detainee will be disciplined for damage or destruction to government property. Also, consult the damaged property matrix to determine the length of time the detainee loses the water bottle.

(17) Games. Games need to be inspected for damage or lost pieces. If the game is damaged or has lost pieces, the detainee is to be disciplined for damage or destruction to government property. It is the detainee's responsibility to inform the guards if a game piece is accidentally lost and will not be disciplined if detainee tells the guard. The detainee will be informed of this responsibility when the game is issued. Also, consult the damaged property matrix to determine the length of time the detainee loses the game.

(18) Playing Cards. Playing cards need to be inspected for damage or lost cards. If the cards are damaged or have been lost, the detainee is to be disciplined for damage or destruction to government property. It is the detainee's responsibility to inform the guards if a card is accidentally lost and will not be disciplined if detainee tells the guard. The detainee will be informed of this responsibility when the cards are issued. Also, consult the damaged property matrix to determine the length of time the detainee loses the playing cards.

l. Mail. Mail personnel distribute this item to the detainees. A piece of mail is a complete letter, regardless of the number of pages, and the envelope. A piece of mail may also be a postcard.

m. Additional Items and Privileges.

(1) Additional Toilet Paper. The detainee normally receives a set amount of toilet paper per shift at specific times. This privilege allows the detainee to get toilet paper as required. The detainee is responsible for asking for the additional toilet paper. Guards need to ensure that the detainee doesn't receive additional toilet paper when the detainee already has it. The amount given to the detainee will be the same amount as normally distributed to the detainee.

(2) Pen and Paper Upon Request. The detainee may request pen and paper from the guards. The detainee may not have more than ten sheets of paper in his cell at any one time. The paper will not be passed between cells. If the detainee writes any letters and request them to be mailed, they will be given to the detainee mail personnel. Paper will be plain white paper such as that used in the Xerox machine. Pens will be the soft flexible safety version. Block personnel must document who receives a pen and must collect them prior to shift change. Pens will not be issued on midnight shift. The paper may be obtained from the supply room or the DOC and the pens will be obtained from supply. When getting pens, they must be exchanged on a one for one basis.

(3) Intel Directed Reading Material. This material, which may be magazines, books, etc.; will be labeled with an id that starts with the letter "I". All intelligence reading material will not be counted against the number of items that the detainee has from the Detainee Library. All intelligence reading material will be turned into the JIG when the detainee is disciplined and not the Detainee Library.

(4) Shampoo. Shampoo will be kept in a container and placed on top of his cell, visible to the guard. It will not be kept in the cell. The detainee may ask for shampoo to clean himself in his cell. The shampoo will be poured into the detainee's hand and the container placed back on top of the cell.

n. Authorized Activities. The following are guidelines for activities where the Authorized Activities form is not complete in the description.

(1) Allowed to Save an MRE for Later. The detainee is allowed to keep one MRE for later use. If the detainee is issued an MRE and already has a saved MRE, one must be consumed or returned. The detainee may not combine the contents of both MREs into one MRE in any form.

(2) Performing Approved Exercises in Cells. Approved exercise does not include any type of martial arts training.

(3) Authorized Exercises in Exercise Yard. Approved exercise does not include any type of martial arts training.

(4) Cold Water (After/During Exercise). A five-gallon water can/jug will be used to provide the detainee with cold water. Put ice in the water can prior

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to the start of the shower and exercise period. The water can/jug will not be the same water source as that used by the block personnel. The detainee is responsible to take his cup to the exercise yard if he wants cold water.

8-11. Special Rewards

a. At times, JIG personnel will give out special rewards outside of the normal reward system.

b. For the special reward of two detainees in the same exercise yard, the following procedure will apply:

(1) Putting the first of two detainees in the exercise yard will be conducted according to current methodology.

(2) Before placing the second detainee in the exercise yard, the first detainee must kneel in the corner opposite the exercise yard door, with his back towards the door, and grab the fence.

(3) If the detainee refuses to cooperate with the guard's instructions at any time, the detainee will be subject to disciplinary measures based on his failure to follow guard instructions.

(4) To take a detainee out when more than one occupies the cell, reverse the process.

c. For the special reward of a roll of toilet paper, the following procedure will apply:

(1) Give the detainee the roll of toilet paper

(2) If the detainee tries to force the roll into the toilet or passes it out to other detainees, confiscate the roll of toilet paper.

d. With any special rewards, immediately notify the DOC so that the JIG may be informed of an uncooperative detainee. In addition, the detainee will be disciplined accordingly.

Chapter 9†**Segregation Operations****Section I – In-Processing****9-1. In-Processing And Documentation**

a. Before placing a detainee in segregation, the following procedures should be followed:

(1) New detainees will be placed in segregation for processing for up to thirty days.

(2) DOD and military personnel involved with detainees in a disruptive behavior must write a sworn statement describing the offense committed by the detainee.

(3) PL will annotate discipline measures on DD form 508.

(4) The CO or higher must endorse any discipline that includes movements into segregation. The CO can recommend a maximum of ten days of discipline. If exceeding 11 days of discipline, the JDOG S-3, Deputy JDOG Commander (DCJDOG) or CJDOG must approve. If a detainee, while in segregation commits another offense, the JDOG S-3 or the CJDOG can approve an extension over 30 days in the same process used for Intel detainees.

(5) When a detainee is sent to segregation, a DIMS entry must be completed to include offense committed and discipline imposed.

b. If a detainee has committed an offense that requires segregation time, even if a segregation cell is not available, the detainee will receive a shave and a haircut for hygiene and medical reasons. If the detainee is IRFed, the haircut and shave will follow the decontamination process.

c. The only segregation blocks available in Camp Delta are India, November and Oscar. Other blocks may be designated for holding level 4 detainees, but they are not segregation blocks.

9-2. Placement For Intelligence Purposes

a. Request by interrogation to place detainees will be coordinated with the Interrogator Sections Chief and the Interrogation Control Element (ICE) OIC or JIG to ensure there is a valid reason for detainee placement in SHU.

b. After concurrence by the ICE OIC, requestor or section chief will indicate on the segregation transfer Request Form the specific reasons for placements in the segregation and the proposal level of detainee's access allowed to ICRC representatives. The request form is then forwarded to the JIG Commander or his designated representative for approval. The initial period of time, which a detainee may be placed in the Special Housing Unit without ICRC, visual access or restricted access shall be 30 days. Unless the JIG approves of a detainee placement in segregation, such placement is not permitted.

c. When a detainee placement is approved, the JIG Commander, through his representative at the Detention Facility notifies the JDOG to transfer the detainee to segregation.

d. When it is determined that military necessity justifies continued detention beyond this initial 30 days period the J-3 will prepare a notification memorandum for Commander JTF-GTMO signature to commander US SOUTHCOM. This notification memorandum will be prepared at least five days before the end of the initial segregation period and will include justification for the extended segregation Detention.

Section II – Operations**9-3. Block Operations**

a. Block personnel will operate segregation blocks IAW chapter 6 except for the provisions as noted in this chapter.

b. Due to behavior, some detainees may be housed in segregation either for their own protection or for security or safety reasons.

c. For detainees other than those in Self-Harm/Injured Behavior, two guards will walk the block at all times and document the conducted checks every 10 minutes. For detainees in Self Harm/Injured Behavior follow Self Harm/Injured Behavior SOP contained in Section 31-1.

d. Bean hole doors will only be open to pass items through.

e. The viewing doors will remain open at all times.

f. Detainees who are in a segregation block for INTEL purposes will be allowed to have their viewing door open at their request.

g. An Alpha Roster will be maintained on the block identifying the ISN numbers of all the detainees on the block.

h. Maximum Security Log will be maintained on the block with entrance/departure dates of segregation and ICRC access level.

i. All segregation blocks have a fire alarm system with electronic control system that can be reset in false alarm.

j. All segregation have an air conditioning system that will be set and maintained at 85 degrees.

k. Detainee comfort items and confiscated property will be stored in box above their cell until time served.

l. Intelligence directed segregation receive level 1, level 2, or level 3 privileges as recommended by JIG.

m. Each cell in segregation will have an assigned Koran.

n. Detainees may only cover the lower half of the viewing window while using the bathroom. After the detainee has completed using the bathroom, the object covering the window must be removed.

o. During shower and exercise, no razors, or nail clippers will be issued to detainees.

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p. The uniform for detainees while in segregation will be shorts and a shirt.

q. The only segregation blocks are I, N, and O. Other blocks may hold level 4 detainees, but they are not segregation blocks. Detainees may also be placed on a segregation block and have a different reward level other than four.

9-4. Extension Request Processing

a. If a detainee has discipline or is required to remain in a segregation cell for longer than 30 days, an extension letter will be submitted.

(1) ICE Ops will submit all extension requests to the J-3 Future Operations for detainees in segregation for intelligence purposes.

(2) JDOG S-3 will submit all extension requests to J-3 Future Operations for detainees in segregation for discipline purposes.

b. At the 25-day mark, a memorandum requesting the extension will be created and submitted. The memorandum will state which detainee and the justification for the extension beyond 30 days. DSB will create the extension request for detainees on discipline and forward to the JDOG S-3.

c. If the extension is not approved by 1800 hrs on the 30th day, the detainee will be removed from segregation.

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Chapter 10†

NAVSTA Brig Operations

10-1. Purpose

To establish a policy and procedure for transportation to and US Army security of detainees housed at the NAVSTA Brig, Guantanamo Bay, Cuba.

10-2. Transport To NAVSTA Brig

a. Based on the number of detainees to be moved, the following vehicles can be utilized:

- (1) NAVSTA Brig Vehicle
- (2) Detention Hospital Ambulance
- (3) Detainee Bus.

b. As needed, medical personnel will accompany detainees to the Brig.

c. Detainee will be escorted to the Brig in three-piece restraints; two guards will provide security inside the transporting vehicle. Escorts will execute duties IAW Chapter 11.

d. The vehicle will enter the NAVSTA Brig through the Vehicle Sally Port. At no time will the detainee be outside of the vehicle except when they are inside the NAVSTA Brig compound.

e. The vehicle will pull to the far end of the block for offloading.

f. Once positioned inside the compound, two guards will escort detainee from the vehicle to the cell. The cells nearest the door will be occupied first. The cell will be searched for weapons and contraband before the detainee is placed into the cell.

g. Detainee comfort items will be searched and placed into cell before detainee arrives.

h. Once detainee is inside the cell, two escorting guards will conduct standard unshackling procedures.

10-3. Personnel Support Requirements

a. JDOG will provide three guards per shift when detainees are confined in the NAVSTA Brig.

b. JDOG will provide Chaplain and Interpreter support as needed.

10-4. Medical Support Requirements

Detention Hospital will continue to provide daily medical support throughout the duration of confinement within NAVSTA Brig.

10-5. Meals

a. Detainees will have 30 minutes to consume meals. JDOG will provide meals for detainees as follows:

- (1) Breakfast: 0715-0745
- (2) Lunch: 1100-1130
- (3) Dinner: 1715-1745.

10-6. Exercise

a. Detainees will receive two 20-minute exercise periods a week.

b. The exercise period will take place inside the NAVSTA Brig day room or exercise yard.

c. If the exercise yard is used, one detainee at a time will be allowed to exercise in the yard adjacent to the Brig. In order to accomplish this, the following procedures apply:

(1) There is a 20-minute time limit placed upon this exercise period.

(2) A green Brig uniform will be issued to the detainee and he will change prior to exiting his cell. Upon returning, the detainee will change back into his orange jumpsuit.

(3) The detainee will be moved in the following manner:

(a) The entry gate will be closed.

(b) The detainee will be cuffed and shackled.

(c) The detainee will be escorted to the yard by two guards.

(d) The detainee will be uncuffed at the request of the interrogator.

(e) Shackles will not be removed.

(4) One guard will be positioned outside the entrance to the Brig leading into the yard. The other guard will be positioned in the yard by the exit gate.

(5) The detainee will be allowed to walk the entire yard however the interrogator must be with him at all times.

(6) Only one detainee will be out of his cell at a time.

10-7. Showers And Laundry

a. The three guards on duty are responsible for all functions that are required for detainee showers. This includes, but is not limited to:

(1) Escort to and from shower

(2) Sanitation and cleanliness of shower point.

(3) Detainees will receive two five-minute showers a week unless otherwise directed by the CJDOG.

(4) The following will be the procedure for conducting showers and laundry exchange for the detainees:

(a) There will be no set schedule for showers and laundry of the detainees.

(b) Showers will be conducted twice per week per detainee.

(c) Laundry will be exchanged or washed on one of the days the detainee showers.

b. If there are multiple detainees, one detainee per day will shower and have his laundry exchanged or washed.

c. The exception to this policy will be detainees being interrogated by the JIIF. If a detainee is

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scheduled to shower and have his laundry exchanged at a time the JIIF needs to do their interrogation, the needs of the JIIF will supersede the detainee shower and laundry exchange. That detainee will be re-scheduled for his shower and laundry exchange. At no time will a detainee be excluded from his weekly showers and laundry exchange.

10-8. Special Orders For Guard Staff

a. The guard staff is responsible to the Base PL (BPL) for all detainees, areas, and all events occurring within the Brig area. When detainees are in the cells, this post will be manned 24 hrs a day. The guard staff will handle all the detainee functions and will be responsible for the cleanliness of all the occupied cells, shower room, and the dayroom. JDOG guard personnel will be familiar with all emergency instructions.

b. Maintain accountability of all detainees assigned.

c. Ensure security measures are adhered to for all detainees.

d. Ensure close observation of all detainees' health and welfare to ensure health is maintained.

e. Ensure medical attention is rendered to detainees during medical emergencies.

f. Ensure security measures are adhered to during emergencies.

g. Ensure emergency exits and security doors are secured at all times.

h. Ensure daily cleaning of dayroom and showers is conducted. Clean occupied cells as needed.

i. Ensure search of occupied cells is conducted daily.

j. Search detainee whenever removing from or returning to cell.

k. Ensure dayroom is free of any item that may be used as a weapon.

l. Maintain the proper entries on the CD-S341.

m. Maintain good order and discipline in the dayroom.

n. Ensure all cleaning gear and chemicals are properly stowed and not easily accessible to detainees.

o. Responsible to the BPL for carrying out this post order.

10-9. Visitation

a. All access to detainees confined at NAVSTA Brig must first be checked and cleared from the access roster provided by JDOG.

b. *ICRC Visit*. ICRC is authorized visitation IAW Chapter 18 and designated ICRC Access level.

c. *Chaplain Visit*. The Chaplain is authorized to visit the detainees only if he has coordinated with JDOG. The Chaplain is not authorized in the brig unescorted without the authorization of the CJDOG or the JDOG Operations.

d. Only one detainee will be out of his cell at a time.
e. The detainee will be cuffed and shackled at all times.

f. Fifteen minutes is permitted with each detainee.

g. Interrogator and JIIF visit

h. Interrogators and JIIF personnel are authorized unlimited access to the detainees within the brig.

i. Conduct authorized interrogations in one of three places:

(1) Within the block, cell # 10. When cell # 10 is utilized, the following rules will be adhered to:

(a) This will be coordinated by the JIIF with the JDOG prior to the interrogators arriving at the brig.

(b) One interrogation will be conducted at a time. At no time will more than one detainee be out of his cell at a time unless the CJDOG grants approval.

(c) Detainees will be moved to cell #10 with cuffs and shackles secured and the entry gate closed.

(d) The interrogators may ask to have the cuffs removed prior to the interrogation beginning. This is authorized after the detainee is moved and placed in cell #10. The leg shackles will never be removed.

(e) One guard will be stationed outside the door of cell #10 observing the detainee. The other guard will continue to watch the remaining detainees within the block.

(f) After the interrogation is completed, the interrogators will leave cell #10 but remain within the block. The guards will re-cuff the detainee and return him to his cell where he will be secured. At this time, the interrogators will be permitted to leave the brig or conduct an interrogation with another detainee.

(2) Within the block at a table. Interrogators are permitted to conduct the interrogation within the confines of the block.

(a) The detainee will be removed from his cell with handcuffs and shackles on.

(b) The entry gate will be closed when a detainee is not in his individual cell.

(c) The detainee will sit at the far table with the interrogators sitting across from the detainee.

(d) At no time will the leg shackles be removed. Remove handcuffs at the interrogators request.

(3) Within the confines of the adjacent building. Interrogators and JIIF personnel are authorized to interview/interrogate detainees within the confines of the building adjacent to the holding/cell area.

(a) There is no time limit placed upon the interrogators/JIIF personnel.

(b) There will be no limit as to the duration of the interrogation/interview.

(c) The interrogators/JIIF personnel will coordinate with the JDOG for the support of an additional guard to accompany them.

(d) The detainee will be moved in the following manner:

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- (-) The entry gate will be closed.
- (-) The detainee will be cuffed and shackled.
- (-) Two guards will escort the detainee to the adjacent building.
- (-) The small room will be utilized.
- (-) The detainee will be uncuffed at the request of the interrogator.
- (-) Shackles will not be removed.
- (-) One guard will position himself/herself outside the entrance to the room being utilized. The other guard will be positioned outside at the rear door of the room being utilized. The third guard will remain inside the block as security for the detainees remaining within their cells.
- (-) Only one detainee will be out of his cell at a time.
- (-) If more than one interview is going to be conducted, the first interview will be completed in its entirety before the second interview commences.

10-10. Use Of The Television

- a. The television is there for the enjoyment of the guards and Brig personnel on duty.
- b. Between the hours of 2200 and 0600, the television will be moved to an area in the vicinity of the shower (outside the gate).
- c. The volume will be at the lowest level possible to be heard by the guards and Brig personnel but not loud enough to disturb the detainees.

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Chapter 11
Escort Operations

11-1. General

a. Escort Operations provide two missions in Camp Delta. The first mission provides escorts for the movement of detainees for JIIF, Medical and ICRC appointments and block transfers. The second mission provides escorts for all personnel entering Camp Delta who require escorted access.

b. Those assigned to the escort detail must be available for the whole shift.

c. All use of escorts will be coordinated through Escort Control.

d. Any detainee transported outside of Camp Delta will have an E-5 assigned, in addition to normal escort requirements.

11-2. Escort Control

a. *Description:* Serves as the central control facility for all escorts assigned to Camp Delta. All escorts report movement to Escort Control via saber radio or telephone, based on the type/location of escort.

b. *Staffing:* Escort Control is staffed with a minimum of two personnel familiar with Escort Operations. However, between the hours of 0700-1800, the staff should be augmented by one additional staff member to assist with heightened daytime escort requirements.

c. *Escort Management:* Escort control is responsible for coordinating all escort operations within Camp Delta except those involving distinguished visitors or the media. Escort control will maintain a tracking board that displays the status and location of all escort teams within Camp Delta. Escort control personnel will call for a status check with all escort teams at least every 30 minutes to verify location and status of all escort teams. Escort control will coordinate the assignment of escort teams to escort missions based on current mission requirements and ensures that the priority of support doesn't conflict with the CJDOG commander's intent. With the consent of the on-duty CO, escort control can re-task escort teams as necessary to support the CJDOG's intent.

d. Escort control will receive a schedule from the ICE for the next day's interrogation plan. Escort control will review the list for any items outside the normal operating parameters. The normal operating parameters are no more than five escorts in any one-hour block of time and a minimal amount of escorts during guard chow times and shift changes.

e. Escort control will receive any planned escorts required for detainee transfer to NAVBASE Hospital the day prior from Detention Hospital personnel. Escort Control in coordination with DOC personnel will ensure that the unit tasked to provide armed

escorts for this mission report 30 minutes prior and are at the designated location on time.

f. Escort control, when notified by ICRC personnel through the DOC, will dispatch escort teams for the ICRC to SP 1 to greet the ICRC representative upon arrival.

g. At the beginning of an escort team shift, Escort Control personnel will issue out radios and escort team call signs. At the end of the escort teams' shift, Escort Control will collect all radios.

11-3. Priority Of Escorts.

The CJDOG establishes the priority of escorts based on mission and available resources. The normal priority for escorts is:

- a. JIIF.
- b. ICRC.
- c. Medical.
- d. Contractor.
- e. Detainee block transfers.

11-4. Escort Teams

a. Escorts are broken into two distinct groups. Group one provides escort teams typically to detainees within Camp Delta involving block transfers or moving to appointments at JIIF or Medical. Group Two provides guards to escort teams who are not authorized unaccompanied access to Camp Delta.

	GROUP ONE	GROUP TWO
Who	Detainees	Escorted Personnel
Why	JIIF Medical Block Transfers	ICRC Contractors DV Personnel

Table 11-1

b. *Detainee Escorts.* Group 1 Escorts typically involve two types of escort missions. Each type of escort mission is explained below.

(1) JIIF Escort. These escorts are responsible for moving detainees for appointments with the Joint Interrogation Facility. These escorts are staged in the Brown Bldg located in the JIIF and are notified by Escort Control when needed to escort a detainee to the JIIF. The escort team is also responsible for completing the Interrogation Support Form and PSYOPS Spot Report when applicable. The process follows these steps:

STEPS:	ESCORT TEAM	ESCORT CONTROL
Interrogator reports to escort control and		

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STEPS:	ESCORT TEAM	ESCORT CONTROL
notifies escort control of integration.		
Escort control assigns the Interrogator an Interrogation booth based on the Interrogator's needs and organization.		√
Interrogator departs for interrogation booth and prepares for interrogation.		
Escort control assigns a JIIF escort team to pickup the detainee and calls the escort team to escort control via secure radio on channel 4.		√
The escort team reports to escort control and draws shackles and receives an escort briefing which includes the following: Current location of detainee (block and cell number) Location of interrogation booth Special instructions	√	
Escort team moves to pickup detainee.	√	
Escort control notifies DOC of interrogation.		√
Escort team secures detainee from cell.	√	
Escort team calls escort control and reports beginning of escort.	√	
Escort control logs the start of escort on escort control log.		√
Block NCO notifies DOC of detainee departure from block and gives new head count to DOC.		
Escort team secures detainee in the interrogation booth.	√	
Escort team reports to escort control completion of escort via secure radio.	√	
Escort team returns to escort control and turns-in shackles and place detainee ID card in the appropriate slot on the interrogation bldg board.	√	√
Interrogator completes interrogation.		
Interrogator reports to escort control that the interrogation is complete.		
Escort control assigns a JIIF escort team to pickup the detainee and calls the escort team to escort control via secure radio on channel 4.		√

STEPS:	ESCORT TEAM	ESCORT CONTROL
The escort team reports to escort control and draws shackles and receives an escort briefing which includes the following: Current location of detainee (interrogation booth) Location of cell Special instructions	√	
Escort team moves to pickup detainee.	√	
Escort control notifies DOC of interrogation completion.		√
Escort team secures detainee from interrogation booth.	√	
Escort team notifies escort control that they have detainee in custody and are enroute to block.	√	
Escort team secures detainee in the cell.	√	
Escort team reports to escort control the completion of escort.	√	
Escort control logs the completion of escort on escort control log.		√
Block NCO notifies DOC of detainee arrival from interrogation and gives new head count to DOC.		
Escort team returns to escort control and turns-in shackles.	√	

Table 11-2

(2) Medical Escort. These escorts are responsible for moving detainees for appointments with the Detainee Clinic located outside Sally Port 3. At 0830 hours, one medical escort team will report to the Detention Hospital. At 1000, two more teams will report to the Detention Hospital. These teams will be dispatched by the Detention Hospital and will maintain contact with Escort Control. The escort team will stay with the detainee at all times unless properly relieved, he is returned to the block, or admitted to the Detention Hospital. These escorts are staged in the Detainee Clinic and are notified by medical personnel when needed to escort a detainee to the medical. The process typically follows these steps:

STEPS:	ESCORT TEAM	ESCORT CONTROL
Medical personnel notify escort control		

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STEPS:	ESCORT TEAM	ESCORT CONTROL
of medical escort requirement via phone.		
Escort control assigns a medical escort team to pickup the detainee and calls the escort team via secure radio on channel 4.		√
Escort team moves to pickup detainee.	√	
Escort control notifies DOC of medical escort.		√
Escort team secures detainee from cell.	√	
Escort team calls escort control and reports beginning of escort.	√	
Escort control logs the start of escort on escort control log.		√
Block NCO notifies DOC of detainee departure from block and gives new head count to DOC.		
Escort team secures detainee in the medical.	√	
Medical provides treatment.		
Escort team secures detainee from medical.	√	
Escort team notifies escort control that they have detainee in custody and are enroute to block.	√	
Escort team secures detainee in the cell.	√	
Escort team reports to escort control the completion of escort.	√	
Escort control logs the completion of escort on escort control log.		√
Block NCO notifies DOC of detainee arrival from medical and gives new head count to DOC.		
Escort team returns to medical.	√	

Table 11-3

(3) Block Transfers. The DOC will direct on a regular basis the movement of detainees from one block to another. The DOC will give the escort control a list of detainees that require movement during the coming shift. The escort NCOIC will ensure the timely execution of these cells movements by using general escorts.

c. Accompanied Access Escorts. Group 2 escorts typically involve three types of escort missions. Each type of escort mission is explained below.

(1) Contractor Escorts. Contractor escorts are necessary when personnel need access to Camp Delta facilities in order to conduct maintenance or

improvements. Escorts control will work closely with sally ports in order to understand and manage contractor escort requirements. The escorts will not allow any vehicle to be left unattended with the motor running. The process typically follows these steps:

STEPS:	ESCORT TEAM	ESCORT CONTROL
Sally port 1 or 8 will notified escort control concerning requirement for contractor escort over secure radio on channel 4.		
Escort control will assign a general escort team to provide escort to the contractors.		√
Escort team will report to the appropriate sally port and begin escort mission.	√	
Escort team calls escort control and reports beginning of escort	√	
Escort control logs the start of escort on escort control log.		√
Escort team will remain with contractors throughout escort and report status every thirty minutes to escort control.	√	
Contractor will complete assigned work.		
Escort team will return with contractor to appropriate sally port.	√	
Escort team reports to escort control the completion of escort.	√	
Escort control logs the completion of escort on escort control log.		√
Escort team will return to the brown building and wait next mission.	√	

Table 11-4

(a) Contractor escorts will maintain visual contact on all contractors at all times. No contractor is allowed to move from one location to another without an escort.

(b) Contractors are prohibited from having any direct contact with detainees. Immediately report any communication between a contractor and detainee to the SOG and DOC. Identify and detain the contractor(s) involved immediately.

(c) Be aware of suspicious activity such as drawing maps, non-verbal signals to other individuals, and leaving tools and other equipment behind. Immediately report any suspicious activity to the SOG and DOC. Identify and detain the contractor(s) involved immediately.

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(d) Ensure no equipment, tools, or other items are left behind at the work site once work is complete.

(e) Notify the DOC at the start of the escort the destination and then notify the DOC for any change in location or the completion of the escort.

(f) Escorts, when the contractor arrives, will ask for the number of separate work locations to ensure the proper number of escorts is on hand.

(g) Contractor escorts will not permit contractors to park next to any outside perimeter fence.

(2) ICRC Escort. Escorts will be designated as ICRC escorts and are available to escort ICRC personnel during their visitation and interviews within Camp Delta. ICRC escorts are dedicated to this mission and may not be used for any other escort mission. ICRC escorts are only required with ICRC personnel are on ground in Cuba. ICRC escorts will not be required when ICRC is not present in Cuba. ICRC escorts are required are managed through escort control. ICRC provides a list of detainees that they would like to visit 24 hours prior to visit. ICRC escorts are usually staged out of the brown bldg until called upon by escort control. ICRC escort team is composed of three guards unlikely most escort teams which are only composed of two guards. These escorts should be ready at all times. ICRC escorts typically follow the following process:

STEPS:	ESCORT TEAM	ESCORT CONTROL
ICRC will call the DOC and notify them that they are enroute to Sally Port 1.		
DOC will notify Escort Control.		
Escort control will assign an ICRC escort team to the mission.		√
Escort control will notify the assigned ICRC escort team via secure radio on channel 4.		√
ICRC escort team will move to Sally Port 1 and await the arrival of the ICRC representatives.	√	
Escort team calls escort control and reports beginning of escort.	√	
Escort control logs the start of escort on escort control log.		√
Escort team conducts escort mission.	√	
Escort team returns to Sally Port 1 with ICRC representatives.	√	
ICRC leaves Camp Delta through Sally Port 1.		
Escort team reports to escort control the		√

STEPS:	ESCORT TEAM	ESCORT CONTROL
completion of escort.		
Escort control logs the completion of escort on escort control log.	√	

Table 11-5

d. Upon the approach of any Distinguished Visitor (DV), an escort team moving a detainee will stop movement and face the detainee away from the passing DV. Once the DV or DV party has passed, the escort team will resume movement of the detainee.

11-5. Vehicle Usage/Gators

a. Teams will utilize Gators when transporting detainees from Camp II, III or Camp IV for appointments in Medical or JIIF. The keys for the Gators will be maintained in escort control.

b. Only escorts for detainees going to reservation will use Gators.

c. Gators will be used for any escort mission. The SOG also can use them to move bulk items.

d. Gators will be utilized in Camp Delta only.

e. Gators will not be operated in excess of 5 MPH.

f. Gator occupancy will not exceed 4 personnel. will be kept clean and free of trash and debris.

g. Gators will be topped off at the end of each shift.

h. Sundays from 1400-1700, SOG 3 will ensure Gators have been washed and cleaned of debris and trash.

i. Maintenance issues will be brought to the attention of the JDOG S-3.

j. Gators will only be “combat” parked in the designated area near the Medical Gate.

k. To load or unload a detainee, move the Gator to loading area. After unloading the detainee and moving him to their destination, the escort team will return to properly park the Gator.

l. One member of the team will sit in the rear of the Gator with his arm across the detainee and hold onto the side of the Gator to secure him in place during transport.

11-6. Equipment Maintenance

Escort teams assigned duty during midnight shift will conduct PMCS of all escort equipment to include shackles, Gators. The midnight shift Escort Control NCOIC should be sure that PMCS is completed and noted in the DOC Staff Journal.

11-7. Communications

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Communications between Escort Control and Escort Teams will management primarily over secure radios on Channel 4. Escort Control Call Sign will be Escort Control. Escort Teams will be assigned a call sign based on the following matrix.

Escort Teams:	Call Sign:
General Escorts	
General Escort 1	Golf 1
General Escort 2	Golf 2
General Escort 3	Golf 3
General Escort 4	Golf 4
General Escort 5	Golf 5
General Escort 6	Golf 6
General Escort 7	Golf 7
General Escort 8	Golf 8
General Escort 9	Golf 9
General Escort 10	Golf 10
General Escort 11	Golf 11
General Escort 12	Golf 12
General Escort 13	Golf 13
General Escort 14	Golf 14
General Escort 15	Golf 15
General Escort 16	Golf 16
General Escort 17	Golf 17
General Escort 18	Golf 18
General Escort 19	Golf 19
General Escort 20	Golf 20

Table 11-6

11-8. Distinguished Visitors

COs escort all distinguished visitors inside Camp Delta. If the visitor is military, it will be for grade O-5 and above. This will not include PAO tours.

11-9. NAVBASE Hospital Escorts

a. A two-person team will escort detainees to the NAVBASE Hospital Detainee Acute Care Unit (DACU) for treatment. These escorts will not exceed four hours in length.

b. Escorts will consist of one MP armed with a 9mm pistol, 5 rounds of ammunition and OC pepper. The other MP will carry OC pepper and key to restraints.

c. Weapons will be stored at the hospital upon arrival IAW NAVBASE Security Force SOP.

d. Escort Responsibilities:

1. Search the interior, exterior and undercarriage of the ambulance prior to detainee being placed inside

2. Maintain continuous observation of the ambulance, following the search until the completion of the move.

e. When escorts are traveling to pick up a detainee already at NAVBASE Hospital, or returning to Camp Delta after dropping off a detainee at NAVBASE, it

remains the escorts' responsibility to search the interior, exterior and undercarriage of the ambulance prior to entering or exiting Camp Delta.

f. If a detainee's appointment or medical treatment requires them to remain at NAVBASE longer than 4 hours, then the Detainee Acute Care Unit (DACU) will cover the mission.

g. DACU Security Force will consist of one NCO and two soldiers. The mission may require this position to be manned 24 hours 7 days a week or however long medical attention is needed at the facility, to be determined by competent medical authority. Extended stays will be broken down into (3) eight-hour shifts and manned accordingly.

h. DACU Security Force will report to the DOC prior to assuming duties to sign for equipment and receive briefing. When relieved of duties, DACU escorts will report to the DOC and return any equipment and turn in any reports required and conduct debriefing.

i. DACU Escort will have security responsibilities for the detainee hospital room area, and any areas the detainee would receive treatment. One DACU Escort will also maintain visual contact inside the area where the detainee is located. At a minimum, one DACU Escort will be posted at the outside entrance of the detainees' location while in the hospital. The third DACU Escort will provide breaks and assist with other support for this mission.

j. For any emergency situations the DACU Escorts will follow established SOP's of NAVBASE Hospital Security Force. It is the responsibility of the DACU Escorts to review and comply with all postings.

k. While performing duties at the NAVBASE Hospital the DACU Escorts will maintain communication, primary long-range saber radio and secondary, landline telephone to the DOC.

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Chapter 12↑

Detainee Property

12-1. Authorized Personnel

a. Personnel authorized to receipt, issue, and store detainee property must be designated on a memorandum from the CJDOG. Personnel designated must be in the grade of E-7 or above and shall be the only personnel allowed access into the detainee Property Storage Room.

b. Personnel authorized to receipt, issue, and store detainee evidence property must be designated on a memorandum from the CJDOG. Personnel must be trained in proper handling of evidence.

12-2. Property Handling

a. Upon arrival of aircraft at Leeward Side on US Naval Base, GTMO, the MP NCOIC signs for detainee property from the USAF Security Officer assigned the air bridge mission.

b. The MP NCOIC will sign for all detainee pocket litter property packets. All property packets containing items of military intelligence value are signed for by the J-2. Fleet medical personnel sign for medical record packets.

c. J-2 personnel will review detainee pocket litter property packets to determine if any remaining property has any intelligence value. Packets are opened, inventoried, and transfer of property documented on DA Form 4137. Any transfer of property to J-2 personnel is annotated by item on the DA 4137 and signatures secured.

d. Upon completion of J-2 review, the remaining property is transported to the JDOG S-4. Inventory of remaining property is completed and transferred to the Property Custodian, JDOG. Signatures are secured to document property transfer of property packets; copy made of DA 4137, sealed, and placed in storage locker.

e. JDOG S-4 personnel will use the copy of the DA 4137 to enter the individual property items into the NDRC database. The property printout is verified against the DA 4137 to insure 100% accuracy and filed in the JDOG Property Custodian File.

f. The JDOG S-3 will notify the JDOG Property Custodian of any scheduled release or transfer operations to facilitate retrieval of property for transfer to the former detainee. Final signature will be secured from the repatriated individual upon receipt of any personal property and filed in the JDOG Property Custodian File.

g. The personal property of a deceased detainee will be disposed of in accordance with AR 630-10, AR 638-1, or AR 700-84 as appropriate. An independent individual will be appointed by the CJDOG to audit and sign the detainee's personal property record for the detainee.

h. All items are individually inventoried and sealed into a packet. Up to 100 packets are stored in a container secured in a locked storage room located in Camp America. Access is limited to a property custodian and an alternate. Inventories are conducted upon change of custodian. Records are kept by the JDOG S-4 and in the DRS system.

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Chapter 13

Detainee Mail Operations

13-1. Types Of Mail

a. *Ordinary Mail.* Normal incoming mail processed through the Washington D.C. postal address not deemed to be from the ICRC or Legal mail.

b. *ICRC Mail.* Mail that is written in the presence of an ICRC representative, handled through the ICRC, and delivered by ICRC representatives. The mail section only translates and JDOG S-2 screens the mail.

c. *Legal Mail.* Mail that is obviously from a lawyer, court, or other legal representative.

d. *Incoming.* Mail that is sent from an outside party to a detainee.

e. *Outgoing.* Mail that a detainee writes.

13-2. Definitions

a. *Highview.* The Operating System used to manipulate DOCEX [Possible Document Exploitation] throughout the detainee mail dissemination process. This system simplifies the scanning, filing, retrieving, routing, and processing of Detainee Mail.

b. *DMPC.* The Detainee Mail Processing Center. A function of JDOG S-1.

13-3. Incoming Mail

a. *Every time anyone handles ordinary incoming mail, they should wear latex gloves to protect against any chemical hazard on the envelopes or letters. All mail is irradiated against biological hazards, but this may not protect against chemical hazards.*

b. When Incoming mail is received at the JTF APO or postal room, the NCOIC of the postal room will call the detainee mail section and notify the mail section of the arrival of mail. A representative of the Detainee Mail Processing Center (DMPC) will then go to the mailroom to pick up the mail. The representative will count and verify the correct number of incoming mail items. The representative from the detainee mail section will then sign for the incoming mail. Detainees are not authorized to receive anything other than flat letters weighing less than one ounce. All postal units have been told any other items will be immediately returned to the sender.

c. The mail will then be entered into the detainee mail-tracking database, DOCEX.

d. The Alpha Numeric Code representing the sequence number of the detainee that the mail is addressed to is entered into DOCEX. As each item is entered into DOCEX, it is assigned a mail item number (Harmony number). This Harmony number will be labeled on all items arriving in the mail and in the envelope. This includes each written page of the letter, any enclosures, and the envelope. (Example: GUAN2003I-#####DP)

e. After the mail is entered into DOCEX, it will then go through an Initial Review. A format is made displaying the Harmony Number, Alpha Numeric Code, Box Number/ICRC Number, Title, Primary Language, Security Classification, Document type, and Publication Country. After the Initial Review is completed, the electronic versions of the mail items are then forwarded to Translation. The original documents are then delivered to Translation with an Incoming Mail Transmittal Sheet. The transmittal must be signed for by the representative from the document translation section for permanent records (refer to section 13-10).

f. *The DOCEX scanners and work area must be wiped down and cleaned after each batch of incoming mail is entered into DOCEX. This will ensure nothing is transferred from detainee mail to any other items being scanned.*

g. After translation, the original mail items are returned to the detainee mail-processing center, and filed in a temporary file. The electronic version of the translation will be forwarded to both the JDOG S-2 for screening in DOCEX.

h. A copy of the incoming mail will be given out to the detainee five days after screening by the JDOG S-2 personnel, unless contacted by the JDOG S-2 section to hold the mail for a specific reason. The mail must be entered into the computer as delivered to the detainee on the day it is given out to the detainee.

13-4. Outgoing Mail

a. Outgoing mail is collected by the detainee mail section daily IAW the mail collection schedule. This schedule rotates collection between blocks and between types of outgoing mail. This schedule allows the detainees to write four post cards (6" x 4" in size) and two letters (single side of one piece of paper not larger than 8.5" x 11") per month IAW AR 190-8, Section 3-5, page 7. Note: Per AR 190-8, para 3-5, sec f. (3), maps, sketches, and drawings are not permitted in outgoing correspondences. A sample schedule follows:

BLOCKS									
Day	Letters				Postcards				
1	Wed	V	W			Y	U		
2	Thu	A	T			P	Q	R	K
3	Fri	B				M	N	O	S
4	Sat	W	U			Y	V		
5	Sun								
6	Mon	C				I	K	L	T
7	Tue	Q	M			F	G	H	
8	Wed	R	S			C	D	E	
9	Thu	Det Hosp	G			A	B		
10	Fri	D				P	Q	R	

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11	Sat	V	C			U	Y		
12	Sun								
13	Mon	E				M	N	O	S
14	Tue	F	N			I	K	L	T
15	Wed	K	O			F	G	H	
16	Thu	L	P			C	D	E	
17	Fri	M	T			A	B	R	
18	Sat	V	Y			U	W		
19	Sun								
20	Mon	G	R			P	Q	A	S
21	Tue	H	C			M	N	O	B
22	Wed	I	D			K	L	T	
23	Thu	N	E			F	G	H	
24	Fri	O	F			C	D		
25	Sat	Y	W			V	U		
26	Sun								
27	Mon	P	Det Hosp			A	B	I	S
28	Tue	K	H			P	Q	R	C
29	Wed	A	I	S		M	N	O	D
30	Thu	B	K			I	L	E	T
31	Fri	L	Q			F	G	H	

Table 13-1

b. If there is a situation that involves a security risk, and the block is closed down for that specific time, the mail clerk will be informed and that block will be skipped for that rotation.

c. Detainee mail clerks will take no more than five pens with black ink to the blocks at a time. The mail clerks can allow up to five detainees to write at one time. The mail clerk must closely observe the detainees while they write the letter/post-card to ensure the detainee is not using the pen to write anything other than the letter/postcard. When leaving the block, the mail clerk and Block NCO will ensure all pens and materials are accounted for.

(1) Detainee Mail Clerks should attempt to wake up sleeping detainees and offer them a chance to write. If a detainee refuses to write when he is offered his chance, the mail clerk continues. If a detainee changes his mind after being offered an opportunity to write, he WILL NOT be offered a second chance to write.

(2) If a detainee is praying, prayer should not be interrupted in order to inform the detainee of the opportunity to write. However, if the detainee stops praying on his own and the mail clerk is still in the block, then the detainee should be offered the opportunity to write.

(3) Detainees are given 20 minutes per postcard and 30 minutes per letter. If a detainee takes longer than this, he should be told to address the item and turn it in. If a detainee refuses, he will be instructed to turn

in the mail immediately or it will not be sent out. If he still refuses, then it is up to the guards to retrieve the mail and the pen in accordance with their operating procedures. Mail clerks will complete an incident report if this occurs.

(4) If a detainee declines the opportunity to write, this declination is documented on the daily mail schedule. The mail schedules are kept in binders to document when each detainee was given an opportunity to write.

d. After the detainee mail clerk allows all detainees scheduled to write that day, the mail is taken to the detainee mail-processing center and entered into DOCEX. Each letter or postcard is given an Alpha Numeric Code representing the sequence number of the detainee that wrote the letter or postcard, and DOCEX assigns a mail item number (Harmony number) to the letter or postcard (Example: GUAN2003T-#####DP). The Harmony number must be labeled on the lower left hand corner of both the letter and envelope. For postcards, the mail item number will be written on the upper right hand corner.

e. After the mail is processed into DOCEX, it will then go through an Initial Review. A format is made displaying the Harmony Number, Alpha Numeric Code, Box Number/ICRC Number, Title, Primary Language, Security Classification, Document type, and Publication Country. After the Initial Review is completed, the electronic versions of the mail items are then forwarded to Translation. The original documents are then delivered to Translation with an Outgoing Mail Transmittal Sheet. The transmittal must be signed and dated for by the representative from the document translation section for permanent records.

f. After translation, the original mail items are returned to the detainee mail-processing center, and filed in a temporary file. The electronic version of the translation will be forwarded to JDOG S-2 for screening in DOCEX.

g. Mail is sent to the JTF-GTMO APO for mailing five days after being screened, unless contacted by the JDOG S-2 section to hold the mail for a specific reason. The mail must be entered into the computer as mailed on the day it is transferred to the JTF Mailroom.

h. Interrogators will conduct mail collection and distribution for detainees on any level 5 blocks for all mail except ICRC mail. When mail is received on island and has been processed, the mail will be forwarded to the JIFF for distribution to the detainee. Interrogators will forward mail collected from a detainee directly to the mail section for processing and screening.

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13-5. ICRC Mail

a. Ordinarily, ICRC mail is collected by representatives of the ICRC and transferred to the detainee mail section by the JDOG's ICRC liaison. The JDOG representative normally delivers the ICRC mail to the detainee mail section.

b. The ICRC Rep will document outgoing pieces of mail prior to handing them over to the Detainee Mail Section on a non-networked computer that has no sensitive information on it. This will be done in the vicinity of the mail room. The ICRC Rep will assign each ICRC mail piece an ICRC mail code. UNDER NO CIRCUMSTANCE MAY UNSCREENED MAIL LEAVE THE DETENTION FACILITY. Neither the ICRC representative nor the JDOG liaison is authorized to remove unscreened mail from the facility.

c. When ICRC mail is delivered to the detainee mail section, the mail must first be entered into DOCEX. ICRC mail enters DOCEX through the same process as ordinary mail with the exception of Initial Review, where the ICRC mail code is included with the format. After the mail is entered into DOCEX, it is transferred to the linguist section for translation in the same manner ordinary mail is transferred (Refer to section 13-3, 13-4).

d. When ICRC mail is returned from translation, the originals are placed into a temporary hold file and the electronic versions are forwarded to the JDOG S-2 for screening [DOCEX].

f. ICRC mail originals are returned to the ICRC representative 5 days after being screened, unless contacted by the JDOG S-2 section to hold the mail for a specific reason. The mail must be entered into the computer as transferred to ICRC on the day it is transferred to the ICRC representative.

13-6. Mail Screening

a. All mail will be processed through the DMPC then forwarded electronically to the JDOG S-2 for screening.

b. Cleared Mail. Mail that has been screened by JDOG S2, authorized delivery, and stamped with JDOG S2 approved stamp controlled by S2.

c. Exploited/Forwarded mail. Any mail that has been designated to have INTEL/OPSEC value beyond the normal mail process will be notated in PINK and disseminated appropriately.

d. Hold Mail. Mail that is deemed undeliverable for Intelligence and/or OPSEC standards. Mail that is designated to be placed only in a detainee's mail file. Hold Mail will be notated in YELLOW. If JDOG S-2 places a permanent Hold on a piece of mail it will NOT be sent out or given to the detainee (Refer to section 13-8).

e. Redacted mail. A redaction is to strike through, cross out, or remove a portion of a letter or message

that violates Intelligence and/or OPSEC standards. Redact Mail will be notated in ORANGE.

(1).Incoming mail redact. A copy of the original mail item and a translation is made from DOCEX. The front of the copy is annotated, "REDACT." The translation section to be redacted is noted in orange and both the copy of the original mail item and the translation are forwarded to translation. Once the copies of the mail item return from translation, the original mail item is logged out from the DMPC for redaction. The redacted sections will be noted in orange on the original mail item and a copy will be made with the redacted sections marked out in either black or blue ink. All ICRC will have the original redacted according to policy. Once redaction is completed, the mail item will be annotated in DOCEX as "CLEARED-Redact Completed," then logged back into the DMPC for further processing (Refer to section 13-8).

(2).Outgoing mail redact. The outgoing mail redaction process is conducted the same as for incoming mail redaction (Refer to section 13-6e1).

13-7. Cleared Mail (DMPC)

a. Incoming mail. Cleared incoming mail will be stamped "Approved by US Forces"* on each written page of the letter and on the back of photographs. A copy of the cleared letter will be delivered to the detainee while the original letter and/or pictures are placed into the detainee's mail file (Refer to section 13-3h).

b. Outgoing mail. Cleared outgoing mail will be stamped "Approved by US Forces"* on each written page of the letter or postcard. The original letter or postcard will then be delivered to the JTF-GTMO APO (Refer to section 13-4g).

c. ICRC mail. Incoming ICRC mail will be returned to the ICRC rep, while inside the detention facility, for delivery to the detainees. Outgoing ICRC mail will be returned to the ICRC rep for delivery at their expense (Refer to section 13-5f).

* Annotates item controlled by JDOG S-2. Actual phrase of the stamp is subject to change as dictated by JDOG S-2.

13-8. Redacted Mail (DMPC)

a. Incoming mail. For letters, the redacted sections will be highlighted on the originals and translations, and then filed in the detainee's mail file. A redacted copy will be stamped "Approved by US Forces"* on each page and delivered to the detainee (refer to section 13-3h).

b. Outgoing mail. A copy of the original letter or postcard and translation will be made with the redacted sections highlighted, and then filed in the detainee's permanent file. The redacted original letter or postcard

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will be stamped "Approved by US Forces"* on each page and then delivered to the JTF-GTMO APO (Refer to section 13-4g).

c. ICRC mail. A redacted copy will be stamped "Approved by US Forces"* on each page and given to the ICRC rep for them to deliver. An unredacted copy, an unredacted translation, and a redacted copy will be placed in the detainee mail file. Only the redacted original may be stamped with "Cleared by US Forces"* (Refer to section 13-5f).

* Annotates item is controlled by JDOG S-2. Actual phrase of the stamp is subject to change as dictated by JDOG S-2.

13-9. Held Mail (DMPC)

a. If JDOG S-2 determines a letter is to be held they will notify the detainee Mail Section. The original letter or photo will be placed in the detainee mail file. In the case of ICRC mail, the ICRC will be notified that the letter has been held. Notification to the ICRC will be on a transmittal Sheet and will include the ICRC tracking number and the DOCEX Harmony identification number. NO COPIES WILL BE RETURNED TO THE ICRC. Held mail will be annotated as "HOLD" on DOCEX.

b. During absences of ICRC from Guantanamo Bay, ICRC mail is handled per directions of the ICRC liaison to the JDOG and the CJDOG.

13-10. Mail Transmittal Records

a. TRANSFER TRANSMITTAL SHEETS WILL ACCOMPANY ALL MAIL TRANSFERS. The process is as follows:

b. Two copies of a transmittal sheet go with the mail for signatures; one is a file copy to be provided to the receiving location (translation, RFI, etc.). The other will be filed in the DMPC.

c. These records will be kept in binders. There should be a separate binder for each category of mail as follows:

- (1) LETTERS & POST CARDS
 - (a) Ordinary incoming mail to translation
 - (b) Ordinary outgoing mail to translation
 - (c) Ordinary outgoing mail to post office
- (2) ICRC
 - (a) ICRC incoming mail to translation
 - (b) ICRC outgoing mail to translation
 - (e) ICRC Incoming mail to ICRC Rep*
 - (f) ICRC outgoing mail to ICRC Rep*
- (3) REQUESTS FOR INFORMATION (RFI)

d. These are the permanent history of each item that has been transferred through the system.

13-11. Requests for Information

a. Any requests for information (RFI) from a detainee's mail file, either hardcopy or from DOCEX

must have prior authorization from the JDOG S-2 OIC or NCOIC and notification to the JDOG S-1 Postal OIC or NCOIC. Only copies of items from a detainee's mail file will be furnished and a transmittal sheet must accompany the RFI from the DMPC to the requesting party (Refer to section 13-10).

13-12. Foreign Delegations

a. Periodically, Foreign Delegations will conduct a visitation to the detainees. A representative of the Foreign Delegation must check in with the JDOG S-2 and DMPC if they have correspondence for a detainee or vice versa.

b. The Foreign Delegation must be accompanied by a representative of the DMPC and an M.P. when visiting a detainee.

c. Correspondence from a Foreign Delegation to a detainee or from a detainee to a Foreign Delegation must go through the same processes as ordinary mail, unless given authorization from the JDOG S-2 to assign the correspondence a higher priority to complete than ordinary mail.

d. Cleared Correspondence. A copy of the original and translation will be placed in the detainee's mail file. The original will be stamped "Approved by US Forces"* on each written page and given to the Foreign Delegation.

e. Redacted Correspondence. A copy of the original correspondence and translation with the redacted sections highlighted will be placed in the detainee's mail file. The original will be redacted, then stamped with "Approved by US Forces"* and given to the Foreign Delegation (Refer to section 13-8).

f. Held Correspondence. A copy of the original correspondence and translation will be placed in the detainee's mail file. The Foreign Delegation will be notified that the correspondence cannot be delivered to the detainee and the original correspondence is returned to the Foreign Delegation. The electronic version of the correspondence will be annotated as "HOLD - Returned to Delegation" on DOCEX.

* Annotates item is controlled by JDOG S-2. Actual phrase of the stamp is subject to change as dictated by JDOG S-2.

13-13. Mail For detainees Held At Locations Other Than GTMO

a. In accordance with Joint Chief of Staff guidance, mail for detainees not held at the Camp Delta facility will also be processed and screened by the detainee mail section.

b. Incoming mail for the detainee should be sent to the Camp Delta detainee mail section through the Washington DC address. This ensures the mail is properly cleared of hazardous materials before handling. If the mail is sent directly to the other

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holding facility, that holding facility should package it, unopened, into another envelope and forward the mail to the detainee mail section through the Washington DC address. Once the detainee mail section has received the mail, it will be processed and screened in the same fashion as all other mail. After screening it will be forwarded back to the separate holding facility with instructions. If the mail is held, a memorandum will be sent to the detention facility documenting the status of the mail.

c. Outgoing mail can be handled in two ways. The original document can be sent to the JTF-GTMO detainee Mail section through the Washington DC address. This mail will then be processed and screened in the normal manner. Once the item is cleared, the mail will be mailed out and a memorandum will be sent back to the detention facility documenting the disposition of the mail. The mail can also be scanned and emailed over secure email to the OIC of the detainee mail section or to the JDOG S-2. This mail will then be processed and screened. Once the mail has been screened, instructions for the handling of the mail will be emailed back to the Detention Facility.

d. The Washington DC Address is:

Detainee: XXXXXX (Alpha Numeric Code)
Camp Delta
Washington, D.C. 20355
USA

13-14. Mail To Be Returned To Sender

a. Any mail containing a return address and sent directly to detainees without processing through the Washington, DC postal address will be returned to the sender. The mail should under no circumstances be opened. The postal room, at their discretion, can write the proper address somewhere on the envelope for future reference of the sender.

b. If the mail does not have a return address, the mail will be an immediate HOLD and directed to the JDOG S-2 for dissemination.

13-15. Incorrectly Addressed Mail

a. Mail without a detainee alpha code or return address will be processed and screened as any other piece of mail. After the mail has been cleared, a reasonable effort will be made to determine the detainee to whom the mail is addressed. If the detainee cannot be determined, the mail will be placed in a hold file.

b. Mail arriving in the detainee mail bag, clearly not belonging to a detainee will be returned to the postal room unopened.

c. Mail arriving in the detainee mailbag that cannot be determined if it belongs to a detainee or not, will be opened and processed. If at some point during the process or screening it becomes evident that the mail is

not for a detainee, it will be returned to the postal room with an explanation of why the mail was opened.

d. Outgoing mail returned for lack of a country name in English will be corrected and sent out again. A new transmittal sheet will be created to transfer it to the post office. File the transmittal sheet under outgoing mail for the current day.

13-16. Mail For Released Detainees

a. Detainees that are released may have mail in the system. When determination is made to repatriate a detainee, the JDOG S-2 should notify the detainee mail section, through the JDOG S-1.

b. The detainee mail section should search the mail database and determine if the detainee has any mail in the system. If there is mail in the system, the mail NCOIC should determine where in the process the mail is located. A list of all mail items for the detainee in the system will be printed with the Harmony numbers highlighted. JDOG S-2 should annotate in red the action next to the Harmony number of each mail item: C – Cleared, H – Hold, R – Redacted. Any mail items still in the screening process should be treated as priority to complete

c. After screening, the mail should be given to the detainees so it can be carried back with all other items returned to the detainee.

d. Only mail that has been stamped “Approved by US Forces” by JDOG S-2 will be returned to a detainee upon his release.

e. When a detainee is released all original mail that has been stamped “Approved by US Forces” by JDOG S-2 and a copy of all redacted items that have been stamped “Approved by US Forces” that are in their detainee mail file will be released to the detainee.

f. Incoming mail for a released detainee should be automatically returned to the sender.

13-17. Detainees In Special Housing

Mail for detainees in segregation will be handled in accordance with the most current approved discipline matrix. It is up to the JDOG S-3 to ensure the detainee mail section is aware of current discipline matrix procedures. Mail delivery and collection will be conducted on a schedule constructed by the DMPC NCOIC and the segregation NCOIC.

13-18. Detainees With More Than 12 Items Of Mail

a. When a Block NCOIC notices a detainee who has received a total amount of mail greater than 12 pieces, the Block NCOIC should notify JDOG S-3 who will notify the DMPC NCOIC in writing of the detainee number and the total amount of mail he has received.

b. If a detainee does accumulate more than 12 mail items, the excess mail will be collected by the guards and sent to the Detainee Mail Section for storage.

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c. The detainee is allowed to choose which 12 letters to keep in his possession. He is also allowed to exchange one letter in his possession for a letter held in the detainee mail section. When the detainee requests a letter held in the mail section, the guards should notify the detainee mail section.

d. The detainee mail section will bring the letter out to the detainee. The mail clerk will bring exchange the new letter for one already in the detainee's possession.

e. If the mail clerk knows a detainee has 12 mail items in his possession, the clerk should exchange any new mail items for one already in the detainee's possession.

f. For those detainees in a Reward Level 2 block, this number for section 13-18 paragraphs a-e will be 15, upgradeable upon request from the detainee. For those detainees in a Reward Level 1 block, this number for section 13-18 paragraphs a-e will be 20.

13-19. Detainees Passing Mail Between Cells

a. AT NO TIME should anyone from the detainee mail section pass mail or any other items from one detainee to another.

b. Items can only be passed between detainees with prior approval from the JDOG S-3, or other specified individuals for intelligence purposes. The Block NCO does not have the authority to tell the mail clerks to pass items between detainees.

c. If a detainee is passing, attempting to pass or requesting to pass items amongst each other this should be documented on a Significant Activity Report and forwarded to the JDOG S-2 shop including, if possible, the detainees involved and the type of item being passed.

d. AT NO TIME should ICRC reps pass any mail between detainees.

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Chapter 14**Intelligence Operations**

14-1. General The JDOG S-2 is tasked with maintaining records for the following information:

- a. Force Protection
- b. Significant activities reports
- c. Disturbance matrix
- d. Communication matrix and link diagram
- e. Leadership matrices and diagrams
- f. Religious
- g. Secular
- h. Communication
- i. Lookouts
- j. Teachers
- k. Processing and storage of items of intelligence
- l. Detainee mail screening
- m. Detainee In-Processing
- n. Operational intelligence
- o. Source operation reports
- p. JIG directed observation reports
- q. Counterintelligence Information Reports (CIIR)
- r. Counter reconnaissance support for detainee

movements.

14-2. Force Protection Information collected within Camp Delta utilized for the protection of US forces and detained persons at NAVSTAGTMO. This information will be provided to the JDOG S-2 OIC, who will then disseminate it to the JDOG commander, appropriate COs, and the JTF-GTMO J-2. The information will be applied to all operational levels to provide maximum security and safety of personnel under the respective commands.

14-3. Significant Activity Report A report generated by Camp Delta guards on a shift-by-shift basis, which details the activities of the detainees on each block. These reports are to include a date time group of any incident, the Internment Serial Number (ISN) of the detainee(s) involved, a description of events, and an evidentiary custody chain of any items with intelligence value collected. This report is turned into the DOC at the end of each shift, where the PL and the CO review it. The JDOG S-2 Counter Intelligence (CI) agents will then collect and screen the reports for pertinent force protection information. The Significant Activity Report will then be entered into the Internee Management Database (IMD) for production of the daily Intelligence Report (INTREP).

14-4. Disturbance Matrix This is a comprehensive monthly matrix detailing the reported instances of disturbances within Camp Delta. A disturbance is defined as any aggression or hostile action directed at US forces or other detainees, inciting riotous or inflammatory behavior, and acts that undermine the

guard force's authority. The data will be compiled, in a spreadsheet, by date as well as by ISN. The information will come from the screening of Significant Activity Reports, Staff Journal Logs maintained on each block, the discipline matrix maintained in the DOC, and discipline-tracking log maintained in the JDOG S3 office.

14-5. Communication Matrix And Link Diagram

The communication matrix on a monthly basis will track all cross-block communication initiated and received by all detainees within Camp Delta. The information for this matrix can be found in Significant Activity Reports, Staff Journal Logs maintained on each block, and by observations made by JDOG S-2 CI agents. The communication link diagram is a graphical representation of the empirical data contained in the communication matrix. The diagram will be formatted in such a way as to allow lines of communication to be viewed between every detainee that engages in cross-block communication, while maintaining a graphical similarity of Camp Delta, for ease of reading. The diagram should hold to the structure outlined in STP 34-97B1-SM, Figure 13, however exceptions will be made as the situation dictates.

14-6. Leadership Matrices The matrices will track all discernable acts of leadership that occur within Camp Delta. The individual matrices report various types of leadership. These types include: religious, secular/block, communication, block lookouts, and teachers. Each instance of leadership will be recorded on a spreadsheet. This system will allow the JDOG S-2 CI section to readily identify the primary leadership structure on the blocks and within Camp Delta as a whole. The data is obtained by screening the Significant Activity reports, Staff Journal Logs maintained on each block, CI debriefing of guards working in Camp Delta, debriefing of JDOG linguists, and from interrogation packet review. The last being coordinated through appropriate CI personnel assigned to the JIG.

14-7. Items Of Intelligence Value All items of intelligence value collected from detainees will be reviewed by JDOG S-2 CI agents and translated by JDOG linguists if necessary. The JDOG S-2 will then provide storage for the items. All such items will be stored for the duration of the individual's detention at Camp Delta.

14-8. Detainee Mail Screening All incoming and outgoing detainee correspondence will be translated by JDOG linguists and screened by CI personnel. The mail will be screened for all material prohibited by AR 190-8. Once the mail has been screened, the JDOG

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mail section will process it. In the event unsuitable material is found the following actions will be taken in accordance with the detainee mail SOP: identify unsuitable material, remove mail from distribution, redact individual lines of text or hold the entire letter as appropriate. The censorship of detainee mail will be coordinated with the JDOG mail section. In some instances, screened mail will contain information of intelligence or force protection value. A Summary of these letters and the pertinent information will be included in the daily INTREP. See Chapter 13 for more information.

14-9. Operational Intelligence Information collected that falls under the purview of the JIG will be transmitted through appropriate channels. On occasion, the JIG or J-2 may have cause to request information from the JDOG S-2 CI section. Examples of the type of information provided by the CI section to the JIG include, but are not limited to: source operation reports, CI observation reports, and CI Information Reports. Information will be reported back to the requesting authority in a timely and professional manner.

14-10. Source Operations And Reports

a. Source operations will be conducted in conjunction with and under the direction of the JIG CI element.

b. *CI Observation Reports.* The observations of the JDOG S-2 CI section will be recorded in the Agent's Notes section of the daily INTREP. The need may arise to report specific observations to be reported to other intelligence sections. The SPOT report format will be used on these occasions IAW FM 19-4, Appendix D.

c. *CI information Reports.* In an effort to supplement current JIG intelligence and provide updated relevant information regarding detainees, a CIIR will be produced upon request. The CIIR is to include all pertinent biographical information, cross reference and analysis of all CI section matrices, summation of detainee's mail files, current observations of the detainee, and CI notes and recommendations. The notes and recommendations section is a free remarks section in which the reporting agent can comment on the intangible aspects of the detainee and make suggestions for possible interrogation approaches.

14-11. Duties

a. Duty Day

- (1) First Shift: 0800-1700
- (2) Second Shift: 1300-2200
- (3) Working hours are subject to mission requirements.

b. Uniform

- (1) BDU is the normal working uniform.
- (2) Civilian clothing is authorized for counter reconnaissance missions.
- (3) Exception to AR 670-1: nametapes and insignia may be covered when working on blocks

c. Daily Operations

- (1) First Shift
- (a) Collect and screen Significant Activity Reports
- (b) Input data into appropriate matrices
- (c) Compile information for overview chart

Follow up all incomplete entries on Significant Activities Report

- (d) Monitor blocks on a rotating basis
- (e) Screen detainee mail

- (2) Second Shift
- (a) Input data into appropriate matrices
- (b) Compile information for overview chart
- (c) Follow up all incomplete entries on Significant Activities Report
- (d) Monitor blocks on a rotating basis
- (e) Screen detainee mail
- (f) Conduct end of day security procedures

d. Monthly Operations

- (1) Compilation of matrices and diagrams
- (2) Briefings for appropriate intelligence sections and commanders

e. All other products, listed above, will be done on an as needed basis.

14-12. JIIF Guard Personnel

a. The JIIF will require personnel to monitor and to react in the event of an altercation between detainee and Interrogator.

b. A JIIF monitor will be located either in a monitor room that is equipped with two-way mirrors and CCTV or in a CCTV only room.

c. A roving guard will be present in the hallways of all buildings that have interrogations being conducted. This guard will respond to any problems in an interrogation room.

d. Detainees will be secured to the eyebolt in the floor of the interrogation room. Detainees may be unshackled at the request of the Interrogators.

e. JIIF monitors will observe all interrogations. They will NOT listen to any interrogations. They will NOT discuss any events that occur inside an interrogation room. If a JIIF monitor observes a perceived security threat by a detainee, the JIIF monitor will alert the roving guard. The roving guard will enter the room and alert the Interrogators by note.

f. Guards must physically inspect each room prior to and after a detainee occupies the room.

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g. Guards are responsible for clearing the hallway prior to the detainee arriving and departing from their assigned room.

h. Guards are responsible for the detainee being restrained in their assigned room.

14-13. SCIF Security

a. The following personnel are needed to man full Sensitive Compartmented Information Facility (SCIF) Operations per shift:

- (1) One SOG (E-5 or above)
- (2) One soldier for the Access Control Point
- (3) One soldier for Roving Patrol

b. *SOG:* SOG is responsible for the total operation of the SCIF for their shift. He/She is directly responsible to the CO. The SOG will be responsible for the following:

- (1) Posting of the oncoming guard section.
- (2) Disorders and actions taken.
- (3) Ensure the duties of shift are carried out.

Notify higher authority of any discrepancies or alterations to the approved schedule.

(4) Inspect the on-coming shift of escort guards and pass any information required to maximize efficiency and control.

(5) Inspect the entire facility to ensure security of locks, doors, gates, and fences on their shift. This will be completed at once per shift. Any discrepancies will be noted and reported to the Duty Officer.

(6) Be responsible for the supervision, discipline, and performance of the guard section.

(7) Ensure all Roving Patrols are alert and appropriately conducting their duties.

c. *Access Control Point:* Access to the SCIF will be restricted to a single entrance point, which will be guarded on a continuous 24-hour basis.

(1) Only personnel displaying a JTF-GTMO Level 5 access badge will be allowed to enter the SCIF unescorted. Those personnel displaying a Level 3 or 4 JTF-GTMO access badge must have an escort and must be signed in with the SSO in room 2226. All other personnel with a Level 1 or 2 access badge must be escorted at all times by an individual with a Level 5 badge in order to access the SCIF. They will also be logged into the SCIF logbook by name, name of organization, name of escort, and time in and out of the SCIF. These personnel will also be given a yellow and red visitor badge in exchange for their ID card. The number of each visitor badge will also be annotated in the SCIF logbook. Any escort with a Level 5 access badge will escort no more than 4 personnel at one time into the SCIF area.

(2) The access control point will question all individuals (regardless of rank or clearance) entering the SCIF for possession of the following items:

- (a) Transmitters or receivers (i.e. Cell phones, Pagers, Handheld radios of any kind)
- (b) Cameras and film (video and photo)
- (c) Firearms of any kind
- (d) Ammunition
- (e) Pyrotechnics (smoke grenades, flares, fireworks, etc.)

The access control point will allow transmitters in the compound but not in the SCIF area. Any individual with prohibited items will leave those items with the access control point guard. These items may be retrieved upon leaving the compound. Guards may search bags for these items, as they feel necessary.

(3) The access control point is also responsible for maintaining the keys to all of the gate entrances to the SCIF. These gates will remain locked at all times with the exception of the one access point unless otherwise directed by JTF-GTMO personnel displaying a Level 5 access badge. All keys will be kept at the access control point desk in a key box and will be signed out in the key log.

(4) The access control point is responsible for monitoring the camera console.

(5) The volume of the television at the access control point will be kept at a moderate level at all times and shall be tuned in to the CNN station.

(6) The appropriate flag will be displayed when a General is in the building. The SCIF staff will provide notification of a Flag Officer arriving and provide the appropriate flag.

d. *Roving Patrol:* The roving guard is responsible for identifying and monitoring all possible exterior access points to the SCIF for evidence of unauthorized access. During daylight hours, the roving patrol will perform his/her duties at least once every hour. After hours of darkness, the SCIF perimeter will be monitored at least twice hourly by the roving patrol. When not performing his/her duties as a roving guard, this patrol will assist the access control point with their duties.

e. *Emergency Actions*

(1) When a security threat has been observed by an MP, such as persons attempting to enter through other than the main access gate or taking photos of the SCIF compound, the following chain of events must be followed in order to safely and effectively assess and deal with the situation:

(a) Assess the situation and notify the Special Security Officer (SSO) (see paragraph q) of the current situation. The SSO will advise the guard of any further action necessary.

(b) Once action has been taken, notify the SOG of the situation.

(c) If necessary, and upon direction from either the SOG or SSO, call 911.

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(2) In the event of an emergency, caused by a hostile entity (armed or unarmed), the guard will:

- (a) Use Rules of Force IAW paragraph p.
- (b) Do not leave SCIF unsecured in any attempt to stop a hostile entity.

(c) Immediately notify the Naval Security Police, Fire Department, or EMS (ambulance) (911) for further instructions.

- (d) Notify the SSO of the situation.
- (e) Contact the SOG.

(3) In the event of an extreme emergency (severe threat to national security or imminent personal casualties or fatalities):

- (a) Use Rules of Force IAW paragraph p.
- (b) Keep SCIF as priority for security while reacting to the threat.

(c) The SCIF guard will call 911 for further instructions.

- (d) They will then notify the SSO of the situation.

(4) In the event of a gate found unsecured, the guard will:

- (a) Take the appropriate action to secure the gate.
- (b) Notify the SSO of the unsecured gate.
- (c) Notify the SOG of the security violation.

f. *Communications.*

(1) Primary communications will be by hand-held radio. The SOG will carry one long-range saber radio. The access control point will have one long-range radio for communications with the SOG. Both the access control point and the roving patrol will carry one short-range saber radio. In addition to these hand-held radios, the SCIF access control point will have communications with the DOC and Commanding Officer at all times via land line at x3102.

(2) Secondary communications will be by landline at extension 3102.

(3) Tertiary communications will be by messenger.

g. *Uniform.* . The access control point and roving patrol will each carry one 9mm pistol and wear their law enforcement gear.

h. *Facility Equipment Requirements.* The following is a list of all equipment necessary to operate the T-SCIF:

- (1) Four SABER Radios
- (2) Two 9mm Pistols

i. *Cleanliness Of The Facility.* All those who work in the SCIF must clean up after themselves. Guards are responsible for cleaning the access control point desk and the area around the desk. Guards are to be security focused during shift. They are not responsible for any janitorial duties such as sweeping stairwells, emptying trashcans, or picking up trash outside the compound. In addition, guards will not monitor cell phones for any JTF-GTMO personnel, with the exception of general officers. Any unreasonable

requests such as these made by personnel that work in the SCIF will be directed toward the SOG.

j. *Smoking Policy.* Smoking inside the facility is prohibited. The only smoking authorized will be done outside the facility doors.

k. *Entertainment Policy.* Security of the facility is the primary focus during guard shift. Any distractions that prohibit guards from carrying out their duties are prohibited.

l. *Documentation.* DA Form 1594 (Daily Staff Journal), DA 5513-R (Key Control Register) and any other form used at the T-SCIF will be held at the SCIF for the month and then turned in to the JDOG Administration Section on the 1st of every month. Midnight shift is responsible to turn in these forms to appropriate office at the end of their shift.

m. *Guard Meals.* SOG will coordinate with his/her company's CP for providing meals to guard personnel.

n. *Transportation.* SOG and Access Control Point Guard will have transportation while at the SCIF. Transportation will be coordinated between the SOG and his/her company.

o. When an incident happens at the SCIF, the Access Control Point notifies the following personnel via phone in the below order IAW paragraph:

- (1) JTF-GTMO Special Security Officer (SSO)
- (2) JTF-GTMO Assistant Special Security Officer
- (3) MP SOG
- (4) MP PL
- (5) MP CO

p. *SCIF ROE.* If circumstances dictate, deadly force may be used in self-defense or a threat against national security.

(1) Deadly force is authorized in defense of the SCIF.

(2) Never use more force than the minimum necessary to maintain discipline and compliance.

(3) Warning shots are not authorized.

q. *Communication Plan.*

- (1) Special Security Officer 2031/2032
- (2) Asst SSO 3104
- (3) JTF-GTMO Duty NCO 3008
- (4) Camp Delta DOC 3239
- (5) Security Police 911
- (6) Fire 911
- (7) EMS/Ambulance 911.

Chapter 15†**Linguist Operations****15-1. General**

a. The interpreter section's role in detainee operations is to facilitate communication between JTF-GTMO personnel and the detainees. Interpreters will translate, to the best of their ability, the dialogue between the requesting agency and the detainees. Interpreters will at all times make every effort to convey the intent of the requesting official's statement. They may also offer any cultural insight into the situation that may affect the understanding of a given statement between requesting official and detainee. Interpreters will perform their duties IAW JTF GTMO Rules of Engagement and the JTF-GTMO Rules on Use of Force (ROE/RUF).

b. The interpreter section will maintain a language library consisting of materials in a variety of languages for the detainees. Additionally, the library will maintain foreign language training materials for assigned interpreters.

15-2. Organization

a. The interpreter section organization will, when manning permits, be comprised of an Officer In Charge (OIC), a Non-Commissioned Officer In Charge (NCOIC), and Shift Supervisors. Interpreters will be assigned to teams to provide the best possible coverage of all required languages on every shift. At least two Arabic interpreters will be assigned to each day shift when manning permits. Typically, two Arabic interpreters will be assigned to the night shift. During surge operations, all members will perform interpreter duties as required.

b. Linguists will be assigned to DOCEX as required. If the flow of material does not warrant permanently assigning a member with a specific language skill, members of the interpreter cell with that skill will perform DOCEX duties when they arise. Translations requests will be accomplished in the timeliest manner possible.

15-3. Roles And Responsibilities

a. *Officer in Charge (OIC)*. The OIC's foremost responsibility is for the effective and safe conduct of the section's interpretation and translation mission IAW JTF-GTMO directives. He/she is also ultimately responsible to the JDOG for all administrative and disciplinary issues of assigned members, regardless of service affiliation. The OIC may delegate the day-to-day management of these duties as he/she sees fit. If there is another officer assigned to the section, the OIC may designate this officer as assistant OIC (AOIC).

b. *Non-Commissioned Officer in Charge (NCOIC)*. NCOIC duties include the day-to-day oversight and administration of assigned enlisted personnel. All

administrative and disciplinary actions should be addressed by the NCOIC prior to being presented to the OIC. In instances where this is not practical, the issue may be raised directly to the OIC/AOIC.

c. *Shift NCO*. The Shift NCO is the senior ranking member assigned to the shift and is primarily responsible for ensuring his/her team members are present for duty when scheduled. He/she is also responsible for maintaining good order and discipline of shift members, both on and off duty. The shift NCO will forward administrative and/or disciplinary issues that warrant NCOIC or OIC involvement up the chain of command. As in any military organization, shift NCOs have full authority to make on the spot corrections.

d. *Interpreter*. Interpreters will carry out interpreter/translator duties as directed by the chain of command. Interpreter section members will maintain their military bearing and will conduct themselves in a professional manner at all times. Civilian Interpreters will be dressed in appropriate civilian attire and military will be dressed in BDU's. They will present for duty as directed and will utilize the chain of command beginning with the shift NCO to address and requests/concerns. Should the concern lie within the immediate chain of command, the member may go directly to the NCOIC or OIC for resolution. In all cases, issues should be resolved at the lowest level possible.

e. *Assigned Driver*. Personnel the NCOIC designates as drivers are responsible for the transport of section members to and from their assigned duty locations. Additionally, the assigned driver will conduct scheduled and unscheduled Exchange/Commissary runs and other transportation requests by section members as time permits. Official businesses always take priority over non-duty runs. The following list sets the priorities for various uses of transportation assets assigned to the section

f. Changes to the van schedule are authorized; however, both parties involved will notify the OIC or NCOIC prior to making the change. The assigned driver will take the duty vehicle to the motor pool every Monday for Preventive Maintenance Check and Service (PMCS) and cleaning. Drivers will immediately notify the OIC or NCOIC of any maintenance problems. Assigned drivers will monitor their radios at all times during their shift and will ensure the van is fueled at the end of their shift. Failure to accomplish the PMCS or perform driver duties as assigned will result in disciplinary action.

15-4. Camp Delta Operations

a. The interpreter section will monitor the Saber radio at all times while on duty; all transmissions on the radio will be professional and concise.

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b. Upon request, the appropriate interpreter will proceed to the requested location immediately or at the specified time.

c. If an interpreter for a requested language is not available, the interpreter section will inform the requesting agency when the interpreter will be available. (I.e. the next shift, tomorrow, etc.); if there is an immediate and compelling need for the interpreter, the shift supervisor will contact the OIC/NCOIC who will make every effort to locate and dispatch an interpreter with the requested language skill.

d. Interpreters will translate, to the best of their ability, the statement of the requesting official or detainee; if the interpreter does not understand or cannot convey the statement, the interpreter will convey as much as possible and inform the requesting agency of what he/she was unable to convey.

e. If detainees utter obscene or inappropriate statement, interpreters will inform the requesting agency of the general nature of the detainee's statement and will then ask the requesting agency if they want to know exactly what the detainee said; if so, the interpreter will state, as closely to verbatim as possible, the detainee's statement.

f. At the end of the shift, a tally of all interpretations, by shift and language, will be entered into the "Interpreter Calls" log located on a clipboard in the interpreter section office.

g. Should an interpreter overhear or otherwise obtain information of potential intelligence value from detainees, the interpreter will annotate this on the Standard Intelligence Reporting Form (See Section 16-10 below).

15-5. Detainee In-Processing Operations

a. During detainee in-processing operations, one interpreter per bus will accompany detainees; the assigned interpreter/s will rendezvous with escort teams at a predetermined location (usually the JTF-GTMO hanger) and time and will be issued a flak jacket to be worn when there is a loaded weapon on board the bus.

b. The on-duty interpreter shift will be augmented with additional interpreters as required to facilitate administrative and medical processing.

c. All interpreters will be on call and readily available during detainee in-processing operations.

15-6. Document Exploitation (DOCEX)

a. At least 2 native Arabic linguists, 2 native Urdu linguist and 2 native Pashtu linguists who are qualified to read and write handwritten materials will be assigned to DOCEX as manning permits. Other linguists such as French, Russian, and Turkish will assist with mail as needed. JIG linguists will assist in

other languages such as Farsi, Dari, Tajik, Uzbek, etc if available per request.

b. Operation

(1) Receive mail from JDOG S-1.

(a) Each packet of incoming mail comes with two copies of the Mail Transmittal Sheet (MTS). Process the incoming mail by going through every item, checking that the Item Numbers on the mail and the MTS match, and marking the languages on the MTS.

(b) Keep one copy of the Outgoing/Incoming Mail Transmittal Sheet for DOCEX, and after signing the 2nd copy, return it to JDOG S-1.

(c) File the mail to be processed according to language.

(2) Translate the mail.

(a) Translate the mail on computer. This allows for rapid editing and easy quality control.

(b) Some mail must be translated by hand, due to lack of sufficient computer resources.

(c) The following languages are translated locally: Arabic, Pashtu, French, Farsi, Urdu, Tajik, Uzbek, Uighur, Russian, Turkish, Spanish, and German.

(d) Due to lack of qualified DOCEX linguists, the following languages must translated off-island: Bosnian, Bengali, Divehi (Maldiver), Kurdish. Hand this mail to JDOG S-2 and record the date. Annotate the MTS accordingly.

(e) Check English mail items for any non-English text and return these items to JDOG S-1.

(3) Process the translated mail.

(a) A so-designated Quality Control Linguist reviews each piece of translated mail.

(b) Update the DOCEX log to reflect the new hand-written and computer-typed mail.

(c) Record the Item Numbers of the translated mail on the MTS.

(d) Log the total number of processed mail also on a daily basis according to language.

(e) Separate the processed mail into Outgoing and Incoming stacks and return to JDOG S-1, who, after their internal action, will pass the mail to JDOG S-2 for evaluation, and (if necessary), redaction.

(f) On a weekly basis, put all the logs, which contain information about the numbers of each language, and whether individual mail items are hand-written or typed; on to a CD-RW and back this up to the SIPRNET.

(4) Redaction.

(a) JDOG S-2 will return any letters that require redaction back to DOCEX.

(b) After redaction, return the finished items to JDOG S-2.

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15-7. DOCEX Translation Guidelines

a. If there's anything anywhere in the letter that could possibly be used as a code of some sort, be sure to make note of it in the Interpreter's Comments section.

b. Write clearly and legibly, and skip lines. Keep in mind a one-page letter shouldn't come out to more than three finished pages.

c. Make your translation as close as possible to the meaning of the original text.

d. Don't use abbreviations (e.g. CA for California, TU for Tuesday).

e. Don't write in the third person format, i.e. "detainee XYZ says hello to his family". Maintain the same tense and person the writer used.

f. Don't translate proverbs word for word. Give intended meaning only.

g. Don't translate poems word for word. Read the poem and summarize it to the best of your ability.

h. When translating a Quranic verse or Islamic expression, give the closest possible meaning rather than a word-for-word translation.

i. If you aren't sure about the meaning of a word, then ask someone else for help. If you have to guess the meaning of some words, make sure to note those parts in the "Interpreter's Comments" section, (i.e. a, b: best possible translation).

j. In general, use the Interpreter's Comments section if you need to further clarify something to the reader.

k. Write names in CAPITAL letters.

l. If you don't know how to spell a word, look it up in the dictionary.

m. Make an effort to finish the letter you started.

n. Remember that our job is to translate letters, not analyze them.

15-8. DOCEX Quality Control

a. Ensure that the DOCEX Template Format (DTF) reflects whether the letter is incoming or outgoing.

b. Check the DTF for proper format: Army, ICRC, and Overseas mail.

c. Ensure the ISN number is recorded correctly on the DTF.

d. Ensure the date (if any) is recorded correctly on the DTF.

e. Ensure the addresses for Sender and Addressee are recorded correctly on the DTF.

f. Ensure that the language has been identified and annotated on the DTF.

g. Scan the entire translation for grammar, spelling, and accuracy of translation, to include Quranic versus and poems. Apply any minor corrections if required. If errors larger than a paragraph exist in the translation, return it to DOCEX.

h. If anything strange catches your attention or anything dubious exists in the letter, make sure it's noted in the Interpreter's Comments section on the DTF.

i. Determine whether the letter is addressed to a family member or not and annotate the DTF appropriately.

j. Ensure the translator has included his/her name on the DTF.

15-9. Detainee Library

a. The Detainee Library (DL) is established to support the approved Rewards/Punishment guidelines set by the JTF GTMO Commander.

b. The DL is presently staffed by, maintained by, and responsible to the ICE. The DL is tasked with supporting the joint interrogation process and assisting with maintaining order in the Camp with an emphasis placed on fostering maximum cooperation from the detainees.

c. The DL will have a full-time librarian designated or hired by the ICE Chief and/or JIG Director. The librarian will be a full time position, and will be supported by linguists on an on-call basis, to assist the librarian cataloguing new reading material. The librarian will be responsible for issue / return of reading materials from the DL. The librarian will ensure that all reading materials are issued / returned in accordance with this SOP. No current periodicals will come into the camp. All interrogators will bring any and all materials they want to distribute to detainees to the librarian for screening and for confirmation that the detainee is authorized a book. At no time will detainees receive or return reading materials through a third party. In particular, guards **must not** engage in unaccounted book exchange.

d. ICE will provide an appropriate location for storage of all library reading materials and issuance documentation. This location will provide physical security (lock and key) to prevent unauthorized access. The DOC will maintain a contingency spare key. One computer will be designated for library operations. The library computer will be a stand-alone system, with a database to track and manage all library business.

e. All reading materials that have been approved for distribution among detainees **must** be stamped by the S-2 with the official U.S. Forces stamp. Any reading materials found in the camp without that stamp is subject to confiscation by JDOG and will not be returned.

f. Detainees at levels 1 through 3 are allowed a Koran either in Arabic or in their native language. Detainees at levels 4 and 5 do not normally receive reading material, but may receive books by exception at the interrogator's request. Detainees in Camps 1 and

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4 who are listed as level 1 detainees, at the discretion of the interrogator, will receive one book for one week, with no option for renewal. Camp 2 detainees may receive one book for one week at the discretion of the interrogator, with no option of renewal. Book distribution is subject to supply.

g. Books issued to Camp 1 will not be issued to Camp 4 to minimize opportunities for communication through the books. Books will be purchased in duplicate in order to accommodate this requirement.

h. Book issue procedures

(1) Confirm detainee is authorized reading material privileges by the interrogator.

(2) Confirm detainee is authorized that particular title (category) by the interrogator.

(3) Examine the reading material for damage or markings (report any evidence of covert messages to JDOG S-2 immediately).

(4) Log the book into the database, noting ID number of book, ISN number of detainee to receive it, and the dates of issue and return.

i. Book return procedures

(1) Log the book into the database, confirming the ISN number of the detainee returning the book. Correlate the due date with date of return.

(2) Each book will be inspected for damage upon return. Damage to books will result in disciplinary action determined by Chief, ICE and administered by CJDOG. Evidence of covert messages will be reported to JDOG S-2 immediately. Library guidelines:

(1) Approved materials will be catalogued prior to circulation.

(2) Detainees are authorized reading material according to level of cooperation as reading material supply allows, unless otherwise directed by Director JIG.

(3) Requests for books must be through the interrogator, and must be approved by the interrogator. The interrogator must communicate to the librarian the type of book to be issued, particularly the languages the detainee is able to read. (4) Each selected detainee is offered reading material once a week in exchange for a publication already in the detainee's possession. A new book will not be issued until the previous publication has been returned.

(5) Reading material provided by the interrogators will be screened and approved by the librarian before they enter the library system for cataloguing. Materials should be presented for approval 48 hours in advance of when needed. For these additions, the letter "I" will be included in the ID number of the publication. The materials then become property of the library, and will be managed as are all other reading materials managed by the librarian.

(6) If the librarian cannot make a decision on the distribution of specific reading materials based upon

the SOP, the librarian will take the material to the Library Working Group for approval/disapproval. The Working Group will respond within 24 hours.

(7) No English instructional materials, dictionaries, or other related reading material will be distributed.

(8) The librarian will submit to DIMS a report each week of the detainees who have books, and the ID number of the book each detainee has, as a reference for the guards. Documentation in DIMS should include an updated list of any detainees who have lost reading privileges and the date the privilege may be restored. Guards are not allowed to distribute or exchange reading material from one detainee to another.

(9) Interrogators are the final approval authority for the issuance of reading material. It is their duty to assist the librarian in updating the issuance database. Library personnel will submit a weekly summary to the Chief, ICE or his/her designee and J-2 Analysis commander to include detainee ISN, book title, and date checked out / in.

k. Distribution process.

(1) The librarian will pull the book out, check it out and distribute the books on Monday afternoons.

(2) The librarian will hand the book to the Block NCOIC who will hand the book to the detainee. The MP will confirm that the book and ISN have been entered into DIMS.

(3) Books will be returned to the library on Monday mornings, with the Block NCOIC collecting the books from the detainees, and documenting the return in DIMS. The Block NCOIC should conduct a cursory search of the books for obvious marks and notes.

(4) The librarian collects the books from the Block NCOIC, returns them to the library, and checks them in.

(5) By Tuesday, noon, the librarian must report on the accountability for return of books to DOC and ICE. Detainees who have not returned a book from last week, must return the old book as well as one that may have been distributed this week. The Interrogator must retrieve the book and submit a 508, which will result in 35 days of loss of privilege for taking out books.

(6) By Thursday, noon, the librarian will check each returned book for damage, checking for writing, indentation marks, notes, codes, and torn pages. A report will be sent to each interrogator of a detainee who has damaged a book. The interrogator will then submit a 508, which will result in 35 days of loss of privilege for taking out books. Damaged books will be sent to JDOG S-2 for review and submission to MPI as necessary, and may be removed from distribution permanently.

(7) New requests for books for detainees must be submitted by noon the Friday prior to the desired

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distribution day. Books may not be duplicated to a detainee unless specifically requested by an interrogator.

(8) Until the library is fully restocked, the librarian will deliver approximately 10 books to each of the Blocks in Camp Four for detainees to share for the week. Failure to return a book or damage found in a book will result in the entire block losing library privileges for 35 days. When supply permits, more books can be distributed to the detainees in Camp Four, with a maximum of one book per detainee.

(9) Because books are not to be passed from one detainee to another, if a book is not returned on time, or if damage is found in a book, the original detainee who checked out the book will be denied the library privilege. If the book is found in a second cell, that second detainee will also lose library privileges.

l. Reading Material Purchases / Screening. Funding for new reading material purchases will be requested through normal J-4 process. A "Nonexpendable / consumable request form" will be completed and forwarded through J-4 JTF-GTMO. Qualified interpreters will screen new publication titles. Any books, which include the content listed below, will **not** be circulated and will be immediately returned to the source (e.g. ICRC, private donor, etc...):

- (1) Extremism (Modernist writing that incites Jihad)
- (2) Militant Islam / Militant Jihad
- (3) Anti-American topics
- (4) Anti-Semitic topics
- (5) Anti-Western topics
- (6) Any military topic
- (7) Sexual situations.
- (8) Dictionaries.
- (9) Language Instruction
- (10) Technology/Medical Updates
- (11) Geography

m. Library Working Group. The Library Working Group will meet bi-weekly to review library Operations and forward recommendations to the JIG commander. This group will consist of the ICE, JDOG, J-2 (JIG and CI), J-3 (IO and PSYOP), and others as needed.

15-12. Security Considerations

a. Interpreters will practice good OPSEC and COMSEC both on and off duty; essential elements of friendly information (EEFIs) will be protected at all times; operations within the camp are not to be discussed outside the JTF-GTMO channels.

b. Interpreters are ordered to guard their personal information from disclosure to detainees. Nametapes will be covered by duct tape. In addition, recommended practices include the concealing of service affiliation, rank, and unit patches.

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Chapter 16†

Religious Support

Section I – Accommodation of Religion

16-1. Chaplain

a. The chaplain is responsible for administering the religious program for the facility and shall be directly responsible to the CJDOG for providing religious coverage and pastoral care throughout the camp. The chaplain is the principal advisor to the CJDOG on religious issues.

b. The chaplain is authorized access to the detainee holding areas and will be allowed to speak with detainees. A linguist and/or a chaplain assistant may accompany the chaplain. The chaplain will be assigned an escort.

c. The chaplain will provide observation and recommendations to the CJDOG and appropriate staff officers.

16-2. Religious Practices

a. Detainees will be given liberty in the exercise of their religion within the bounds of JDOG in a manner consistent with the articles of the Geneva Conventions to the extent allowed by military necessity.

b. The religious practices listed in sections 17-3 and 17-4 will be considered for accommodation when military necessity allows.

c. Personnel working at Camp Delta act in a manner that is disrespectful to any religion or religious practice.

16-3. Chaplain Requests

a. Any requests to see the chaplain by detainees will be entered into DIMS.

b. The JDOG Unit Ministry Team (UMT) Chaplain Assistant will monitor such requests and report them to the JDOG Chaplain who will evaluate the request and forward the information to the appropriate parties.

c. Once the Chaplain has been notified of the request, it will be marked as complete in DIMS.

16-4. Fasting Requests

a. Detainees will be given the opportunity to identify themselves as wanting to fast each week.

b. For reoccurring fasting periods, such as the every Monday and Thursday fasting, the following procedure will be used:

(1) The day shift on Friday will ask the detainees if they want to fast. Detainees will not be added to or removed from the list after the end Friday day shift.

(2) Each block will list the fasting detainees by ISN and cell number.

(3) This list will be forwarded to the DOC by the end of the shift.

(4) All lists will be consolidated into a single list, which contains the ISN and cell number.

(5) The list will be marked as “Monday and Thursday Fasting” and distributed to all blocks on Sunday.

(6) Detainees on this list will not be removed unless directed by a medical professional.

(7) The count will be forwarded through the supply room personnel to the JDOG S-4 so the MREs will be available.

c. For other fasting periods, such as Ramadan or Eid, the following procedure will be used:

(1) The chaplain will write an announcement to be read over the camp PA system. The announcement will include at the minimum what the fasting period is for, that the guards will be asking if the detainees want to fast, and once they are on the fasting list, the detainee will stay on the fasting list.

(2) JDOG will approve the announcement and it will then be translated.

(3) An Interpreter will read the English version followed by the other translated text three days prior to the start of the fasting period. The announcement will be completed NLT 1000 hours in all camps.

(4) Block personnel will then ask the detainees who wants to fast.

(5) Each block will list the fasting detainees by ISN and cell number.

(6) This list will be forwarded to the DOC by the end of the shift.

(7) All lists will be consolidated into a single list, which contains the ISN and cell number.

(8) The list will be marked with the special fasting period and date and distributed to all blocks.

(9) Detainees on this list will not be removed unless directed by a medical professional.

(10) The count will be forwarded through the supply room personnel to the JDOG S-4 so the MREs will be available.

Section II - Muslim Detainee Religious Practices

16-5. The Muslim Prayer

a. Muslim detainees perform prayer at least five times daily according to a specific prayer schedule. Call to prayer will be announced over the PA.

b. The Muslim Prayer requires the detainee to wash before prayer. A source of running water should be provided.

c. The Muslim prayer requires the detainee to pray towards the direction of Mecca, Saudi Arabia.

d. The Muslim prayer requires a clean place if possible. An ISO mat and large towel is provided for this purpose.

e. Muslim prayer requires that the male detainee pray in clothing that covers at minimum the area between the navel and knees. Clothing issued to

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detainees should meet this requirement. Detainee issued orange suit meets this requirement. Muslim prayer requires that the female pray in clothing that modestly covers all except the hands and face. An additional headscarf should be provided to Muslim females to cover the hair, head, and neck areas.

f. It is preferable according to Islamic doctrine that the Muslim prayer is prayed in congregation. This aspect of prayer is accommodated based on operational conditions of the camp.

16-6. Friday Prayer Service

a. According to Islamic law, the weekly Friday Prayer Service is traditionally held on Fridays during the time of the noon (2nd daily) prayer time.

b. The congregational Friday Prayer Service includes a message or sermon and a shortened noon prayer. The Friday Prayer Service can be lead by any male Muslim knowledgeable in the requirements of conducting the Friday Prayer.

c. Muslim requirements for participating and attending the Friday Prayer Service are the same as in paragraph 17-4.b through 17-4.e listed above.

d. The Muslim Friday Prayer Service is accommodated by providing an open room or place with a clean area, in addition, Muslim detainees will be provided the opportunity to perform the Friday Prayer Service to the extent allowed by military necessity.

16-7. Muslim Fasting

a. Ramadan

(1) A month long fast in which a Muslim abstains from food, drink, sexual relations, smoking, and in general taking anything into the body from the hours of dawn (time of the 1st daily prayer) until sunset (time of 4th daily prayer). Ramadan is the ninth lunar month of the Islamic calendar.

(2) Muslim detainees are provided a pre-dawn meal to be served prior to the time of the 1st daily prayer (dawn).

(3) Dates and honey is provided for Muslim detainees to break their fast at time of the 4th prayer (sunset).

(4) Muslim detainees are served a full meal following sunset (4th prayer).

(5) The Chaplain will provide scheduled prayer times, which includes projected times for dawn (1st prayer) and sunset (4th prayer).

(6) Special Ramadan prayers (called Ta-ra-weeh) are performed after the evening (5th prayer) daily during the month of Ramadan. These prayers could last approximately 1-2 hours.

b. Other Muslim Fasts

(1) There are several days of prescribed fasting based on authentic prophetic tradition. These days of

fasting are highly recommended religious practices based on Islamic law. These days of fasting include:

(a) Post Ramadan. Six days of the 10th lunar month of the Islamic calendar (Shawwal). This lunar month (30 days) immediately follows the holy month of Ramadan. Some Muslim detainees may desire to fast these six days consecutively immediately following the Muslim Eid Al-Fitr holiday (Feast of Breaking the Fast which occurs the first day immediately following the completion of Ramadan). Muslim detainees will not fast on Eid Al-Fitr.

(b) Mondays and Thursdays

(c) The 9th and 10th days of the first lunar month of the Islamic calendar (Muharram).

(d) The first nine days of the twelfth lunar month of the Islamic calendar (Dhul Hijjah). These are the 9 days immediately preceding the Eid Al-Adha (Feast of Sacrifice) holiday.

c. The manner of fasting these prescribed days is performed in the same manner as one would fast a day of Ramadan.

d. Muslims detainees desiring to maintain this practice of fasting these prescribed days are accommodated in the same manner as in accommodating a day of fasting in Ramadan.

16-8. Muslim Holiday - Eid

a. Islam has two major religious holidays: Eid Al-Fitr (Feast of Breaking the Fast) and Eid Al-Adha (Feast of Sacrifice). Eid Al-Fitr celebrates completing the month long fast of Ramadan. Projected dates will be provided by the chaplain or by a subject matter expert in Islam.

(1) Eid Al-Fitr (Feast of Breaking the Fast) celebrates completing the month long fast of Ramadan.

(2) Eid Al-Adha (Feast of Sacrifice) commemorates sacrifice of Abraham. It occurs on the 10th day of the twelfth lunar month of the Islamic calendar, which is approximately 69 days following the Eid Al-Fitr.

b. On both Eid holidays, an Eid Prayer Service is held in the morning after sunrise but before the noon (2nd) prayer. The Eid Prayer Service is congregational and consists of a group prayer followed by a message or sermon.

c. The Eid Prayer Service is accommodated in the same manner as in accommodating the Friday Prayer Service. Eid holiday meals with traditional Arabic sweets are provided to detainees on the day of Eid Al-Fitr and Eid Al-Adha. Islamic tradition also encourages Eid holiday meals on the three days following Eid Al-Adha. Muslim detainees will not fast on the Eid holidays.

16-9. Dietary Practices

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a. Meals and food provided to Muslim detainees will strive to meet standards according to Islamic guidelines.

b. Muslim detainees will not be served pork, alcohol, any foods, which may contain by products thereof, or meats (beef, chicken, lamb, etc) not slaughtered according to Islamic guidelines.

16-10. Medical Practices

a. Medical personnel will consider Muslim detainee religious practices when administering medical care to Muslim detainees.

b. Medical personnel will inform Muslim detainees of any medications, injections, and vaccinations that contain pork and alcohol by products or ingredient.

c. Female medical personnel will administer medical care to female Muslim detainees whenever possible. In addition, for medical care involving the exposure of a Muslim male detainee's genitals and/or the areas between the naval and the knees, male medical personnel will administer the treatment. In general, consideration should be given to provide same sex medical treatment for Muslim detainees whenever possible.

16-11. Wear and Appearance of Clothing

a. Islamic guidelines for clothing and dress require that Muslim detainees be covered with specific limits of physical bodily exposure.

b. Muslim male detainees will be provided clothing that at a minimum covers the body from the naval to the knees.

c. Female Muslim detainees will be provided clothing that modestly covers her entire body with the exception of the face and hands. A separate headscarf that covers the hair, head, and neck areas should be provided to female Muslim detainees.

16-12. Showers and Hygiene

a. Islamic law establishes limits to exposing areas of ones body to another, male or female.

b. Detainee showers will allow the Muslim male detainee enough privacy to ensure that his genitals and/or area between the naval and knees is not exposed to another individual.

c. Detainee showers will allow the Muslim female detainee enough privacy to ensure that the area between her shoulders and her knees is not exposed to another female individual.

d. All detainee showers will allow the Muslim detainee complete privacy from members of the opposite sex.

e. Islamic guidelines for health and hygiene dictate the practice of shaving the body hair of armpit and pubic areas. Periodically, razors will be provided for Muslim detainees desiring to maintain this practice

unless the detainee is in a segregation block or Delta Block on self-harm watch.

16-13. Religious Accommodation

a. Any other religious faith traditions will be considered on a case-by-case basis and will be provided for appropriately.

b. Religious items will distributed in accordance with the detainee current reward level.

Section III – Islam

16-14. Cultural Considerations

a. Do not disrespect the Koran (let it touch the floor, kick it, step on it).

(1) Muslims even wash their hands before touching the Koran; non-Muslims should avoid touching a detainee's Koran whenever possible.

(2) Anyone disrespecting the Koran most likely will get no cooperation and could provoke a violent reaction from detainees.

b. Friday is the Islamic holy day; prayer time is most sacred on this day.

c. Do not talk, play loud music in front of, or otherwise interrupt detainees during prayer or the call to prayer.

(1) Interrupting a Muslim during prayer is considered inappropriate and he is unlikely to respond.

(2) Avoid mocking or imitating detainee's prayer.

d. Do not eat or drink in front of detainees during the Islamic holy month of Ramadan.

(1) Ramadan has significant religious importance.

(2) Detainees will be fasting during daylight hours.

e. Do not ask about female members of a Muslim's family (e.g., wife, daughter, mother, sister, etc.); it is culturally unsuitable. Do not insist on asking the names of the women.

f. Do not use the left hand to give a detainee food. Muslims use their left hand to clean themselves and it is culturally inappropriate to offer food with the left hand.

g. Do not relate terrorism to Islam. It is inappropriate to equate any religion to such activity.

h. Do not point a finger at detainees as it is considered very disrespectful and derogatory.

i. Avoid using foul language as it displays a lack of composure.

j. Female guards and interpreters should not insist that the detainees make eye contact with them during interactions. Close contact with unrelated females is culturally inappropriate.

k. Detainees might cover their eyes or not talk to female guards. Such actions are not considered disrespectful but instead are considered a form of modesty by the detainee.

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1. The loudspeakers should not be covered nor any form of music be played through the unit block speakers. The playing of the call to prayer should not have the volume adjusted up or down.

m. Communicating Through An Interpreter

(1) Interpreters are tasked to facilitate the communication process between camp personnel and the detainees. Interpreters will relay detainee questions/requests to the Block NCO or other authority as appropriate for follow up.

(2) Direct your statement to the detainee and then pause for the interpreter to translate.

(3) Avoid using slang (e.g., "...we're in the same boat.") when utilizing an interpreter. Slang is difficult to translate and often loses its meaning during translation.

Section IV - Christian Detainee Religious Practices

16-15. The Christian Prayer

a. Prayer is an important element in the development of the Christian detainee.

b. The Christian detainee should be allowed to pray daily.

c. The Christian chaplain can be used to provide additional information on the impact of prayer for the Christian detainee.

16-16. Christian Holidays

a. Christianity has two major religious holidays, Christmas and Easter.

b. Some Christian groups also celebrate Pentecost Sunday.

c. The Roman Catholic Church celebrates Ash Wednesday and the Lenten season, both of which are linked to the celebration of Easter.

(1) Ash Wednesday often involves the smearing of ashes on the forehead on the Wednesday before Easter.

(2) Special sacraments that are essential to the Roman Catholic:

(a) Sacrament of confession

(b) Sacrament of Holy Communion

(c) Sacrament of healing (to be administered just before death, or during a serious illness.

(3) Additional special days to be observed by the Roman Catholic Church are as follows: (also known as Holy Days of Obligation)

(a) January 1—the solemnity of Mary, Mother of God

(b) Thursday of the Sixth week of Easter—the solemnity of the Ascension

(c) August 15—the solemnity of the Assumption of the Blessed Virgin Mary

(d) November 1—the solemnity of All Saints

(e) December 8—the solemnity of the Immaculate

d. Christian detainees (to include those who follow the beliefs of the Roman Catholic Church) should be allowed to celebrate these special days in accordance with their personal faith.

e. The Christian chaplain can be used to provide additional information relating to the celebration of these days.

16-17. Religious Items:

The JDOG Unit Ministry Team (UMT) will provide or oversee the supply of specific items to Muslim detainees to facilitate worship and religious practices. Those items include but are not limited to the following:

(1) Koran

(2) Prayer Cap

(3) Prayer Beads

(4) Islamic Prayer Oils

b. Korans will not be supplied by the JDOG UMT. All Koran requests entered into DIMS as a Chaplain request are to be changed to Librarian requests. The completed date will be erased before the request is saved as a Librarian request.

c. The JDOG UMT Chaplain Assistant will oversee the supply, preparation, and delivery of the prayer beads and prayer caps. These items are to be handled as follows:

(1) Prayer beads and Prayer Caps will be obtained through the S-4. They will be requested and picked up by the JDOG UMT Chaplain Assistant.

(2) New prayer beads are to have the tassels cut off and the remaining ends burned. This process will be followed to prevent detainees from using the tassel string as contraband. Prayer beads that have been prepared for the detainees will be stored in the Camp Delta JDOG UMT office.

(3) All prayer caps are to be inspected for tears or holes after being received from S4. Any prayer caps with such defects are to be disposed of. Prayer caps are to have all stickers removed from them before distribution to the detainees. Inspected and approved prayer caps will be stored in the JDOG UMT Religious Items filing cabinet, upper drawer. Caps will only be stored clean and will be folded and neat.

(4) All requests for replacement prayer beads or prayer caps must be entered into DIMS by the MP guards. Chaplain Assistants will not accept requests directly from any detainee. Detainees must request prayer beads or prayer caps through the MP guards.

(5) Deliveries of requested items will be made on Tuesday and Friday. Requests entered into DIMS on Tuesday, Wednesday, or Thursday will be supplied on Friday. Requests entered into DIMS on Friday, Saturday, Sunday, or Monday will be supplied on Tuesday.

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(6) Prayer caps and beads are to be exchanged on a one-for-one basis. The only exception should be when prayer beads are broken and confiscated by the MP guards.

(7) Prayer caps collected from the detainees will be inspected for holes or wear and tear. Serviceable prayer caps will be turned in to S-4 to be laundered. Laundered prayer caps will be re-entered into the normal supply chain.

(8) Prayer beads collected from the detainees are to be inspected to see if they are still serviceable. Prayer beads with visible string extending beyond the length of two beads are not serviceable. Prayer beads that are missing beads or appear to be discolored are not serviceable. Non-serviceable prayer beads will be disposed of.

d. The supply and distribution of pray oil is to be handled as follows:

(1) Prayer oil will be obtained through the S-4. It will be requested and picked up by the JDOG UMT Chaplain Assistant. There are two varieties of prayer oil available:

- i) Sandalwood, white in color.
- ii) Egyptian Musk, yellow in color.

(2) Oil will be divided into plastic baggies.

There will be thirteen white oils and seven yellow oils in each baggie. Prayer Oil will be stored only after it has been packaged in baggies. The oil baggies will be stored in the JDOG UMT Religious Items filing cabinet, lower drawer. The oil baggies will be kept in a large plastic bag which will be tied closed.

(3) Chaplain Assistants will supply each block with a baggie of oils. Chaplain Assistants will monitor the supply at least once a week to ensure each block has an adequate supply of oils to meet the requests of the detainees.

(4) All requests for replacement prayer oil will be processed through the MP guards. Requests for prayer oil should not be entered into DIMS. Chaplain Assistants will not provide oil directly to the detainees. MP guards should respond to oil requests and distribute oil accordingly.

e. All requests for items will be monitored through DIMS. The requests report will be printed prior to delivering supplies to the blocks. The report will be printed on the day of delivery. After supplying requests to the blocks, requests are to be marked in DIMS as complete. Updates will be made the same day as delivery to keep DIMS current at all times.

f. Camp 4 and any other facilities needing a regular supply of religious items will be stocked on a periodic basis. MP guards working in these facilities will meet the detainee requests. Detainee requests for these facilities do not need to be entered into DIMS. Chaplain Assistants will monitor the supply at least

once a month to ensure an adequate supply is available to meet the requests of the detainees.

Section V – Muslim Funerals

16-18. Muslim Funeral and Burial Rites

a. The chaplain will perform or provide for the honorable burial of a deceased detainee in a manner consistent with Article 120 of the Geneva Convention to the extent allowed by military necessity.

b. Funeral and burial rites according to Islamic law necessitate that 4 actions be performed. *Persons of the Muslim faith must perform all four actions.* Muslims performing these actions must be knowledgeable in the requirements of Islamic purification and Muslim funeral/burial rites. The 4 necessary actions are to be performed in the following order:

- (1) Washing the body
- (2) Shrouding the body
- (3) Funeral prayer (Janaza prayer)
- (4) Burial.

16-19. Washing the Body

a. Protect the nakedness of the deceased by keeping the body clothed while the washing is performed. In addition, if the deceased is male, then only a Muslim male should wash the body of the deceased. Likewise, if the deceased is a female, then a Muslim female will wash the body of the deceased.

b. Only the washer and an assistant should be present during the washing of the body.

c. The body will be clothed in an ankle-length shirt. The washer will be able to insert his hand from the sleeve while pouring water over the garment to wash the body under it. The seam from the side under the arm can be torn to facilitate the washer's access to the body, however at no time will the area between the naval and the knees of the deceased be uncovered.

d. Any waste from the stomach should be forced out, and private parts of the deceased by cleansed of filth.

e. The washer performs the usual ablution before prayer (in Arabic "wudu") for the deceased and on the deceased.

f. The washer then performs the purificatory bath (in Arabic "ghusl") with religious intention. The purificatory bath consists of washing the head, beard, and body each three times. The washer begins each repetition by washing the right side of the deceased, front and back, to the feet. Doing the same to the left side completes the repetition. The washer ensures that water reaches and covers every external part of the body and that the body is free of all filth. The hair and beard if matted is gently combed with a wide-tooth comb being careful not to extract any hair. The final washing should be performed with water containing some camphor or perfume.

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g. The washer and the assistant should utilize hand towels, wash cloths and gloves.

h. The place of washing should be on an incline allowing the water to flow from the head downward and away. The assistant helps in pouring abundant water.

i. Incense should be burned during the washing.

j. Upon completion of the washing, the body of the deceased is dried with a clean towel, laid on his back with his feet towards the direction of prayer, and covered completely with a white sheet until shrouded.

16-20. Shrouding the Body

a. Shrouding to completely cover the nakedness of the body is a religious obligation.

b. The body of the deceased Muslim is perfumed with scented oils like sandalwood

c. The body of the deceased Muslim is wrapped in three washed, white shrouds (Approx. 7ft x 7ft, cotton sheets). The three sheets are spread out one on top of the other. The deceased (covered with a sheet) is lifted and laid on his back on the top sheet. Some scent or perfume should be applied with cotton on the parts of body upon which one rests during prayer prostration, i.e. forehead, nose, hands, knees and feet. Also include the eyes, mouth, nostrils, and ears.

d. If possible, the deceased left hand is placed on the chest, and then the deceased right hand is placed on the left – similar to the position of the hands in the form of the Muslim prayer. Each shroud covers the whole body. The edge of the top sheet is folded over the deceased right side, and then the other edge is folded over the deceased left side. The second sheet is folded in the same manner, and then the third sheet is folded in the same manner. If the deceased is male, the body is wrapped without the ankle-length shirt or turban/prayer cap. If the deceased is female, the following is done before wrapping of the sheets:

(1) Two approx 4ft x 1 ft loin cloths are first wrapped around the upper legs acting as underwear

(2) One approx 6ft x 3 ½ ft sheet is used to wrap the lower portion of the body

(3) The body dressed in a full, loose fitting sleeveless shirt, full length and long enough to cover from shoulders to feet

(4) The head is veiled with a Muslim headscarf

e. The sheets are then fastened with four cloth strips or tie ropes above the head, under the feet, and two around the body.

f. Materials used to wrap and dress the body of the deceased should be cotton.

g. The washed, white cotton shrouds are scented with incense or aloe and sprinkled with an aromatic compound of camphor, scented oils and/or perfumes.

h. Procedures for funeral prayer.

(1) If possible, the funeral prayer over the dead should be a congregational prayer.

(2) The funeral prayer is led by an Imam or any other Muslim male fully knowledgeable of the conditions and requirements for the funeral prayer and capable of performing the funeral prayer (“Capable of performing the funeral prayer” also infers one’s ability to recite/supplicate necessary integrals in the Arabic language).

(3) The shrouded body of the deceased may be transported to the place of the funeral prayer site in a coffin.

(4) The funeral prayer should not be held at the grave or burial site of the deceased.

(5) The enshrouded body of the deceased is placed lying on his/her right side facing the direction of prayer.

(6) The body of the deceased may remain in a coffin during the funeral prayer.

(7) The Imam or Muslim leading the funeral prayer stands behind the body by the head if the deceased is male, and by the posterior if the deceased is female.

(8) At minimum, the one performing the funeral prayer includes the following:

(a) The intention of praying the funeral prayer

(b) Performing the prayer standing

(c) Saying “Allahu Akbar” four times

(d) The Fatiha (Opening Chapter of the Koran)

(e) The Prayer for the Prophet

(f) Supplication for the deceased, the minimum being “O Allah, forgive this deceased.”

(g) Ending the prayer by saying “As-Salaamu ‘Alaykum” (Peace be upon you) – the first of two mentioning.

16-21. Procedures for the Burial.

a. The deceased will be buried in a cemetery, and not in a grave where another person is previously buried. Muslims should not be buried beside non-Muslims, or non-Muslims beside Muslims. Muslims should have their own graveyard.

b. The burial should be done as soon as possible after death, and within 24 hours.

c. The burial should take place immediately after the funeral prayer.

d. The deceased is not buried in a coffin, but one may be used to transport the body of the deceased to the grave.

e. The grave must be dug deep enough to totally hide the body of the deceased. A recommendation is to dig the grave a depth equal to the height of an average man with his arm fully extended upward (approx. 6 ft in depth).

f. The grave must be perpendicular (facing, horizontal) to the direction of prayer/Mecca.

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g. A trench centered on the floor of the grave will be dug. The trench should be just wide and deep enough to place the shrouded body of the deceased on his right side (Figure 16-1).

h. Muslim men will bury the deceased regardless of the gender of the deceased.

i. The body of the deceased enters the grave from the direction where his feet will be (from the rear of the grave).

j. The body of the deceased will be placed in the trench of the grave resting on his right side, close to the wall and supported so that the body will not fall back. The face of the deceased will be towards the direction of prayer (Figure 16-1).

k. The tie at the head and feet of the deceased will be undone.

l. A bottomless burial vault is further placed over the floor of the grave to prevent the earth from being put directly on the body when the grave is filled (Figure 16-1).

m. Marking the grave is permissible.

n. Muslims present at the burial once the grave has been filled should supplicate for the steadfastness and forgiveness of the deceased.

**MUSLIM BURIAL
(Side View)**

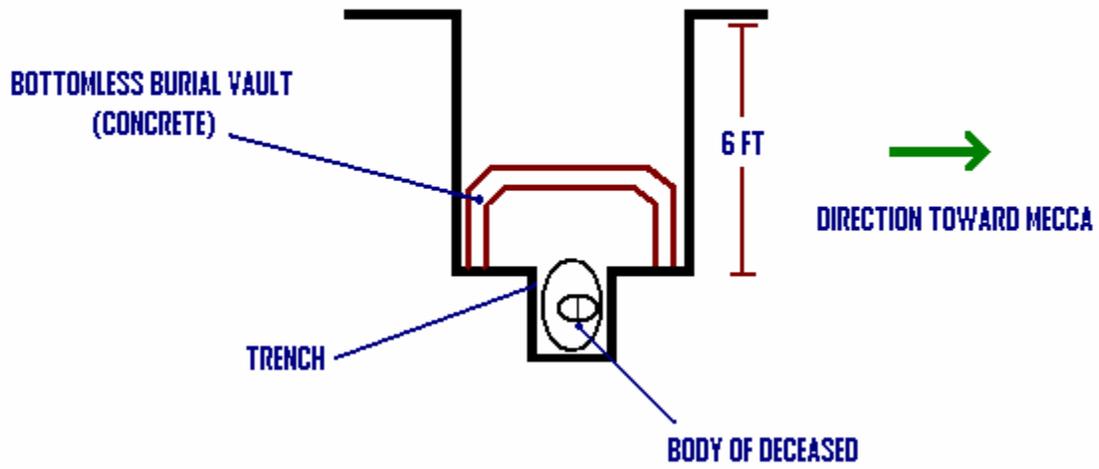


Figure 16-1

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Chapter 17↑

International Committee Of The Red Cross (ICRC)

17-1. Personnel

- a. There will be four ICRC escort teams consisting of two guards.
- b. There will be one ICRC monitor located in Juliet block.
- c. ICRC escort teams or the ICRC monitor will escort all ICRC personnel at all times while in Camp Delta.
- d. Escort Control will control all ICRC escorts and the ICRC monitor.
- e. The Juliet Block monitor will escort all ICRC personnel. If the visit is an individual interview, the Juliet Block monitor will escort the ICRC personnel to Juliet block. One escort will stay with the ICRC personnel while the other two get the detainee and return with him. If it is a cell visit, the three-man team will escort the ICRC personnel to and throughout the block visit. Escort Control will attempt to move detainees from Camp 2/3 to Juliet block by Gator whenever practical.

17-2. Operations

- a. The physical security of U.S. Forces and detainees in U.S. care is paramount. Safety and security of U.S. Forces and detainees will not be compromised in an effort to conform to the wishes and requests of the ICRC that are not covered in this SOP.
- b. The ICRC will provide the JDOG a list of detainees on the ICRC Request form. This list will stipulate either individual interviews or cell visits.
- c. All ICRC personnel and detainees will be escorted by guards and detainees will be in three-piece suites while they are out of their cell. At no time will the detainee be unaccompanied by guards.
- d. If any interviews by ICRC are conducted on the blocks, the guards will remain with the ICRC far enough away as to not interfere with the interviews. This is to ensure the safety of the ICRC personnel and the detainee. The guards will not stand within earshot of the ICRC representative and detainee.
- e. ICRC personnel must collect any item, such as a pen to write with, that they give to a detainee prior to moving on to the next detainee. No pen can be passed from one detainee to another.
- f. While in the interview block, only one hand may be unshackled to allow the detainee to write.
- g. ICRC personnel are allowed access to all blocks. ICRC visit lists should be scrubbed to insure there are no discrepancies such as disciplinary actions or restricted ICRC access. There is no time limit for ICRC visits.
- h. JDOG will also provide an alternate place for ICRC so that the ICRC may conduct interviews

without other detainees present. This location is currently Juliet block.

- i. Guards will identify any detainee that poses a security risk to the ICRC representative.
- j. Block NCOs must know the access privileges for all detainees on their block.
- k. ICRC has access to all blocks within Camp Delta. The ICRC is restricted from all buildings without prior approval from JDOG operations except the Detention Clinic and the Detention Hospital.
- l. ICRC will be aware of scheduled guard feeding times and the need to adjust their schedule accordingly so guards have an opportunity to eat.

17-3. ICRC Visitation Rules

The following rules apply to ICRC personnel while they are at any part of Camp Delta.

- a. ICRC personnel are allowed to talk to detainees on all blocks at the detainee's cell as long as there is no interference with the safeguard of U.S. Forces or detainees, except for detainees placed segregation.
- b. ICRC personnel are allowed to talk to detainees who are placed in segregation for disciplinary reasons only with the exception of the following:
 - (1) Detainees placed in segregation by the JIG will be listed on the segregation log. Their level of allowable contact with ICRC will be listed on the segregation log.
 - (2) If the log is unavailable, the PL or SOG will contact the JIG during duty hours for clearance. They will also receive from the JIG what visitation level the ICRC has with the detainee.
 - (3) Detainees will not be allowed to leave the segregation block for ICRC visits.
- c. ICRC representatives may visit other detainees on a block after visiting a specific detainee. They may visit any detainee on the block as long as that detainee's level of visitation permits the visit.

17-4. Levels of Visitation

All detainees will have a level of ICRC contact designated for them. These different levels are as follows:

- a. No Access: No contact of any kind with the ICRC. This includes the delivery of ICRC mail.
- b. Restricted: ICRC is allowed to ask the detainee about health and welfare only. No prolonged questions.
- c. Unrestricted: ICRC is allowed full access to talk to the detainee.
- d. Visual: Access is restricted to visual inspection of the detainee's physical condition. No form of communication is permitted. No delivery of ICRC mail.

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Chapter 18†**Food Service****18-1. Responsibilities**

a. Block personnel will serve the meals to the detainees.

18-2. Operations

a. Detainees will be provided with three meals per day according to the meal time needs of the facility. For camps 1-3, this will usually this will be at the following times:

- (1) Breakfast at 0630
- (2) Lunch at 1200
- (3) Dinner at 1930.

b. For camps 1-3, the rations schedule will consist of three hot meals a day, except under inclement weather/hurricane in which case it shall be MREs for all meals until the weather passes. For Camp IV, the ration schedule will consist of three hot meals.

c. For camps 1-3, all meals will be served through the bean hole in the cell gate and consumed inside the cell. For Camp IV, all meals will be served through the bean hole in the block gate and consumed in the bay.

d. For Camp IV, Food Service personnel will provide cooks to deliver and portion all food in the correct portions while the guards issue the food to the detainee through the bean hole in the block gate. The food service personnel shall ensure that also any dirty dishes are returned to the contractor for cleaning.

e. Meals will be served on all blocks simultaneously. Serving and consumption of meals will be allowed a maximum of 30 minutes per detainee.

f. MPs on duty are responsible for providing escort to the cooks, directing the detainees in an orderly fashion and ensuring that all required items are issued, returned, and accounted for. Guards are also responsible for the removal of trash from all compounds and placing it in the designated dumpsters per the waste disposal SOP in chapter 33.

g. During a hurricane, all meals will be MREs.

h. Detainees will have 30 minutes in which to consume their meals.

i. During times of fasting or religious requirements for the detainees, modifications to this portion of the SOP will be directed as appropriate.

j. At any time there is large pieces of construction equipment such as portable generators in the roving sally area of Camp 1, the food service truck will stop at Sally Port 4.

18-3. Duties

a. *JDOG S-4*. The JDOG S-4 will be responsible for coordinating the hours of all meals with the needs of the facility.

b. *SOG*. The SOG for each camp will sign for meals delivered from the Food Service Shift Leader,

noting the quality and quantity at the end of each meal. The SOG will ensure the meal hours are in accordance with the Schedule of Calls. If the meals arrive late, the SOG will notify JDOG S-4.

c. *Block NCO*. The Block NCO will accept and account for the utensils used for eating from mess personnel. In Camp I-3, while the guards are serving the meal to the detainees, the Block NCO will pass out the utensils to each detainee. In Camp IV, the Block NCO will serve the meal and distribute the utensils at the same time. Once the mealtime is completed, the Block NCO will account for all utensils that were passed out. The SOG will be notified if utensils are not returned and a search will be conducted to locate the missing spoon.

d. *Guards*. In camps 1-3, they will issue meals to the detainees and monitor them during chow. At the conclusion of the meal, the guards will collect the trash from the detainees. Guards will inventory the return of all packaging, plates, spoons, and Styrofoam cups. If items are not returned and cannot be found, the detainee will receive his meals poured onto a paper plate for the next three days. This is done with the intention of reducing the amount of trash being flushed down the toilet. In Camp IV, the guards will only be able to observe the detainees eating from their observation location.

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Chapter 19†

Detainee Health Services

Section I – Procedures

19-1. Restraint Procedures

a. Restraints will be used at all times when detainees are moved from their cell, as a precaution against escape; for medical reasons as directed by a medical officer; or to prevent self-injury, injury to others, or property damage.

b. Restraints should not be applied for more time than is necessary. Detainees will not normally remain in three-piece restraints for more than two continuous hours. Restraints will only be removed from the detainee when the detainee is secured in his cell, or other secure area. Any deviation of this policy must be authorized by the CO, PL, or the on duty SOG with prior approval of the JDOG CDR, and *will never be applied as punishment.*

c. Restraint types:

(1) Three-piece Suit: Hand-irons, Leg-irons, connecting chain, and belly chains.

(2) Four/Five Point Position: Arms, head, and legs are secured.

d. *Routine use of restraints:*

(1) To ensure safety and prevent injury, guard will maintain positive control of all detainees being escorted while wearing restraints.

(a) When a detainee is in full restraints, the guard will grasp the belly chain behind the detainee with his/her strong hand.

(b) When a detainee is restrained with their hands in the rear, the guard will grasp the detainee's upper arm just below the armpit with his/her strong hand.

(2) If there is an injury that could be aggravated, guards should seek guidance through the chain of command before applying restraints (time permitting). Sound judgment applies in emergencies.

19-2. Dispensing of Medications

a. The assigned hospital corpsman shall review NAVMED 6550/8 Medication Administration Record (MAR) and compare detainee ISN number and location against current alpha roster. If necessary make appropriate changes in individual MAR folders and move medications to appropriate place in medicinal locker.

b. Gather appropriate medicines from Camp Delta Clinic. Notify security personnel of each block which detainees require meds.

c. The hospital corpsman will dispense the medication at each cell's bean hole. The hospital corpsman will verify the following prior to dispensing any medications.

(1) Have orders and MAR been verified by nursing staff?

(2) Are you authorized to give this medication?
(3) Is it the correct patient? Verify against ISN wristband.

(4) Is it the correct medication?

(5) Is it the correct dose?

(6) Is it the correct route of administration?

(7) Is it the correct time to give the medication?

d. Document the administration of all medications and or refusals on the MAR and notify nursing staff of any concerns.

e. Transcribe any changes to medications on MAR. The nursing staff will verify accuracy on a regular basis.

f. Medication types and frequencies will determine when medications are dispensed.

g. Detainees may not refuse to take their daily TB medications, if being treated for active TB.

19-4. Sick Call

a. Both medical and dental sick calls are conducted in accordance with the same procedures. Detainees needing to see a dentist will be screened at normal sick call and referred, if necessary, to the Dental Clinic

b. The medic will screen all detainees while conducting rounds. If the medic is able to treat the detainee's ailment, he/she will do so and advise the detainee that he does not need to see a doctor. If the detainee still wishes to see a doctor, he will not be denied that right.

c. The medic will compile a list of all detainees and detainees who were seen each day. The list will be turned into the front office before the medic leaves the facility.

d. In the event the Medical Officer/Designated Representative deems it necessary to evaluate a detainee in his cell, the medic or representative shall be accompanied by two guards after the detainee has been restrained in a three-piece suit. Freeing of one limb at a time may be permitted for the purpose of conducting a medical exam.

Section II – Emergencies

19-5. Emergency Sick Call

a. Detainees who have a medical emergency will be seen immediately at any time.

b. All medical/dental problems deemed a possible "emergency" will be referred to the Delta Clinic for evaluation as to whether or not a real emergency exists.

c. After duty hours, the SOG will determine whether an emergency condition exists. He will consult via telephone with the Detention Hospital as needed to assist in making the determination.

19-6. Emergency Condition Responses

a. The International Color Codes for triage will be utilized to conduct triage of a patient to convey the

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seriousness of a patient's medical condition. The following criteria are examples of medical conditions indicating a specific triage:

(1) *Code Green*: Utilized for non-serious, non-life threatening medical condition (cut hand, scrape, broken arm, nausea, and headache with no other indicators) does not require immediate medical attention.

(2) *Code Yellow*: Utilized for potentially life-threatening medical condition (decreased level of consciousness, chest pain, unconsciousness for unknown reason, loss of feeling/motor skills in an extremity.) Requires expedited treatment.

(3) *Code Red*: Utilized for serious life-threatening medical condition (penetrating trauma to the torso, severe loss of blood, severe head injury, and chest pain followed by unconsciousness.) Requires immediate treatment.

(4) *Code Blue*: Utilized for critical life-threatening medical condition (no breathing/no heartbeat.)

(5) *Code Black*: Utilized to describe a dead person. (Rigor mortis, Post mortem lividity, decapitation, decomposition, etc.)

b. MPs on duty will utilize the following instructions to respond to emergency conditions within Camp Delta. CO will respond to the scene of all emergencies to assess the situation. Once the situation is DOC led, the CO will make appropriate notifications.

c. *Medical Code Blue*: This is a medical emergency condition in which a person in the camp has been medically triaged as "Code Blue." This means that the person has no heartbeat or respiration or both, and requires immediate medical care.

(1) Guards involved with the Code Blue patient:

(a) State call sign, location, and "Code Blue" on radio.

(b) Contact medical directly and request medical assistance for a Code Blue. If unable to contact medical, contact the DOC and request medical assistance for a Code Blue. Give medical the location of the incident.

(c) Render medical care as appropriate based on the guards' level of training and equipment available. Continue until medical arrives.

(2) DOC RTO:

(a) If requested, notify medical of the emergency and the location.

(b) Broadcast on the radio notification to all blocks that there is a Code Blue. RTO will establish emergency traffic radio conditions by stating "EMERGENCY TRAFFIC ONLY". This means that only personnel with radio traffic about the situation or another emergency will use the radio.

(c) Notify the CO or PL of the situation.

(d) Continue monitoring the radio.

(3) CO/PL/SOG:

(a) Respond to the scene as needed to assess the situation. Render medical care as appropriate based on the level of training and equipment available. Continue until medical arrives.

(b) Consider altering the security posture of the facility (Lockdown, etc) as appropriate to facilitate medical access to the patient.

(c) Make appropriate notifications IAW the notification instructions on the notification matrix.

(d) Supervise reporting of the incident.

(4) Sally Ports:

(a) Be prepared for medical personnel to need immediate access through the sally port. This includes vehicle access to the area and departing from Delta.

(b) Stop other traffic through sally port if it impedes with the movement of personnel associated with the Code Blue situation.

(c) Be prepared to implement a Lockdown if called by the CO/PL/SOG.

(5) Block NCOs/guards/Other duty positions:

(a) Monitor the situation by radio and be prepared to take action as directed (Lockdown, etc.)

(b) Be prepared for reaction by other detainees as they learn about the situation.

19-7. Combat Lifesavers

a. Combat Lifesavers will be permitted to provide medical care to friendly forces in accordance with the Combat Lifesaver curriculum in an emergency situation.

b. Combat Lifesavers will not treat any detainee for any medical problem.

c. Medical tasks taught to Combat Lifesavers that they might perform without restriction on the installation.

(1) Monitor a pulse

(2) Monitor respirations

(3) Apply a Splint, Aluminum, Malleable

(4) Evaluate a casualty.

d. Combat Lifesavers must fill out a Field Medical Card at the time of incident and transfer this to the receiving medical unit with a complete patient report.

Section III – Medical Problems

19-8. Voluntary Total Fasting and Re-Feeding

a. A detainee is considered to be on a Voluntary Total Fast, (VTF), when he refuses to eat nine consecutive meals as a form of protest or refuses fluids for 48 hours. The protest may or may not be verbalized. Detainee's who eat portions of the meals are not normally considered to be on a VTF.

b. The VTF is terminated when the following occur:

(1) The detainee eats a meal or portion of a meal (excluding liquids).

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(2) A Medical Officer or Physician's Assistant (PA), after examining the detainee, recommends that the VTF Protocol be terminated.

c. Initial Monitoring Procedures.

- (1) Submit an Observation Report to DOC recording a detainee's refusal to consume a meal.
- (2) Make a blotter entry.
- (3) Continue to monitor the detainee during meal times to see if he refuses to consume any other meals.
- (4) Continue to inspect the detainee's food tray to see if any portion of the meal was consumed. Check the tray before and after each mealtime.
- (5) Record any subsequent refusal to consume meals and number them sequentially.
- (6) Monitor the detainee's behavior and record/report anything out of the ordinary to DOC.
- (7) Notify DOC when a detainee refuses to consume nine consecutive meals.
- (8) After the VTF Protocol has been initiated, ensure that the detainee does not receive any caffeine products (coffee, tea, hot chocolate) because of its diuretic affect. Only water is provided during the VTF.

d. Close Confinement Procedures.

- (1) Monitor the detainee's behavior and meal consumption.
- (2) Notify the SOG who will then notify DOC, the CO, and the Delta Clinic when a detainee refuses to consume nine consecutive meals.
- (3) Segregate the detainee for better observation by moving them to Delta Block.

e. DOC Procedures.

- (2) Monitor the detainee's behavior and meal consumption.
 - (3) After a detainee has refused to consume nine consecutive meals, ensure the Delta Clinic begins the VTF Protocol.
- f. As directed by the DOC, the admin section will:
- (1) Make a blotter entry recording when a detainee was placed on the VTF Protocol, and how many consecutive meals were refused at that time.
 - (2) Make a blotter entry recording when the Delta Clinic Medical Officer of the Day (MOD) conducts checks.
 - (3) Make a blotter entry recording when a detainee was removed from the VTF Protocol, and which medical officer conducted the examination and recommended the termination of the VTF Protocol.

g. The Delta Clinic will ensure that the following occur:

- (1) The CO is briefed daily on the detainee's condition.
- (2) During duty hours, a Medical Officer or Physician Assistant (PA) will examine the detainee.
- (3) After duty hours, the Medical Officer of the Day (MOD) will examine the detainee.

h. Immediately after the VTF Protocol has been initiated, the following procedures will occur:

- (1) A blood sample (CBC, SMA-20, Albumin, and Iron Panel) will be drawn from the detainee.
- (2) A urine sample (24-hour urine for Creatinine and Protein) will be taken from the detainee.
- (3) An electrocardiograph will be conducted (a 12 lead EKG).

i. Consider supplemental feeding when the detainee's body mass index is below 16, when incapacitated, or ordered by a Medical Officer. The detainee will be admitted to the Detention Hospital if supplemental feeding is necessary. The JTF Commander is the only person who can authorize forced feeding.

j. Consult with the Command Judge Advocate before force treatment is initiated. The legal opinion should be noted in the detainee's medical chart.

k. The Duty Investigator will take the photographs required for the VTF Protocol.

l. The CO will review the situation and ensure it meets the criteria required for the VTF Protocol. Coordinate with medical authorities for detainee health considerations.

19-9. Bodily Fluids

a. Protective equipment is available in each block, and a re-supply is on hand in the supply room.

b. The Guard Force will always carry disposable gloves.

c. The staff will make sure their own open wounds and sores are covered with clean dry bandages to prevent possible exchange of blood and other body fluids. Change wet bandages frequently.

d. The staff will assume that all detainees and any exposed body fluids carry an infectious disease.

e. The staff will remain aware of the fact that a respirator mask is required to protect against airborne infectious diseases.

f. The staff members who conduct a forced move of an unruly detainee *must* take universal precautions in order to prevent accidental transmission of diseases through transfer of a body fluid.

g. Cell and Body Searches. Staff will:

- (1) Wear disposable gloves when conducting a search.
- (2) Avoid punctures with any sharp objects (e.g., knives, razors, or needles).
 - (a) Do not place hands in areas where there may be sharp objects that could cut or puncture the skin. Look first then probe.
 - (b) Do not slide hands across surfaces when searching.
 - (c) Use a crushing motion when conducting frisk searches.

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h. Controlling aggressive or violent Detainees.

Staff will:

(1) Wear protective apparel anytime that there is a possibility of being exposed to an infectious disease.

(2) Wear protective apparel; body armor and clothing that prevent breaks in the skin.

(3) Develop a plan of action that will reduce the risk of exposure to infectious diseases.

(4) Assess each incident separately. Determine if the urgency of the situation will allow time for more protective measures to be used.

i. Cleaning of blood or other body fluid spills.

Clean contaminated equipment and supplies immediately in the following manner:

(1) Wear disposable gloves and use a disinfectant solution of household bleach. Dilute one part bleach with ten parts water (1:10 ratio) to clean work surfaces.

(2) Place contaminated clothing in a red biohazard bag and destroy it as soon as possible.

(3) Clean contaminated equipment (e.g., handcuffs, leg irons, flashlights, crime scene kits) with a disinfectant solution of hot water and household bleach.

(4) Place contaminated disposable items such as gloves, mask, prongs, rags, or other material in red plastic biohazard bags. If red biohazard bags are not available, use other strong plastic bags and label with "BIOHAZARD" markings.

j. Disposal of contaminated items.

(1) The staff will:

(a) Take any bags containing contaminated items to the Delta Clinic.

(b) Inform the Delta Clinic personnel that the bags contain contaminated items.

(2) The Delta Clinic will:

(a) Take bags containing contaminated material to the Detention Hospital for ultimate disposal at Naval Hospital Guantanamo.

(b) Ensure that all disposable contaminated material is placed in properly labeled red biohazard bags before transporting it.

k. *Suspected Exposure*. Staff who suspect exposure to body fluids will:

(1) Wash the area with warm water and soap. When mucous membranes may have been exposed, flush the areas with warm water for 10 minutes.

(2) Report the incident to the SOG and seek medical attention at the Delta Clinic.

l. *Bodily Fluid Exposures*.

(1) Splash of urine / feces / saliva to clothing or intact skin:

(a) Change clothing and shower / wash affected skin area

(b) No immunizations or blood draws required

(2) Splash of urine / feces / saliva to eyes / nose / mouth / non-intact skin:

(a) Change clothing and shower / wash affected nose / mouth / non-intact skin areas IMMEDIATELY

(b) Affected eye(s) should be irrigated IMMEDIATELY via the nearest clean water source

(c) The soldier's immunization record needs to be reviewed to determine his/her immunization status with respect to Hepatitis A

(d) Contact the Delta Clinic to determine the infectious disease status of the detainee(s) involved if possible.

(e) Occupational Injury or Illness Report (NHGTMO Form-5100/02) is to be completed by the JAS medical staff and forwarded to the Guantanamo Bay Naval Hospital Occupational Health Officer (ext. 7-2013) if treatment is required

(3) Splash of BLOODY urine / feces / saliva to eyes / nose / mouth / non-intact skin:

(a) Treat and manage as Blood-Borne Pathogen Exposure.

m. Blood-Borne Pathogen Exposures

(1) Blood-blood contact/ human bites that break the skin/ lacerations, abrasions, puncture wounds/blood splash to the eyes, nose, mouth, and non-intact skin:

(a) Change clothing and shower/ wash affected area IMMEDIATELY. Affected eye(s) should be irrigated IMMEDIATELY with at least 250cc normal saline solution

(b) Soldier MUST be transported to Guantanamo Bay Naval Hospital EMD IMMEDIATELY for further evaluation and treatment by medical staff

(c) Contact the Delta Clinic to determine the infectious disease status of the detainee(s) involved if possible and have the information forwarded to the E/R immediately with the patient

(d) Contact the Camp America or TK JAS to review the soldier's Hepatitis B immunization status and have the information forwarded to the EMD immediately

(e) Occupational Injury or Illness Report (NHGTMO Form-5100/02) is to be completed by the USNH medical staff and forwarded to the Guantanamo Bay Naval Hospital Occupational Health Officer (ext. 7-2013) if treatment is required

(2) Recommend the 2x2 rule. If it is a couple of cc's and can be contained by a 2x2, then regular wash is recommended. Can use the troop washer.

(a) If greater than 10 cc's you can either discard the items or send to NEX laundry as the hospital does.

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19-10. Heat Category Measures

a. The following are the heat categories and flag colors being utilized at Guantanamo Bay, Cuba.

(1) *Green Flag*: Heat Stress Index 75F-85F. Discretion required in heavy exercise for new personnel during the first weeks of heat exposure. Acclimated personnel who participate in regular physical exercise are unrestricted.

(2) *Yellow Flag*: Heat Stress Index 86F-100F. Strenuous exercise should be curtailed for new personnel during the first weeks of heat exposure. Acclimated personnel who participate in regular physical exercise are unrestricted.

(3) *Red Flag*: Heat Stress Index 101F-115F. All physical training should be halted for those who have not become acclimated by at least 30 days of routine physical activity at this temperature. Those who are properly acclimated may carry on limited activity.

(4) *Black Flag*: Heat Stress Index above 115F. All strenuous activity should be halted.

b. Due to the demands of the mission, it is not possible to stop all strenuous activity at Black Flag. Reduction in workloads at lesser heat categories will be balanced with the mission requirements. It will be necessary for shifts to perform relief of their own personnel. Suggested relief measures include using ICRC, medical escorts, and IRF Team members to periodically relieve Sally Port guards, escorts, and guards.

c. The following actions will be taken at each heat stress index:

(1) *Green Flag*: No special actions taken.

(2) *Yellow Flag*: Increase water intake to ¾ quarts/hour for easy and moderate work and 1 quart/hour for hard work.

(3) *Red Flag*: Increase water intake to ¾ quarts/hour for easy and moderate work and 1 quart/hour for hard work. Leaders monitor the condition of soldiers and take any additional appropriate actions on an individual basis.

(4) *Black Flag*: Increase water intake to NLT 1 quart/hour. Un-blouse boots and implement relief for soldiers in more exposed positions. Block fans are turned on.

d. BDU blouses will not be removed.

e. If wearing body armor, add 5°F to WBGT index. If wearing MOPP overgarment, add 10°F.

f. Hourly fluid intake should not exceed 1-½ quarts.

Section IV – Facilities

19-11. Detention Hospital

a. MP personnel have been tasked to provide a security force to the Detention Hospital. Primary responsibilities of the security force are:

b. Ensure the secure custody and control of all detainees being quartered and treated at the Detention Hospital.

c. Ensure the safety of all hospital staff administering medical care to the detainees.

d. *Detention Hospital Guard Detail NCOIC*:

(1) Attend Detention Hospital daily staff meeting at 0900, and each Thursday at 1500 NAVBASE Hospital.

(2) Communicate JDOG and Hospital concerns to guards working in the Hospital.

(3) Identify, and reduce mission deficiencies.

(4) Oversee all shift operation and report all feedback to the Detention Operations Center.

(5) Report any information exchanged between detainees to the CI Intel personnel.

e. *Shift NCOIC*:

(1) One per shift

(2) Supervise, inspect and train the security force.

(3) Maintain Daily Staff Journal in DIMS.

(4) Coordinate with hospital staff for changes in staffing requirements and duty positions.

(5) Maintain communications between the Fleet security force and Delta DOC, making radio or landline checks every hour.

(6) Ensure accountability of all security force equipment (radios, keys, batteries, charger, and restraints).

(7) Escort, brief and monitor all visitors.

(8) Brief the on-coming NCOIC.

(9) Report any information exchanged between detainees to the JDOG S-2.

(10) Perform security check with Detention Hospital staff and advise of security deficiencies and concerns.

(11) Assist with the clean up in the break area.

(12) Conduct a daily assessment of personnel.

(13) Maintain a record of security force shift.

(14) Maintain SIGACT sheets and turn in at the end of shift if needed.

f. *Escort Team*:

(1) Two teams per shift

(2) Escort detainee through the Detention Hospital (operating room, recovery ward, therapy, and radiology).

(3) Escort team will apply, modify, and maintain the appropriated level of restraints of each detainee while being escorted through the Detention Hospital.

(4) Escort team will search detainees prior to and after any movements.

(5) Report any information between detainees to the JDOG S-2.

g. *Operating Room Escort*:

(1) Two escorts as needed

(2) One inside OR guard, scrubbed; will provide security support to the OR staff inside the OR.

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(3) One outside OR guard will provide security support and access control to the OR and apply & maintain appropriate level of restraints to the detainee.

h. *Ward Security:*

(1) Number dependant on detainee patient population, minimum 4 MP's every shift up to 6 detainees.

(2) Monitor detainee behavior & movements.

(3) Provide direct security to hospital staff administering care to the detainees.

(4) Search detainees as appropriate.

(5) Report any information discussed between detainees to the JDOG S-2.

(6) Check, apply and maintain appropriate level of restraints and comfort items.

(7) Accountability of the keys and restraints.

i. *Escort & Security Force Special Instructions.*

(1) All detainees will be properly restrained prior to being escorted. Exceptions will be made at the discretion of the security force Detention Hospital NCOIC with input from the medical staff regarding the detainee's medical condition.

(2) All escorts will be executed using 2:1 ratio (MP:detainee).

(3) MPs will not allow detainees to talk to each other during any escort.

(4) Upon completion of escort, detainees will be properly restrained to their gurneys. Padded leather restraints will be utilized.

(5) Report any unusual activity or conditions to the Detention Hospital NCOIC for the morning report.

(6) For escort to the Base Naval Hospital, see Section 11-10 Hospital Escorts.

(7) If normal restraints interfere with a procedure, detainees may be restrained with flex-cuffs.

(8) While in the OR, detainee will remain restrained until the sedative takes effect. Detainees will be unrestrained during surgery.

(9) After surgery, detainee(s) will again be fully restrained and secured unless directed by medical officer.

(10) When detainees are sitting in the chair, they will remain in full restraints.

(11) During latrine escorts, one hand of the detainee will be unsecured while the detainee is using the latrine. Detainee will be in full restraints prior to escorting the detainee back.

(12) NCOIC should consider medical condition & background of the detainee when determining level & method of restraint. If there are questions about the level of restraint, the NCOIC will make the final determination regarding the level of restraint necessary.

j. *Communications & Coordination.*

(1) Shift NCOIC will conduct radio check with the DOC.

(2) Radio checks will be conducted once per hour and logged in DIMS.

(3) At the start of the new shift, the briefing should include, but is not limited to, the following: # of detainees, losses or gains, visitors to the hospital, special cases, any incident on the previous shift.

(4) Shift guards will maintain a Significant Information (SIGACT) sheet, for Intel purpose only. This record will be use for intelligence record, should include: Conversation between detainees, personal information between detainees and hospital staff, personal information detainees may relate to guard or translator.

k. *Log Entries.* Shift NCOIC will maintain DIMS entries detailing all activities at the Detention Hospital. The journal will be continuous and will be passed on to the next shift. The staff journal should include the following:

(1) Shift changes

(2) Detainees head count and ISN

(3) Detainee movement within the facility

(4) Communication check with DOC

(5) Any radio or phone communication between Detention Hospital, DOC, and Camp Operations

(6) Visitors to the Detention Hospital

(7) Feed times

(8) Searches of gurneys

(9) Injuries or illness of members of the security force

(10) Additional entries can be made at the discretion of the NCOIC.

l. *Posting procedures.*

(1) Shift NCOIC will inspect all personnel during guard mount.

(2) NCOIC will assign personnel to their post prior of taking over the shift.

(3) Upon arrival at the hospital, all personnel will be posted without delay and will conduct a "relief-in-place."

(4) Out-going NCOIC would collect all keys and turn them over to the in-coming shift.

(5) NCOIC should ensure that security force is given frequent rest. (10-15 minutes every two hours, at least). Guards should be rotated from post to post to combat fatigue and complacency.

(6) The desk guard, stationed at a desk near the front door, will know who key medical personnel are and their location so that they can direct entering people to the proper individual.

m. *TB patient procedures.*

(1) Only guards who have been fit tested by the NAVHOSP GTMO Preventive Medicine department to wear a N-95 Respirator will be assigned to work with detainees residing in the TB isolation rooms.

(2) Consult with the nurse on duty regarding these detainees.

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n. *Medical Orders.* Instructions for medical staff are written in medical orders will be complied with provided they do not cause a security violation that has not been approved by the Detention Hospital guard NCOIC. Valid instructions that would counter normal guard operating procedure include items such as serving extra meals.

(2) Interior guards notify exterior guard.

(3) Exterior guard ensures that the main entrance of the unit is locked (unless otherwise directed no personnel are authorized to exit or enter this area).

(4) Exterior guard then moves to Female Latrine (Head) and checks latrine (head) and shower area. Upon completion, exterior guard then goes to side door of the unit.

(5) Upon notification by the medical personnel that the detainee is ready to move the exterior guard will then open the side door of the unit.

(6) Once the unit is open one of the interior guards and the exterior guard will escort the detainee to the female latrine (head) for showering (exterior guard ensuring that the side door of the unit is locked prior to moving to the female latrine (head)).

(7) Interior guard will ensure detainee is showered and exterior guard will post outside of the female latrine (head).

(8) Upon completion of showering interior guard will notify exterior guard who will in turn notify the medical unit that the detainee is ready to return.

(9) Upon confirmation from medical that they are ready to accept detainee, exterior guard will assist interior guard with escorting the detainee back to the unit. Exterior guard will unlock the unit, interior guard will escort detainee into unit with assistance from the 2nd interior guard. Exterior guard will then lock the side door of the unit and return to original post in front of the unit.

(10) At this point normal entry and exit of the unit may begin.

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Chapter 20†
Repair And Utility
20-1. Work Orders

a. Procedures for repair work and modifications to Camp Delta and other areas designated by the CJDOG. The primary goal of the R&U section is to significantly reduce the number of work orders being submitted to contractors for work inside Camp Delta.

b. Priorities of Work.

(1) Camp Delta Emergency Work Orders. Critical repairs needed to be completely as soon as possible. Seriously affects the security of the detainees, health of US personnel and detainees, or safety of US personnel or detainees. Repairs need to start within 1 hour of the report.

(2) Camp Delta Routine Work Orders. Non-critical repairs needed that can wait until the next day. Repair work need to start in 1 to 5 days of the report.

(3) Non-Detention Operations Emergency Work Orders.

(4) Non-Detention Operations Routine Work Orders.

c. Contractors consider label emergency work orders as O-2. All calls will go to the Kvaerner trouble desk at x4224. Kvaerner will log the work order, assign a number, and call the appropriate contractor to perform the repairs. All emergency work orders have a 30-minute response time unless told otherwise. Emergency work orders can be called in with time periods such as one, two or eight hours.

d. Procedures (Camp Delta/Detention Operations). Repair & Utility (R&U) will pick up sanctioned work orders from the DOC each morning NLT 0800 hours. They may pick up subsequent work orders (post-0800 hours) from the DOC as time and missions permit. Guards will remove detainees from requisite cells prior to any work being done. At no time will work be done in a cell with a detainee present in said cell.

(1) Prevent further damage and establish a safe environment. This will ALWAYS be done with personal safety, safety of detainees, and good judgment in mind.

(2) Attempt to correct the problem if within your means/ability (i.e. plunging a clogged drain).

(3) If you cannot, or it fails, individual initially reporting item will complete the work request order.

(4) Notify the Block NCO who will in turn log the problem in their pass-along logbook.

(5) Any outstanding problems/work orders (and their status) will be verbally briefed to the oncoming Block NCO to avoid duplication.

(6) Block NCO will notify the DOC and the DOC will annotate the date/time group and nature of problem in the staff journal.

(7) The DOC will determine work order priority judicially based upon the needs of the mission.

e. Camp Delta Emergency Work Orders. Emergency work will take into account the possibility of moving detainees to other areas reducing the emergency to a lower priority; this will be at the discretion of the DOC.

(1) Duty Hours (0700-1700)

(a) A R&U subject matter specialist will determine if work is an emergency work order or routine.

(b) Subject matter specialist will determine, through his or her chain of command, if the work can be done by the R&U or if a contractor must perform it.

(c) Supply for parts and material will be requested through the JDOG S-4 only.

(d) ONLY R&U will coordinate directly with any contractor, no other personnel or section is authorized.

(e) The DOC will be notified as to the status and estimated repair time.

(f) Completed work orders will be filed with R&U with a copy sent to the DOC.

(g) Completed Work order will include cause of problem; work performed; date and time of work completed; and name of DOC personnel contacted.

(h) R&U will log the work done, along with estimated cost.

(8) If any R&U repair work cannot be done completely, then the DOC will establish the priority of work.

(2) Non-Duty Hours (1700-0700)

(a) The DOC will contact R&U OIC or NCOIC.

(b) A subject matter specialist will review the work order in the DOC to determine if emergency action is needed. If deemed necessary by the DOC, R&U will be required to physically inspect the problem to determine the best course of action.

(c) If the DOC and R&U representative disagree on the emergency status, then the DOC Operations Officer will have the final determination.

(d) Supply for parts and material will be requested through the JDOG S-4 only.

(e) If the work cannot be performed by R&U, R&U will contact contractors through the J-4.

(f) The DOC will be notified as to the status and estimated repair time.

(g) Completed work orders will be filed with R&U with a copy sent to the DOC.

(h) Completed Work order will include cause of problem; work performed; date and time of work completed; and name of DOC personnel contacted.

(i) R&U will log the work done, along with estimated cost.

(j) If any R&U repair work cannot be done completely, then the DOC will establish the priority of work.

(3) Processing of emergency work orders.

(a) Emergency work order is called in to x4424.

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(b) Kvaerner's work order number is recorded.

(c) Escort Control dispatches an escort team to Sally Port 8 from 0600 to 2200 or to Sally Port 1 from 2200 to 0600. The escort team will have the Kvaerner work order number. The arriving contractor will not have any paperwork, just the work order number. Emergency work order calls will not require the paperwork that normal work orders require.

e. Camp Delta Routine Work Orders.

(1) During Duty Hours (0700-1700). Same procedures as emergency, just the time started and finished will be delayed according to priorities set by the DOC.

(2) During Non Duty Hours (1700-0700). Same procedures as emergency, just the time started and finished will be delayed according to priorities set by the DOC.

f. Non-Detention Operations Emergency Work Orders

(1) During Duty Hours (0700-1700). Same procedures as emergency, just the time started and finished will be delayed according to priorities set by the DOC.

(2) During Non Duty Hours (1700-0700). Same procedures as emergency, just the time started and finished will be delayed according to priorities set by the DOC.

g. Non-Detention Operations Routine Work Orders

(1) During Duty Hours (0700-1700). Same procedures as emergency, just the time started and finished will be delayed according to priorities set by the DOC.

(2) During Non Duty Hours (1700-0700). Same procedures as emergency, just the time started and finished will be delayed according to priorities set by the DOC.

20-2. Tool Accountability

a. Tool boxes/pouches shall be assembled for the use specifically inside Camp Delta.

b. Items included in such boxes will be inventoried prior to entry into the facility and an inventory sheet will be maintained in the R&U office and provided to other offices that request such information.

c. Tools will be secured in R&U storage room adjacent to building 7.

d. Tools will be inventoried upon check out for use and upon return for storage when daily work has been completed.

e. In the event addition tools are needed, they will be added to or removed from the inventory log as the situation arises.

f. Upon completion of work in the facility, the work party will account for all tools and equipment and ensure the work area is free of debris.

g. Tools and equipment shall be inventoried and accounted for by both the incoming and outgoing work crew for those work orders that span more than one shift. The outgoing shift shall clear the work area of debris prior to handoff. Shift change will not take place unless all tools and equipment have accounted for.

Chapter 21†**Force Protection****Section I – Precautions****21-1. Searches**

Anyone entering Camp Delta implicitly consents to a search of his/her person and property/vehicle at any time within the bounds of Camp Delta or any of its outlying activities, for the purposes of safety, security, or custody and control of the facility.

21-2. Security Inspections And Vulnerability Assessment

a. The JDOG commander will appoint a safety officer in writing. This can be an additional duty for an officer.

b. At the end of every shift, an After Action Review (AAR) will be conducted. The Safety Officer will insure to collect the information from those AARs, make the necessary observations, and take the proper provisions.

c. The Safety Officer will conduct a security inspection every two weeks to insure all the security provisions had been taken.

21-3. Fire Prevention Precautions

a. The JDOG commander will appoint a Fire Marshal in writing. This will be an additional duty for a senior NCO. This NCO will coordinate fire prevention activities with the Fire Department.

b. All personnel working at Camp Delta should be familiar with the Fire Response and Evacuation Plans.

c. The only smoking areas at Camp Delta are the break area to the rear of DOC and the break area between the JIG and DOC building.

d. It is responsibility of all personnel working at Camp Delta turn the cigarettes butts off and put them inside the specific container.

e. Do not smoke 50 meters close to a container and/or any flammable and combustible liquids, grease, material or gases.

f. Fire extinguishers will be available in all structures except blocks. For blocks, the fire extinguishers will be centrally located in the central causeway. All personnel should know how to operate them.

Section II – Measures**21-4. Change In FPCON**

a. The implementation of FPCON Charlie or FPCON Delta will include several levels of response: Immediate Response and Sustained Response.

(1) Immediate response.

(a) Upon identification of a move to FPCON Charlie or FPCON Delta, immediately initiate a lockdown on the camp and conduct a headcount as soon as possible. This includes returning detainees to

their cell, or if that is not possible, to the closest vacant cell. Inform the DOC if a detainee was not returned to their original cell.

(b) Lock the end doors for each block.

(c) Take any defensive actions necessary to protect camp personnel and detainees within the limits of the ROE.

(d) CO will initiate contact with higher command and provide a SITREP.

(e) The tasks under each measure are not all inclusive and commanders are encouraged to implement other tasks under each measure as needed IAW the ROE. They should coordinate these additional implementations with the JOC.

FPCON ALPHA

This condition is declared when there is a general threat of possible terrorist activity against personnel and facilities, the nature, and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement selected measures from FPCON BRAVO and this would be called FPCON ALPHA +. The measures in this FPCON must be capable of being maintained indefinitely.

1. At regular intervals, remind all personnel and dependents to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers. Watch for unidentified on or in the vicinity of U.S. installations. Watch for abandoned parcels or suitcases and any unusual activity.

(a) All JTF personnel shall be particularly suspicious of strangers carrying parcels, suitcases or other containers.

(1) Be alert to scantily clad individuals as they may be Cuban Asylum Seekers (CAS) or detainees who have escaped and are trying to hide their identity.

(2) Be inquisitive of strangers/persons taking photographs or video of sensitive items and areas such as; Magazines, Antennas, JTF HQ, Detainee Operations, Radio Range Site, etc. Report all incidents to the JTF Joint Operations Center (JOC) Watch Officer at 5010/5038/5037, tactical telephone at (411) 2219-954, or in person immediately.

2. The duty officer or personnel with access to building plans as well as the plans for area evacuations must be available at all times. Key personnel should be able to seal off area immediately. Key personnel required to implement security plans should be on call and readily available

(a) JTF AT/FP Officer, ensure that

(1) All JTF Headquarters buildings exercise area evacuation plans monthly.

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(2) Floor wardens conduct refresher briefings of all personnel concerning fire and bomb evacuation procedures monthly.

(3) Radio and telephone communications are tested daily.

(4) All JOC watch standers are familiar with Blue Dart and White Pinnacle procedures.

3. Secure buildings, rooms & storage areas not in regular use.

(a) HHC, ensure that all outbuildings in vicinity of JTF Headquarters are secured. Ensure that floor wardens/building watches in JTF Headquarters buildings secure all rooms and storage areas not in regular use.

(b) Commander, JDOG, conduct daily inspections of common troop areas (messing facilities, latrines, recreation sea huts, etc.) for suspicious/abandoned packages. If assistance/guidance is required, contact the JTF JOC Watch Officer at 5010/5038/5037, tactical telephone at (411) 2219-954, or in person immediately.

(c) Subordinate Commanders/OICs ensure vehicle accountability daily. Ensure vehicle drivers conduct daily searches of vehicles for tampering before operating.

4. Increase security spot checks of vehicles and persons entering the installation and unclassified areas under the jurisdiction of the United States.

(a) Subordinate Commanders / OICs, conduct security spot checks during normal work hours.

(1) Ensure that classified materials are not left unsecured.

(2) Ensure that personnel assigned to conduct I.D. checks at access points are briefed and understand their responsibilities.

(3) Ensure that all personnel have required identification cards in their possession at all times.

(4) Ensure guard force members on all personnel entering restricted areas (i.e., Camp Delta, JTF Headquarters, etc.) conduct a 100% I.D. check.

(b) JTF Counterintelligence Officer, coordinate with JTF AT/FP Officer to conduct weekly after hours counterintelligence inspections of all JTF Headquarters spaces (including garbage dumpsters, etc.).

(c) Commander, Naval Base, Guantanamo Bay (COMNAVBASE), conduct random maritime patrols of the Joint Operations Area (JOA).

5. Limit access points for vehicles and personnel commensurate with a reasonable flow of traffic.

6. As a deterrent apply measures 14,15,17, or 18 from FPCON Bravo, either individually on in combination with each other.

7. Review all plans, orders, personnel details, and logistic requirements related to the introduction of higher FPCONs.

(a) JTF JOC Watch Officer, review all watch stander procedures and ensure each watch station is aware of their duties and responsibilities.

(b) JTF Communications Officer, ensure phone listings are up to date and passed out to all sections within the JTF. Ensure that the JOC is briefed on the security communication system frequencies/call signs utilized by the JTF.

(c) Subordinate Commanders/OICs, ensure key personnel understand they are subject to immediate recall.

(1) Inform all personnel to fuel all government vehicles, and keep them full at all times.

(d) Staff Judge Advocate, ensure that existing Rules of Engagement (ROE) and Use of Force (UOF) policies are applicable.

(1) Subordinate Commanders/OICs, ensure approved ROE and UOF policies are passed down to the lowest levels so that all personnel understand it's application.

8. Review and implement security measures for high-risk personnel as appropriate.

(a) JTF Provost Marshal, coordinate with NCIS and be prepared to provide a qualified Personal Security Detail (PSD) for designated High-Risk Personnel (HRP) and JTF visitors as Directed by CJTF.

(b) Aide de Camp, ensure that yourself and the CJTF's driver possess current qualification with the M9 Service Pistol.

(1) Ensure that a radio and alternate means of communication (Cell Phone) are maintained with the CJTF and CJTF's driver at all times. Review HRP procedures.

9. As appropriate, consult local authorities on the threat and mutual antiterrorism measures.

(a) JTF Intelligence Officer, consult daily with NCIS, NAVBASE Security, and NAVBASE N-2 to discuss threat levels and emerging threat information pass appropriate information to personnel affected, as required.

(b) JTF AT/FP Officer, conduct Force Protection Working Group meetings to discuss emerging / emergency force protection requirements as required.

10. Review all plans and be prepared to implement higher FPCON.

(a) JTF Operations Officer, consult with JTF Intelligence Officer concerning the chemical/biological threat; be prepared to raise MOPP levels as necessary.

(b) Subordinate Commanders/OICs, review NBCD measures with all hands.

FPCON BRAVO

This condition is declared when there is an increased and more predictable threat of terrorist activity even though no particular target has been identified.

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However, it may be necessary to implement selected measures from FPCON CHARLIE (this would be called FPCON BRAVO +). Measures in this FPCON must be maintainable for weeks without causing undue hardship or affecting operational capability.

11. Repeat measure 1 and warn personnel of any other potential form of terrorist attack.

(a) Subordinate Commanders/OICs, ensure antiterrorism awareness briefing for all personnel, including mail procedures and vehicle searches for all hands.

(b) AT/FP Officer, ensure the implementation all steps for FPCON Bravo IAW this PLAN. Ensure that NAVBASE Security Police are briefed on additional security measures implemented in this FPCON.

12. Keep all personnel involved in implementing antiterrorist contingency plans on call.

13. Check plans for implementation of next FPCON.

14. Move cars and objects (e.g., crates, trash containers) at least 25 meters from buildings, particularly buildings of a sensitive or prestigious nature. Consider centralized parking.

(a) AT/FP Officer, coordinate with the NAVBASE AT/FP Officer and affected department heads to remove all dumpsters, cars, etc. away from all JTF Headquarters buildings and areas a minimum 100-foot standoff from high-density soft targets.

15. Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

(a) HHC, ensure that all abandoned structures in vicinity of JTF Headquarters previously secured in FPCON Alpha are inspected daily.

(b) Subordinate Commanders/OICs, immediately conduct inspections of all secured buildings and areas and report any discrepancies or abnormalities to the JOC Watch Officer via telephone at ext. 5010 / 5038 / 5037, tactical telephone at (411) 2219-954, or in person immediately.

16. At the beginning and end of each workday, as well as at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious packages.

(a) Subordinate Commanders/OICs, at the beginning and end of each workday, and at four-hour intervals during the workday, inspect the interior and exterior of buildings in regular use under your control for suspicious activity or packages. Report your findings, positive or negative to the JTF JOC watch officer at ext. 5010 / 5058 / 5037, tactical telephone at (411) 2219-954, or in person immediately.

17. Examine mail (above the regular examination process) for letter or parcel bombs.

(a) Subordinate Commanders/OICs, ensure USPS Poster 26 is distributed throughout office spaces,

billeting, and unit mailrooms. Review mail-handling procedures with all unit mail personnel.

18. Check all deliveries to messes, clubs, etc. Advise dependents to check home deliveries.

(a) JTF AT/FP Officer, ensure that JTF Headquarters, Pink Palace, and JIIF interior building sentries conduct inspections of all deliveries to their respective buildings. All delivery personnel are to be escorted while in JTF Headquarters buildings.

(b) Commander, JDOG, commence inspection of one of every ten civilian commercial or contractor vehicles entering Radio Range ECP.

(c) Commander, JDOG, ensure that all civilian contractor vehicles (waste removal trucks, etc) that need access to the inner perimeter of Camp Delta and Camp America facilities are searched prior to entry.

19. Increase surveillance of domestic accommodations, schools, messes, clubs, and other soft targets to improve deterrence and defense and to build confidence among staff and dependents.

(a) JTF Intelligence Officer, as far as resources allow, increase surveillance of all soft JTF targets.

(b) JTF Provost Marshal, coordinate with NAVBASE Security Police for increased NAVBASE security patrols of JTF headquarters and housing areas.

(c) COMNAVBASE, conduct maritime patrols in JOA 24 hrs/day, 7 days/week.

20. Make staff and dependents aware of the general situation in order to stop rumors and prevent unnecessary alarm.

(a) Subordinate Commanders/OICs, inform personnel of general situation as it progresses or regresses.

21. At an early stage, inform members of local security committees of actions being taken. Explain reason for actions.

(a) JTF AT/FP Officer, inform the Force Protection Working Group (FPWG) as soon as elevated FPCON is set and of all action being taken.

22. Physically inspect visitors and randomly inspect their suitcases, parcels, and other containers. Ensure that proper dignity is maintained and if possible, ensure that soldiers conduct physical inspections of members of the same sex.

23. Operate random patrols to check vehicles, people, and buildings.

(a) Provost Marshal, Coordinate with NAVBASE security vehicle patrols are conducted of JTF housing areas.

24. Protect off-base military personnel and military vehicles in accordance with prepared plans. Remind drivers to lock vehicles and check vehicle before entering or exiting the vehicle.

25. Implement additional security measures for high-risk personnel as appropriate.

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(a) JTF Provost Marshal, ensure the following actions occur:

(1) CJTF driver, conduct thorough search of CJTF vehicle prior to each use for tampering or explosive devices.

(2) CJTF driver, maintain constant communication with JTF JOC when transporting CJTF to destinations. Inform JTF JOC via radio upon arrival at destination, and upon departure, next destination and ETA.

(3) CJTF Aide-de-Camp, personally inform JTF JOC Watch Officer of CJTF departure from JTF Headquarters, destination(s), and ETA. Ensure that CJTF driver carries out measure 25a and 25b.

26. Brief personnel who may augment guard forces on the use of deadly force. Ensure that there is no misunderstanding of these instructions.

27. As appropriate, consult local authorities on the threat and mutual antiterrorism measures.

28. Pre-stage materials for any additional barriers that may be needed in elevated FPCON.

(a) JTF Engineer Officer, coordinate with JTF AT/FP Officer and JTF Intelligence Officer to design and pre-stage the necessary Class IV construction materials and pre-constructed barriers at designated access points to the JTF Headquarters complex (north/south ends of Huntington Hill Road), Camp Delta (Sherman Road access control point), JTF housing areas (main entrances of Windward Loop and East Caravella) and Radio Range (VH897015) commensurate with the current threat indications and warnings.

(b) Commander, JDOG, be prepared to institute vehicle checkpoint and emplace pre-staged barriers along Kittery Beach Road (grid VH897015) to deny and slow traffic access to the Radio Range area.

(c) JTF Headquarters Commandant, be prepared to emplace pre-staged barriers to deny/slow traffic into JTF housing areas (Windward Loop, East Caravella and Villamar housing area).

29. JTF AT/FP Officer, increase the frequency of AT/FP Working Group Meetings as necessary.

FPCON CHARLIE

This condition is declared when an incident occurs or intelligence is received indicating that some form of terrorist action is imminent. However, it may be necessary to implement selected measures from FPCON DELTA (this would be called FPCON CHARLIE +). Implementation for more than a short period will probably create hardship and affect the NAVBASEGTMO peacetime operations.

30. Continue, or introduce, all measures listed in FPCON Bravo.

(a) JTF JOC Watch Officer, inform all personnel listed in the recall list of this PLAN to remain at their place of duty/billeting in the event of a recall.

(b) JTF AT/FP Officer, ensure the implementation all steps for FPCON Charlie are IAW this PLAN. Ensure that NAVBASE Security Police are briefed on additional security measures implemented in this FPCON.

(c) All JTF personnel, based on threat, BPT have body armor, helmet, load-bearing equipment (LBE), gasmask, and weapon readily accessible.

31. Keep all personnel responsible for implementing antiterrorism plans at their places of duty.

(a) Subordinate commanders/OICs, institute check out log for personnel on liberty status.

32. Limit access points to absolute minimum.

(a) Subordinate Commanders/OICs, limit access points to an absolute minimum. All contractor personnel will be escorted while conducting business around JTF activities.

(b) HHC, ensure that all access roads leading to JTF Headquarters are blocked with obstacles, with only a single access point available for vehicle traffic. Ensure that an armed two-man sentry post is in place (24 hour post) to control access to the JTF Headquarters complex. Sentries will be in weapons condition three (M16A2), with 60 rounds of ammunition, and briefed on the proper use of Deadly Force and Rules of Engagement. The only vehicles permitted access to the JTF Headquarters complex are the CJTF, JTF Chief of Staff, and JTF JOC Watch Officer vehicles. Sentries will contact JTF JOC Watch Officer via Motorola to request permission should additional vehicles desire entry into the JTF Headquarters complex.

(c) Commander, JDOG, conduct 100% inspection of civilian commercial and contractor vehicles entering Camp Delta Detention Facility.

(d) HHC, as manpower allows, implement a vehicle checkpoint at entrance to JTF housing areas (Windward Loop and East Caravella). Checkpoint will be manned 24 hours a day until directed to stand down. Only personnel with government identification card/JTF identification will be permitted into the housing areas. Ensure that checkpoint has accurate rosters of personnel residing in JTF housing. Allow no civilian or contractor vehicles into housing areas. Ensure that vehicle checkpoint has proper communications with JTF JOC Watch Officer. Checkpoint will be armed with T/O weapons, ammunition (60 rounds 5.56mm, 30 rounds 9mm) and in weapons condition three

(e) JTF Logistics Officer, coordinate with NAVBASE Navy Exchange to cancel all non-mission

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essential deliveries (soda, vending machines) to JTF Headquarters buildings.

(f) JTF Provost Marshal, coordinate with CJTF Aide-de-Camp for HRP security detail to be posted with CJTF after hours (CJTF billeting).

33. Strictly enforce control of base entry. Randomly search vehicles.

(a) JTF Operations Officer, immediately coordinate with higher headquarters to review/delay any inbound detainee transfers to Guantanamo Bay.

(b) JTF Operations Officer, coordinate with Joint Information Bureau COMNAVBASE to restrict non-essential visitors on base. All non-essential visitors will be held at the Leeward air terminal until they are able to obtain a flight off NAVBASEGTMO.

(c) JDOG, Randomly search all vehicle entering Radio Range ECP

34. Enforce centralized parking of vehicles away from sensitive buildings.

(a) HHC, immediately implement the parking of all vehicles visiting/assigned to JTF Headquarters at McCalla Airfield. Only vehicles allowed to park in vicinity of JTF Headquarters are CJTF, JTF Chief of Staff, COMNAVBASE, NAVBASE XO and JTF JOC Watch Officer vehicles (personal or official).

(b) Commander, JDOG, ensure that all non-military vehicles (contractor, government sedans, etc) are parked at least 100 meters from guard force billeting. Ensure that no non-military vehicles are permitted to approach or park within the 100 meters of the Delta detention facility without being thoroughly searched beforehand.

35. Issue weapons to guards. Local orders should include specific orders on issue of ammunition.

(a) JTF Logistics Officer, be prepared to issue weapons and ammunition (60 rounds (M16A2), 30 rounds (M9)) to all identified personnel.

(b) CJTF, CJTF Aide-de-Camp, CJTF Driver, draw T/O weapon and ammunition (30 rounds 9mm, 60 rounds 5.56mm). Maintain weapons condition three.

(c) HHC, ensure that JTF Headquarters interior building sentry is armed with T/O weapon and ammunition (30 rounds 9mm, 60 rounds 5.56mm). Maintain weapons condition three

36. Increase patrolling of JTF areas of responsibility.

(a) Commander, JDOG, increase patrols of likely avenues of approach/observation points to JTF Facilities/Radio Range.

37. Protect all designated vulnerable points. Give special attention to vulnerable points outside of military establishment.

(a) JTF Provost Marshal, coordinate with NAVBASE Security Police for increased patrolling of JTF housing areas

(b) Commander, JDOG, increase frequency of roving patrols of guard force billeting areas. Conduct 100% identification checks of all individuals entering guard force billeting area.

38. Erect barriers and obstacles to control traffic flow.

(a) HHC, ensure that all access roads leading to JTF Headquarters are blocked with obstacles, with only a single access point available for vehicle traffic.

39. Consult local authorities about closing public (and military) roads and facilities that might make sites more vulnerable to attacks.

(a) JTF AT/FP Officer, coordinate with NAVBASE Security Police to close all public access to Skyline Drive. Coordinate with NAVBASE Security Police to close access to Kittery Beach and Windmill Beach to all personnel.

40. The CJTF will institute a mandatory curfew for all JTF personnel not on duty. The curfew time will be determined by the CJTF.

(a) Subordinate Commanders/OICs, institute buddy system for individuals in liberty status.

FPCON DELTA

This condition applies in the immediate location where a terrorist attack has occurred or when intelligence is received that terrorist action against a specific location is likely. Normally this FPCON is declared as a localized warning.

41. Inform all personnel of the upgraded FPCON and continue or introduce all measures listed for FPCON BRAVO and CHARLIE.

(a) Based on local threat, JTF personnel BPT draw weapons and ammunition (30 rounds 9mm, 60 rounds 5.56mm). Maintain weapons condition four (M16A2 and M9) for off duty. Personnel, weapons condition three for on duty/at work personnel. All JTF personnel will wear body armor, helmet, and gasmask (in carrier) while outdoors.

(b) AT/FP Officer, based on CG's guidance, ensure the implementation all steps for FPCON Delta IAW this PLAN. Ensure that NAVBASE Security Police are briefed on all additional security measures in this FPCON.

42. Augment guards as necessary.

(a) Commander JDOG, BPT arm and deploy eight-man security element around JTF Headquarters. All sentries will have weapons in condition three (M16A2); weapons condition three (M9).

(b) Commander, JDOG, increase size of exterior roving patrols of Radio Range from four-man to eight-man elements. Increase size of internal guards and tower sentries, as manpower will allow. All sentries will have weapons in condition three M16A2; weapons condition three (M9).

43. Identify all vehicles in operational or mission-support areas.

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44. Search all vehicles and their contents before allowing entrance to JTF TAORs.

(a) Commander, JDOG, conduct 100% vehicle search of all commercial/privately owned vehicles entering Radio Range, through the Kittery Beach Infantry Checkpoint.

(b) Commander, JDOG, Conduct 100% vehicle search of all vehicles entering Camp Delta.

45. Control access and implement positive identification of all personnel – no exceptions.

(a) JTF AT/FP Officer, consider canceling all non-essential deliveries (vending machines, etc). All contractor/NAVBASE workers not on JTF access list will be escorted at all times.

46. Search all suitcases, briefcases, packages, etc, brought into all JTF buildings, facilities, and areas.

(a) Subordinate Commanders/OIC's, ensure that all suitcases, briefcases, packages, etc, brought into your HQ/buildings are searched.

47. Control access and implement positive identification of all personnel-on exceptions.

(a) Be prepared to displace JTF Headquarters on short notice to alternate command post (Wine Cellar).

(b) JTF Operations Officer, ensure that all JTF staff sections have identified primary personnel and essential materials that would need to be moved on short notice to the alternate command post.

48. Make frequent checks of the exterior of buildings and parking lots.

(a) Subordinate Commanders/OICs, ensure that designated personnel conduct frequent inspections of building exteriors and parking areas.

49. Minimize all administrative journeys and visits.

(a) Subordinate Commanders/OICs, cancel liberty for all hands. All hands will be at place of duty, dining facilities, or billeting.

(b) JTF Logistics Officer, be prepared to provide field rations/MREs to JTF units should dining facilities be declared off limits due to threat.

50. Consult intelligence authorities about closing public (and military) roads and facilities that might make sites vulnerable to terrorist attack.

(a) JTF AT/FP Officer, JTF Intelligence Officer, coordinate with NAVBASE Security Police and NAVBASE N2 regarding threat and restricting all non-military vehicular traffic from McCalla Hill Road.

51. CJTF-GTMO will consider NBC threat and increase in MOPP level.

21-5. Alert Roster/Recall Roster

Commanders will implement an alert roster/recall roster for the members of their unit to be implemented in the event of an increase in FPCON. Initial contact attempt will be by telephone. Secondary will be by radio and/or cellular phone. Notifications of units at Camp America/Camp Bulkeley will be by runner if

necessary. JDOG S-1 section will maintain and distribute the Alert Roster/Recall Roster.

21-6. Brevity Codes For Implementation Of FPCON Levels

Line #	Situation	Brevity Code
001	IMPLEMENT FPCON CHARLIE MEASURES	Preakness Stakes
002	IMPLEMENT FPCON DELTA MEASURES	Belmont Stakes
003	IMPLEMENT FPCON BRAVO MEASURES	Kentucky Derby

Table 21-1

The radio traffic to send the brevity code will be: “(Receiving Unit) this is (Sending Unit) I have FLASH traffic...(BREAK)...I send (Brevity Code). Acknowledge receipt of code. OVER.”

Section III – Alert Systems

21-7. Duress Condition

a. Can be indicated by a guard utilizing a duress code, yelling for help, using a radio, blowing a whistle, or other means.

(1) Guards on the affected block attempt to DOC the situation and call for assistance as necessary.

(2) If a call for assistance is made, one guard from each of the neighboring blocks will respond to the affected block. A guard from a non-affected block will contact the DOC to notify them of the situation.

(3) Roving sally port guard will let responding guards out of their block and into the affected block. Roving sally port guard will not enter the affected block with the sally port keys.

(4) As the situation continues, guards will advise when the situation is under DOC or if additional guards are needed.

(5) RTO will establish emergency traffic radio conditions by stating “EMERGENCY TRAFFIC ONLY” and stating the location and type of emergency. Only personnel with radio traffic about the situation or another emergency will use the radio until emergency traffic is cleared.

(6) PL and SOG will respond and/or assist as necessary.

21-8. NAVBASE Siren System

a. The NAVBASE tests the siren system at 1200 hours every Wednesday.

b. This alarm has 5 different sounds and a PA system.

c. The following action will be taken when the siren is sounded:

(1) Wail (General Alert).

(a) Turn on TV/radio for additional information.

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- (b) Non-emergency alert.
- (c) Example: hurricane readiness condition upgraded.

(2) Alternate Wail (Take Cover - non-immediate threat).

- (a) Return to quarters all non-essential personnel.
- (b) Stay in quarters until further notice.
- (c) Stay there until all clear is sounded.
- (3) Pulse Wail (Take Cover - immediate threat).
- (a) Return to nearest secure location and take cover.

- (b) Immediate danger; 15 minutes or less.
- (c) Stay there until all clear is sounded.
- (d) Example: Tornado or in-bound unknown aircraft.

- (4) Pulse Steady (Recovery).
- (a) Recovery Disaster Teams report to duty.
- (b) All non-essential personnel remain in quarters.

(c) Example: Emergency personnel: PW recovery teams, Fire Department

- (5) Steady (All Clear). Resume normal activities.

Section IV – Weapons

21-9. Weapons Conditions

- a. *Condition 4:*
 - (1) No magazine in the magazine well
 - (2) Bolt forward on an empty chamber
 - (3) Weapon on safe
 - (4) Ejection port cover closed
- b. *Condition 3:*
 - (1) Loaded magazine inserted
 - (2) Bolt forward on an empty chamber
 - (3) Weapon on safe
 - (4) Ejection port cover closed
- c. *Condition 2:*
 - (1) Does not apply to the M-16A2 service rifle
- d. *Condition 1:*
 - (1) Loaded magazine inserted
 - (2) Bolt forward, round in chamber
 - (3) Weapon on safe
 - (4) Ejection port cover closed

21-10. Weapons And Ammunition Storage Facility

a. All personnel assigned to duties at the weapons and ammunition storage facility will be familiar with the provisions of directives, instructions, and regulations contained in references.

b. Personnel designated as unit armorers and NCOIC will be duly designated by the CJDOG and granted unaccompanied access into the facility.

c. The weapons and ammunition storage facility support team consists of unit armorers and the NCOIC and are directly responsible for access and control of all operations at the facility.

d. Unaccompanied access to AT-18 will be kept to an absolute minimum consistent with operational requirements. All personnel authorized unaccompanied access will be on the access roster to receipt for and turn-in keys for the facility.

e. Armorers escorting unit personnel will maintain visual contact at all times. Unit personnel will not be authorized direct access to ammunition and weapons. Unit armorers will facilitate issue control at all times. All personnel entering AT-18 will sign in and out on the access control log and are subject to identification card validation and search.

f. Unit armorers will issue and receive weapons and ammunition only for their respective unit. Weapons issued for less than twenty-four hours will be issued by weapons card. Soldiers will only receive their assigned weapons. Weapons card will be placed in the rack where the weapon was removed. Weapons issued for periods in excess of twenty-four hours will be signed out and in on the permanent issue log control book.

g. Upon issue of weapon, the bolt will be locked to the rear and the weapon placed on safe. The weapons will be handed to the assigned soldier butt first, barrel pointed up and in safe direction. Upon return of weapon, soldier will clear the weapon at the cleaning barrel in accordance with posted instructions. A unit NCO will be posted at the clearing barrel to insure safety in return of weapons. Once the weapon is cleared, the soldier will proceed directly to the door of the magazine with barrel of weapon pointed up and in a safe direction. Soldier will hand the weapon to the armorer butt first. Armorer will inspect the chamber and insure the weapon is on safe. The following procedures will be used:

(1) *M-16:* Armorer will hit the bolt release; place the weapon on semi, and dry fire, then place weapon in arms rack.

(2) *M203/Shotguns:* Armorer will close the barrel, place weapon on semi or safety off, dry fire, then place weapon in arms rack.

(3) *M249:* Armorer will ride the bolt forward; close the cover, then return weapon to arms rack.

h. Keys are controlled and contained in a Class IV safe in the S-2 Office at Camp America and are issued and returned daily utilizing the Key Control Roster. Upon entry of the magazine (AT-18), the armorer or NCOIC will log the time, date, and initial entry log on the inside of the magazine posted on the wall. Keys will remain on the person until the close of the day. At the end of the day the armorer or NCOIC will return the keys to the Battalion S-2 Office and verify posting is completed to the key control log.

i. Armorers will conduct a barrel count of weapons upon opening the weapons and ammunition storage facility. The assigned armorer of a unit will not count their own weapons. Monthly sensitive items inventory

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will be by serial number and conducted by an E-6 or above from respective units. Armorers are to inspect 10% of assigned weapons monthly to insure proper weapons maintenance is being performed. Any deficiencies or maintenance related problems are to be reported to the respective unit maintenance officers for resolution. Additional assistance can be obtained from the JDOG S-4.

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Chapter 22† Key Control

22-1. Overview

This program will establish guidelines, procedures, policies, and measures to ensure efficient implementation of all policies set forth in this plan.

22-2. Key Custodian

a. A Key Custodian will be appointed to maintain accountability for operational keys used in the operation of Camp Delta. The Key Custodian will also ensure that alternate key custodians are designated to issue, receive, and account for keys and they clearly understand key control procedures. The key custodian will adhere to the following:

- (1) Overall supervision of the key control program
- (2) Inventories, inspections/regulation of keys/locks
- (3) Custody of master/control keys, if applicable
- (4) Conduct investigation of lost keys to include pecuniary liability
- (5) Records maintenance

b. The Key Custodian/Alternate will maintain a record of keys by serial number shown on DA Form 5513-R establishing the following:

- (1) Location of lock/key
- (2) Total number of keys on hand/issued
- (3) Certificate and/or DA Form 2062/3161 to whom issued
- (4) Prepare/maintain key control registers IAW ARs referenced in paragraph 1 and retain file for one (1) year.
- (5) Inventory all keys and paperwork semi-annually, or as often as needed IAW AR 190-13.
- (6) Retain keys in a locked 20 or 26-gauge key control container when not in use.
- (7) Ensure that all keys are turned in before and after each shift, e.g., (Days, Swings, and Midnights that apply).
- (8) Maintain a key control register/equipment sign out roster for personnel provided with keys.

22-3. Key Control Register

Keys are signed out to authorized personnel as needed on a key control register. DA Form 5513-R (Key issue and Turn-in) section is utilized for this purpose. The key control register/equipment sign out roster contains the following: identification of the key, date, hour issued, signature of recipient, and initials of the individual receiving the returned key. Keys are identified by serial number. A key tag with a number stamped on it will accompany each key and correspond on the key control register. If a key is signed out, it must have the following: the key tag number, date of

issue, printed name and signature of individual who issued the key, the printed name and signature of the person issued the key, date and time the key was returned, and the printed name and signature of the person who received the key back on the DA Form 5513-R-Key Control Register and Inventory.

22-4. Key Access Roster

A roster of all personnel authorized access to any key located in Camps Delta will be maintained at all times. The key access roster is made out by rank, name, duty position, and who has access to each. A copy of the key access roster is maintained with the key control register.

22-5. Key And Lock Accountability

There will be separate 20-26 gauge boxes labeled appropriately for each type of key used. Sally port keys (1), handcuff keys (2), office keys (3), block keys (4), and so forth as applicable. Each box will be marked conspicuously with an inventory sheet located on the inside dated for each semi-annually inventory. Each key will begin with the number one and end in sequence. Any individual who signs for a key(s) must be in the possession of that key(s) at all times unless authorized by the PL, SOG, or Block NCO. Keys to locks in use (i.e., detainee cells, shackles, sally ports), will be spot checked to determine if the individual is signed for that particular key. When a key to a padlock is found broken, the key to the broken padlock is either replaced with any additional keys or the entire padlock is replaced. When a key to a padlock is found to be missing, the padlock will be replaced immediately and reported through the proper channels. At no time will a shift leave without 100 percent accountability.

22-6. Key Issue Procedures

a. *Shift PL/SOG.*

(1) During shift change the off going shift PL, in Camps 1-4, will sign over the key box key on DA Form 5513-R and the Equipment Sign Out sheet. DA Form 5513-R is maintained in a binder located in the Key Control book at each camp.

(2) When DA Form 5513-R/Equipment Sign Out sheet is filled out completely, a new form is started and the old form is placed in the Key Control Book under the appropriate tab. DA Form 5513-R must be maintained for one year.

(3) When DA Form 5513-R is turned in from Block NCOs, Sally Port Operators, and Roving Sally Port Operators, the form is placed in the Key Control Book under the appropriate tab.

b. *Block NCO.*

(1) During shift change, the off going shift Block NCO will sign over the block keys to the oncoming

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Block NCO on DA Form 5513-R maintained in the binder located on that particular block.

(2) When DA Form 5513-R is filled out completely, the NCOIC for that block will submit it to the PL or SOG who will submit the completed forms to the DOC for filing.

(3) The Block NCO will have positive control of the block keys at all times. At no time will the Block NCO go beyond the steps leading out to the shower and exercise while detainees are in these areas. If the Block NCO is needed in the aforementioned areas, the most senior block personnel will take control of the keys until the Block NCO completes his/her assigned task.

(4) The Block NCO will maintain physical control of the block(s) keys at all times. At no time will the block door be pushed open with the key located in it and unsecured.

c. Senior Guard.

(1) The most senior guard will take possession of any block or sally port keys while the Block NCO is not present.

(2) The senior guard will maintain physical custody of the shower and exercises keys. If not present, the keys will be given to a guard other than the Block NCO.

(3) When unlocking a cell or sally port the Block NCO and/or senior guard will maintain physical control of the keys. At no time will the door be pushed open with the key in it and unsecured.

d. Sally Port Operators.

(1) During shift change the off going sally port operator will sign over the sally port keys to the oncoming sally port operator on DA Form 5513-R maintained in a binder/clipboard located at that sally port.

(2) When DA Form 5513-R is filled out completely, the forms will be turned over to the PL or SOG who will submit the completed forms to the respective DOC for filing.

(3) The sally port operator will maintain physical custody of sally port keys at all times unless relieved by the proper authority or another guard.

(4) When unlocking the sally port gate, the sally port operator will maintain physical control of the keys and at no time will the door be pushed open with the key still in it and unsecured.

e. Roving Sally Port Operators.

(1) During shift change the off going Roving Sally Port Operator will sign over the sally port keys to the oncoming Roving Sally Port Operator on DA Form 5513-R maintained in a binder/clipboard in their respective camp.

(2) When DA Form 5513-R is filled out completely, the Roving Sally Port Operator for that camp will submit it to the respective DOC for filing.

(3) The Roving Sally Port Operator will maintain physical control of the sally port keys at all times unless relieved by the proper authority or another guard.

(4) When unlocking the roving sally port gate, the Roving Sally Port Operator will maintain physical control of the keys and at no time will the door be pushed open with the key still in it and unsecured.

22-7. Emergency Procedures

a. Upon loss of control of a detainee, (i.e., detainee is out of cell and unrestrained) the Block NCO will immediately transfer custody of all keys to the Roving Sally Port Operator through the block sally port.

b. If a key is misplaced or lost, the following procedures will be followed:

(1) The Block NCO will immediately notify the PL and/or SOG of the situation.

(2) The block will immediately implement a 100% lock down and will continue until the CO or JDOG S-3 state otherwise.

(3) The IRF team will be notified and be ready in the event of compromise.

(4) An immediate search of the block area will begin; this search will include but is not limited to, any one area within Camp Delta.

(5) All blocks are searched or are subject to search. The search will be conducted and supervised by the PL and/or SOG.

(6) If keys are still compromised, a 100% lock down of Camp Delta will occur and all shower, exercise, and appointments are cancelled until the keys are located.

(7) The PL will notify the CO if, after step 23-7.b.4 above has been completed and the key(s) are still missing.

Chapter 23†

External Security Operations

23-1. Conduct of Infantry Soldiers

a. Platoons will rotate in the following order: towers, QRF, patrols/TCPs/OPs, reserve (rearm/refit/training cycle).

b. Soldiers will stay in the designated uniform while on duty. All soldiers are required to follow the uniform policy established by the CSM.

c. The reserve forces will conduct detainee movement operations. The focus of this force is training and rearm/refit. Detainee movement operations are an O/O mission. The reserve forces will also be responsible for ID checkers at designated locations on post.

d. The primary means of communication for the company is FM. At no time shall a soldier allow anyone outside the unit to use internal radios. Key leaders will utilize SABER radios as necessary in their duties.

e. Soldiers must wear a Kevlar helmet when riding in a military vehicle off road. Soldiers will wear goggles while operating as the gunner on the mounted patrol in the M-1025. Otherwise, follow the JTF-GTMO and company policy, regardless of rank, distance traveling, or time of day or night.

f. PLs and PSGs are responsible for submitting duty rosters by name and duty position to the 1SG or to the NCOIC of the company prior to assuming a new mission and upon subsequent platoon internal rotations. The duty rosters must be constantly updated and submitted in order to ensure timely accountability of all personnel.

g. Soldiers are not permitted to wear personal knives on their LBV. Soldiers are not permitted to carry any type of knife into Camp Delta.

h. Soldiers will carry in their left breast pocket a copy of the ROE/RUF (dated 30 NOV 02) and JTF GTMO Policy Memorandum #11.

23-2. Task Organization

a. To accomplish our mission the battalion is organized with:

- (1) Three infantry companies.
- (2) Two platoons per company.
- (3) Four squads per platoon with nine soldiers each.
- (4) Two fire teams per squad with four soldiers each.

23-3. Infantry FPCON Actions

a. The battalion will use FPCON B as its minimum operating FPCON level.

b. The companies will use the following measures for securing the Camp Delta Area of Operations (AO) at the appropriate FPCON level.

c. FPCON BRAVO.

(1) The platoon with the tower security mission will man six towers, with one soldier per tower.

(2) The platoon with the dismounted/mounted patrols, LP/OPs, TCPs, and the blocking position will establish a mobile reaction force.

(3) The platoon with the QRF mission will remain at a high alert status capable of responding to a disturbance within 10 minutes. The QRF will be positioned adjacent to Camp Echo. This QRF Element will have riot gear staged with non-lethal munitions. Its primary function is to assist the IRF Teams inside Camp Delta. During detainee arrival missions, this element will be on standby if needed to provide additional support to the QRF assigned to the detainee movement operation.

(4) The company in reserve will perform the detainee movement operations and provide security details on main post. The soldiers of this company will conduct individual and collective tasks training IAW the METL and mission specific tasks. This company will also provide details around the Radio Range area as needed. The companies will also re-arm/refit during this cycle.

d. FPCON C:

(1) Soldiers will man M249 or M240B fighting positions at the TCPs.

(2) Patrol Platoon will continue to man OP Richmond and will man two out of four dismount bunkers with either a M249 or M240B. Additionally, one out of two defilade vehicle positions with a .50 Cal MG will be manned along the coastline.

(3) Random vehicle searches will increase IAW with the special instructions of that SOP and the published Random Anti-Terrorism Measure (RAM).

e. FPCON D:

(1) Patrol platoon will occupy all vehicle-fighting positions at the TCPs.

(2) Patrol platoon will man the mounted fighting positions.

(3) Patrol platoon will continue to man OP Richmond.

(4) Both Kittery and Windmill Beaches will be closed.

(5) Vehicle searches will increase IAW the special instructions contained within the SOP and published RAM.

(6) The reserve forces or other designees will be activated and operate all four bunkers along the coastline.

(7) The patrol platoon will increase the frequency of roving patrols per the published patrol order.

23-4. Tower Operations

a. The assigned Infantry unit will occupy security towers in order to observe the exterior approaches to

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Camp Delta. In addition, the element serves as a show of force to deter individuals outside the facility and detainees within the facility from hurting U.S. Military or other detainees.

b. The element will man security towers with one soldier per tower. Soldiers will not spend more than four consecutive hours in the towers. The SOG will rotate soldiers from the designated QRF to relieve tower personnel.

c. The SOG will conduct a guard mount prior to assuming duty. During the guard mount, at a minimum, the SOG will inspect all soldiers to ensure they are in the proper uniform, have performed personal hygiene, and have water. In addition, he will account for all ammunition and assign posts. Once the SOG has completed the inspection, he will put the soldiers in a formation and march to the detainment facility, unless vehicle support is available. Prior to entering the facility, the SOG will ensure all soldiers clear their weapon using the clearing barrel and then insert a magazine. No soldiers will lock a round into the chamber of the weapon. ROE/RUF, dated 30 Nov 02 applies.

d. Before assuming post, each soldier will do a quick search of the area immediately surrounding the tower and report any safety hazards or anything out of the ordinary to the Tower SOG. The oncoming soldier will then take a position to observe the tower's area of responsibility (AOR) and sign for all tower equipment. The oncoming soldier will review the sector sketch and range card pertaining to his AOR. The outgoing soldier will brief important information such as changes to guard orders, security concerns, and any changes in detainee activity. Prior to departing, the outgoing soldier will pick up any trash in or around the tower and discard appropriately.

e. Once on post, the soldier must maintain continuous security and surveillance of the detainment facility and surrounding area. The soldier in the tower will:

f. Remain standing and visible as a show of force.

g. Report to the SOG and log any suspicious personnel, vehicles, aircraft, and activity in the area in the tower binder.

h. Report to the SOG and log all security concerns (i.e. holes in fence and open or unlocked gates).

i. Report to the SOG and log any suspicious or unusual activity concerning detainees or personnel within the facility.

j. The SOG will determine the alert status for the soldier in the tower. There are two alert statuses:

(1) *Alert status 1*: The SOG uses this status when the threat level is low and there is little or no detainee movement within Camp Delta. At this level of alert, soldiers must maintain weapons within arms reach.

(2) *Alert status 2*: The SOG uses this status when the threat level is medium, high, or there is a lot of activity in or around the facility. Soldiers will carry weapons at the ready and ensure the weapons are visible from outside the tower.

k. BDU, patrol cap, LBV, ICOM radio, protective mask (carried), assigned weapon, night vision devices (NVDs), Camelback, ID card and dog tags, JTF GTMO ID Card, and the ROE/RUF card (dated 30 Nov 02) in the left breast pocket. Soldiers will have their Kevlar and body armor in the tower at the ready. At increased FPCON levels, soldiers don the Kevlar and body armor.

l. Soldiers will maintain the following equipment in each tower: a Camp Delta map, binoculars, sector sketches, range cards, and the SOP binder. The soldier in the tower is responsible for these items; before relieving a soldier, every soldier must report to the SOG and log all damaged or missing items.

m. All towers have assigned numbers. Soldiers will conduct hourly radio checks, on the hour, and report to the SOG in sequence. All soldiers in the tower will give status reports at irregular intervals not exceeding 60 minutes. Soldiers will adhere to the debriefing format. Soldiers will focus their watch based on the debrief format.

23-5. Debrief Format

a. All information should include as many specifics as possible to include the detainees ISN.

b. Any potential threat to U.S. Military Forces or detainees. Include any suspicious activity to include detainee self harm.

c. Verbal communication between external security U.S. Military Forces or between two or more detainees to include: Length of conversations, frequency of conversations, subjects discussed (if known), and any additional comments.

d. Any unusual behavior of detainees or attempts to damage the detainee facility or miscellaneous equipment.

e. Any unusual interaction between U.S. Military Forces and detainees. Examples include: routine conversations with same detainee, prolonged conversations outside interrogation areas, etc.

f. Any unusual behavior of civilian contract workers. Examples include: attempting to map the area, attempting to communicate with detainees, attempting to hide contraband, etc.

23-6. External Positions

a. The mission consists of one rifle platoon.

b. There is one LP/OP (Richmond), two TCPs (Worcester and Gardner), and one blocking position (blocker).

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c. The patrol platoon mans OP Richmond during all FPCON levels (This OP is further discussed under the mounted security section). The platoon with this mission will man one HMMWV w/ 50 Cal MG during FPCON C. During all FPCON levels, this Platoon mans the two TCPs, the Blocking Position, conducts Dismounted/Mounted Patrols, and conducts any published/scheduled RAM.

d. *Traffic Control Point "TCP" (Lexington)*: Three soldiers will man TCP Lexington (24) hours a day. During RAM measures and elevated FPCONS, manning of Lexington will be increased to reduce the impact of additional searches on the traffic pattern. This TCP will validate that all personnel who attempt to enter the Camp Delta AO are authorized to enter. The TCP will use the published JTF policy letter on badges to determine who has access. In addition, the soldiers at this TCP will ensure they control traffic flow through the TCP and follow all of the special instructions.

e. *Traffic Control Point "TCP" (Harrisonburg)*: Two soldiers will man this TCP 24 hours a day. Soldiers will not allow anyone to pass who does not have the JTF-GTMO ID. All others, to include civilian contractors, must come through TCP Lexington. Windmill Beach is closed from 1930 to 0600 hours. No vehicles are allowed through Harrisonburg during these hours except for internal patrols or vehicles with prior coordination and authorized by the TOC. Soldiers are not allowed to pass through this TCP during this time frame unless they are conducting PT. All soldiers will display the JTF-GTMO ID badge upon re-entry.

f. *Blocking position "BP" (Staunton)*: Two soldiers will man this position 24 hours per day. This position will allow no one, regardless of unit, to enter through this point. Soldiers are allowed to exit through this point to conduct PT but they must enter the area through one of the two TCPs. There are no exceptions to this policy of re-entry.

g. *Uniform and Equipment*: Soldiers at the two TCPs and the one BP will wear the following uniform and possess all the equipment listed below:

(1) *Uniform*: BDU, patrol cap, LBV, ICOM radio, protective mask (carried), assigned weapon, one road vest per soldier, Camelback, ID card and dog tags, JTF-GTMO ID card, and ROE/RUF card (dated 30 Nov 02) in the left breast pocket. At FPCON C and D, the uniform will include Kevlar helmet and all pertinent body armor.

(2) *Common Equipment*: One PRC-119 radio, a Logbook, and one 5-gallon water cooler. The TCP will also have two mirrors to inspect the undercarriage of vehicles.

h. *Dismounted Patrols*: These patrols will move IAW the patrol order published by the BN TOC. The

TOC will identify Sectors and named areas of interest (NAI), which will be the focus of the Patrols. The FRAGO will be published 48 hours in advance. COs will back-brief the Battalion Commander the day of the mission cycle changes.

(1) *Uniform*: BDU, patrol cap, LBV, kneepads, ICOM radio, protective mask (carried), assigned weapon, Camelback, ID card and dog tags, JTF-GTMO ID Card, and ROE / RUF card (dated 30 Nov 02) in left breast pocket. At FPCON C and D, the uniform will include Kevlar helmet and body armor. The Squad Leader will carry a SABER radio.

(2) *Information to report*: The squad will report any unusual activity, which may include unauthorized personnel and vehicles in the obscure areas of the routes, any unusual activity in the Contactors Labor Camp, personnel taking photographs within the AOR, unexploded ordnance, and unidentified boats and aircraft. EOD personnel will handle unexploded ordnance. Patrols will mark, provide a grid, and notify the BN TOC.

i. *Additional instructions*: The following additional instructions pertain to the platoon that has this mission.

(1) Either the PL or the PSG will maintain command and control (C2) of their patrols at all times.

(2) The platoon will provide one soldier to guard the mobile arms room.

23-7. Special Instructions

a. *Instructions for Inspecting Vehicles*: These Instructions pertain to all vehicles entering the Camp Delta Facility. Each FPCON has specific criteria that will be followed:

(1) *FPCON BRAVO*: Soldiers will allow all military and government vehicles to pass through the TCPs once all occupants of a vehicle have shown a valid JTF-GTMO ID card. The soldiers at the TCP will stop one out of ten civilian contractor vehicles, and conduct an inspection in accordance with paragraph 23-6(d). (Note: JTF-GTMO Civilian Model Vehicles are considered Government Vehicles.)

(2) *FPCON CHARLIE*: Soldiers will allow all tactical vehicles to pass through the TCP once all of the occupants of a vehicle have shown a valid ID card. Soldiers will stop five out of ten non-tactical government and civilian contractor vehicles, and conduct an inspection in accordance with 23-6(d).

(3) *FPCON DELTA*: Soldiers will inspect five out of ten tactical vehicles and non-tactical government vehicles. Soldiers will inspect all civilian contractor vehicles. Soldiers will conduct the inspection in accordance with 23-6(d).

b. When inspecting, the soldiers will search the passenger and cargo area of the vehicle, the engine compartment, and the undercarriage of the vehicle. Soldiers will look for weapons (guns, knives, etc) and

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suspicious packages that may contain a threat. Soldiers will not damage the vehicle or contents in any manner during the search.

c. In the event that weapons or a suspicious package are found, immediately separate the vehicle occupants, and move soldiers away from the vehicle. Do not allow anyone to remove or go into the vehicle. Immediately call the CP, and have the CP notify the JOC. Keep the car secure and personnel detained until appropriate authorities arrive on site.

d. *Civilian Contractor Bus:* Due to the amount of personnel on a civilian contractor bus, when a civilian contractor bus comes to the TCP, the soldiers at the TCP will have the bus pull over to the shoulder of the road and dismount all personnel. One soldier will have the civilian workers line up and another soldier will enter the bus and do a thorough search of the bus. When the bus is clear, one soldier will pull security while another soldier match the workers' identification numbers to the roster in the TCP binder. As the soldier verifies a worker's identification, the soldier will allow that person to reenter the bus. The soldier who is not involved with the civilian worker bus will continue to check other vehicles as necessary.

e. *Detainee Movement Operation:* Before the convoy moves from the battalion area, ensure that the right lane exiting the compound is clear from any obstacles (i.e. Jersey Barriers and Concertina Wire); this will allow smooth passage of the convoy as they pass the TCP. Once the convoy is en-route back to the TCP and reaches checkpoint five, stop all traffic entering or exiting the TCP. To execute this, one soldier will move 100 meters toward the compound while another soldier will move 100 meters in the opposite direction. Each soldier will direct the oncoming vehicles to move onto the shoulder on the west side of the road. The soldiers will direct the driver to turn his vehicle off, all occupants to exit the vehicle, and step to the opposite side of the car than the road. Once the convoy has passed and it has been announced over the radio that the buses have entered the Camp Delta, traffic may continue to move normally. Soldiers will then replace all barriers and obstacles in their original positions and request that the barriers are filled with water thru the S-4.

f. *Tanker/Fuel Trucks:* When a tanker/fuel truck comes to the TCP, the soldiers at the TCP will have the truck pull over to the shoulder of the road and dismount all personnel. One soldier will monitor the driver and any passenger. A soldier will search the interior of the truck. When the truck's interior is clear, one soldier will pull security while another soldier verifies the identity of the driver and any passenger using JTF-GTMO badges or workers' identification numbers. After the soldier has verified the driver's information, the soldier will determine what type of

material is being carried in the truck. The soldier will then conduct an exterior search of the vehicle and undercarriage. The soldier will first perform a cursory search of the exterior of the vehicle to attempt to identify any hazards or obvious signs of danger. Special attention should be given to possible explosive devices, obvious leakage coming from the vehicle, or anything else that is unusual. The soldier will then have the driver open the front hood of the vehicle so that the engine compartment can be searched. After the engine compartment is cleared, the soldier will have the driver open any other compartment that is on the truck. After the vehicle is determined to be safe, the driver and passengers will be allowed to reenter the truck and continue through the TCP. In the event that weapons or a suspicious package are found, immediately separate the vehicle occupants, and move soldiers away from the vehicle. Do not allow anyone to remove or go into the vehicle. Immediately call the CP, and have the CP notify the JOC. Keep the truck secure and personnel detained until appropriate authorities arrive on site. In the event that a HAZMAT (Hazardous Material) leak is detected on the truck during the search, immediately contain the area by closing the TCP. If the driver can safely stop the leak, then allow them to do so if there is no other threat. If the driver cannot stop the leak, secure the personnel and move to a safe position. Immediately call the CP, and have the CP notify the JOC. Keep the truck secure and personnel detained until appropriate authorities arrive on site.

23-8. Mounted Patrols

a. The Mounted Patrols will consist of two HMMWVs with .50-caliber MGs and LRAS. The primary means of communication is FM and the alternate is SABER. The patrols call signs are their designated Platoon call signs. The patrols will move along the designated routes and report the status of each checkpoint to the CP. When the patrols are complete, the crews will report all clear to the CP. The crews will patrol the AO once every three hours IAW with the schedules below.

(1) *Patrol schedule 1:* Per the published patrol order. The BN TOC will provide a FRAGO 48 hours in advance of mission assumption. The COs will back-brief the Battalion Commander the day of the mission cycle change.

b. *Weapons Control Status:*

(1) *.50 caliber machine guns:* Each .50 Cal MG will have 100 rounds. The gunner will **NOT** insert the ammunition belt. The ammunition belt will remain in the container at all times unless instructed otherwise.

(2) *M16A2:* Each M16A2 will have two 30-round magazines. The soldier will insert the magazine into the weapon, and ensure **NO** round is chambered.

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c. Soldiers will wear the following uniform: BDU, Kevlar helmet, LBV, protective mask (carried), assigned weapon, NVDs, Camelback, ID card and dog tags, JTF-GTMO ID card, and ROE/RUF Card (dated 30 Nov 02) in their left breast pocket. Soldiers will have their body armor in the HMMWV with them, except for the gunner who will wear his as a Force Protection Measure. At no time will any patrolling soldier be out of the prescribed uniform. At FPCON C and D, all soldiers will wear body armor.

23-9. Listening Posts (LP)/Observation Posts (OP)

a. Each LP/OP will consist of two personnel. The primary means of communication is FM per the BN SOI. The alternate means of communication is SABER radio. The LP/OP will report and record any suspicious activity or unauthorized personnel, boats/ships, or vehicles in the JOA.

b. *Weapons Control Status:*

(1) *.50 caliber machine gun:* Each LP/OP will have 400 rounds. The gunner will **NOT** insert the ammunition belt. The ammunition belt will remain in the container at all times unless instructed otherwise.

(2) *M16A2:* Each M16A2 will have two 30-round magazines. The soldier will insert the magazine into the weapon, and ensure **NO** round is chambered.

c. Soldiers will wear the following uniform: BDU, Kevlar helmet, LBV, protective mask (carried), assigned weapon, NVDs, Camelback, ID card and dog tags, JTF-GTMO ID card, and ROE/RUF card (dated 30 Nov 02) in their left breast pocket. Soldiers will have their body armor in the HMMWV with the exception of the gunner who will wear his as a force protection measure. At increased FPCON levels, all soldiers will wear body armor.

d. *Named areas of interest (NAI):* See published patrol orders.

e. The LP/OP will report all contact in the SALUTE format to the TOC.

23-10. Ammunition Handling

a. The Company Executive Officer (XO) is overall responsible for the accountability of all ammunition.

b. Each platoon and squad is responsible for the accountability and security of their assigned ammunition. Through direct supervision, the Squad Leader (SL) will ensure soldiers follow the proper loading and unloading procedures upon start and completion of each mission. The following will be completed after each mission:

c. The SL will conduct a round count.

d. The SL will contact the PL or PSG to inform him that the count is accurate. If the count is not accurate, the soldier missing ammunition will write a statement containing the following information:

(1) Date, time, and name of soldier who lost the ammunition.

(2) Explanation of the activity of the soldier missing the rounds—"I don't know" is not an acceptable answer).

(3) The procedures taken to retrieve the lost ammunition.

(4) The signature of the soldier and the SL.

(5) Before releasing his soldiers, the SL will inform the PL or PSG that he has secured his ammo and all rounds are present and accounted for. If any rounds are missing, the PL or PSG will immediately notify the XO or First Sergeant (1SG). Notify the TOC immediately. An investigation will follow.

(6) Taped over magazines or coloring the last round in a magazine is not a sufficient means for conducting an accurate round count. This method may be used for periodic leader checks, but a by-round count must be completed after each mission cycle.

(7) When entering the cantonment area clear weapons at the ammunition transfer point (ATP), rod the weapon, and put weapon on safe.

23-11. Worcester TCP

a. Three soldiers (one NCO) will man TCP Lexington at all times. This TCP will validate that all personnel who attempt to enter the Camp Delta AO are authorized to enter. The soldiers are responsible for thoroughly inspecting badges, to include the front and back of the badge. If an individual attempts to show a badge thru the window the soldier should ask the individual to roll the window down and visually and physically inspect the badge for authorization. The TCP will use the JTF-GTMO policy letter on badges to determine who has access. Soldiers shall carry flashlights at night to inspect the interior of vehicles.

b. All soldiers operating the TCP and controlling the flow of traffic must wear a road guard vest and will carry their assigned weapon. The only exception is for the soldier in the soldier guardhouse monitoring the radio. The weapon will be at the ready at all times and within arms length.

c. The interior/exterior area of the soldier guardhouse will be kept clean and organized at all times. Trash will be discarded properly at each shift change.

d. All soldiers checking badges to enter the area will also visually look inside all vehicles, to include the bed of trucks, opening the back and/ or side doors of vans.

e. *Marine Corps Vehicles:* Do **not** have to produce a JTF-GTMO badge to pass thru the TCP. The Marines are **only** authorized to pass through the checkpoint with prior coordination. Coordination will be a call to the TOC, over the react net, stating the approximate time the vehicle will arrive at the TCP, the first phonetic alphabet letter of the day of the week and

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the numeric date of the arrival. Example: 15 minutes, Foxtrot 10 equates to 15 minutes on Friday the 10th. Their vehicle will also be identified with a red placard on the front bumper with the acronym MCSFC in white lettering. If a vehicle reaches the TCP without prior coordination, they will be detained at the TCP until they communicate the above requirement over the net to the TOC.

f. All JTF-GTMO soldiers with lost badges may enter through the TCP with an E-8 or above to vouch for their identity.

g. Contractors are allowed to bring alcohol through the TCP as long as there are no open containers. If an open container is observed, detain the vehicle, its occupants, and report it immediately to the TOC.

h. All soldiers must be on alert for any suspicious activity in the area, to include individuals attempting to bypass the TCP on foot.

i. The generator lights will be turned on prior to sunset or dusk. It is important that the generator light be tested during daylight hours to ensure it is in proper working condition. If there is a problem with the generator, notify the TOC immediately.

j. Record all activity in the logbook. If possible, record the names and SSN of all individuals who harass TCP soldiers. Record all names of individuals who attempt to pass thru the TCP without the proper badge or authorization.

k. When crew-served weapons are employed at the checkpoint, they must have sector sketches. Personnel will rehearse actions for the employment of the crew-served weapon systems. All personnel will know their weapon system sectors of fire.

l. If any questions arise, soldiers will contact the TOC immediately.

m. *Special Instructions:*

(1) *Instructions for Inspecting Vehicles:* This pertains to all vehicles entering the facility. There are different procedures for FPCON B, C, and D. The procedures are outlined below:

(a) *FPCON BRAVO:* Soldiers will allow all military and government vehicles to pass through the TCP once all occupants of a vehicle have shown a valid ID Card. The soldiers at the TCP will stop one out of ten civilian contractor vehicles, and conduct a thorough inspection of the inside and outside of the vehicle. (Note: JTF-GTMO civilian model vehicles **are** government vehicles.) All soldiers will maintain proper military bearing and remain professional at all times.

(b) *FPCON CHARLIE:* Soldiers will allow all tactical vehicles to pass through the TCP once all occupants of a vehicle have shown a valid ID card. Soldiers will stop five out of ten non-tactical government and civilian contractor vehicles, and conduct a thorough inspection.

(c) *FPCON DELTA:* Soldiers will inspect five out of ten tactical vehicles and non-tactical government vehicles. Soldiers will inspect all civilian contractor vehicles. Soldiers will conduct a thorough inspection.

(2) When inspecting, the soldiers will search the passenger and cargo area of the vehicle, the engine compartment, and the undercarriage of the vehicle. Soldiers will look for weapons (guns, knives, etc) and suspicious packages that may contain a threat. Soldiers will **not** damage the vehicle or contents in any manner during the search.

(3) In the event that weapons or a suspicious package are found, immediately separate the vehicle occupants, and move soldiers away from the vehicle. Do not allow anyone to remove or go into the vehicle. Immediately call the CP, and have the CP notify the JOC. Keep the vehicle secure and personnel detained until appropriate authorities arrive on site. If a suspected explosive device is discovered, immediately clear the area. All vehicle passengers must be detained and moved at a minimum of 200 meters from the vehicle. All TCP soldiers will also clear at a minimum of 200 meters from the vehicle. A soldier should be posted 200 meters out from each side of the TCP to stop all traffic from moving towards the TCP. All vehicles must have their engines turned off. No cell phones or radios will be used. A TCP soldier will notify the TOC immediately after the area is cleared.

(4) *Civilian Contractor Bus:* Due to the amount of personnel on the bus, when a bus comes to the TCP, the soldiers at the TCP will have the bus pull over to the shoulder of the road and all personnel will dismount. One soldier will have the contract workers line up and another soldier will enter the bus and do a thorough search of the bus. When the bus is clear, one soldier will pull security while another soldier matches the workers' ID numbers to the roster in the TCP binder. As the soldier verifies a contract worker's ID, the soldier will allow that person to reenter the bus. The two soldiers who are not involved with the contract worker bus will continue to check other vehicles as necessary and allow them to pass.

(5) *Detainee Movement Operations:* Before the convoy moves from the area, ensure that the right lane exiting the compound is clear of any obstacles (i.e. barrels and concertina wire); this will allow smooth passage of the convoy as they pass the TCP. Once the convoy is en-route back and reaches checkpoint five, stop all traffic entering or exiting the TCP. To execute this, one soldier will move 100 meters toward the compound while another soldier will move 100 meters in the opposite direction. Each soldier will direct the oncoming vehicles to move onto the shoulder on the West side of the road. The soldiers will direct the driver to turn his vehicle off, all occupants to exit the vehicle, and step to the opposite side of the car than the

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road. Once the convoy has passed and it has been announced over the radio that the buses have entered the Camp Delta, traffic may continue to move normally. Soldiers will then replace all barriers and obstacles in their original positions. Notify the TOC to coordinate refilling the barriers with water.

(6) *Military Bus:* When a military bus enters the TCP one soldier will enter the bus without his weapon. The soldier must physically inspect all badges and ensure the photo on the badge matches the individual soldier possessing the badge. One soldier will maintain constant observation from outside the bus. If the bus exceeds the seating capacity, the NCOIC of the TCP must make the determination for all occupants of the bus to dismount in order for the soldier to inspect JTF-GTMO Badges.

n. *Uniform and Common Equipment:* Soldiers at the position above will wear the following uniform and have the common equipment listed below.

(1) *Uniform:* BDU, patrol cap, LBV, ICOM radio (if applicable), protective mask, assigned weapon, road guard vest, Camelback, ID card and dog tags, JTF GTMO ID card, and ROE/RUF card (dated 30 Nov 02) in their left breast pocket. At FPCON C and D, the uniform will include Kevlar helmet and body armor.

(2) *Common equipment:* One PRC-119 radio, a logbook, and a 5-gallon water cooler. The TCP will also have mirrors to inspect the undercarriage of vehicles.

23-12. Gardner TCP

a. Two soldiers will man this TCP twenty-four hours a day. This TCP will not allow anyone to pass who does not have the JTF-GTMO badge. All others, to include contractors, must come through TCP Lexington. Windmill Beach is closed from 1900 to 0500. The TCP closes to traffic at 1930. Beginning at 2100 and ending at 0500, it's acceptable to have entrance traffic only for Physical Training (PT) and will be allowed to pass through the TCP. This TCP will validate that all personnel who attempt to enter the Camp Delta AO are authorized to enter. The soldiers are responsible for thoroughly inspecting badges, to include the front and back of the badge and ensuring the picture on the badge matches the soldier. If ever in doubt, ask for a second form of ID or call the TOC. If an individual attempts to show a badge thru the window of a vehicle the soldier should ask the individual to roll the window down and visually and physically inspect the badge for authorization. The TCP will use the JTF-GTMO policy letter on badges to determine who has access.

b. Soldiers will keep the interior/exterior area of the guardhouse clean at all times. All trash will be discarded appropriately before each shift change.

c. All soldiers checking badges to enter the area will also visually look inside all vehicles prior to allowing a vehicle to pass, to include the bed of trucks, opening the back and/or side doors of vans.

d. JTF soldiers with lost badges may enter through the TCP with an E-8 or above to vouch for their identity.

e. *Contractors are not allowed through this TCP at any time.*

f. All soldiers must be on alert for any suspicious activity in the area, to include individuals attempting to bypass the TCP on foot.

g. The generator light must be turned on prior to sunset or dusk. It is important that the generator light be tested during daylight hours to ensure it is in proper working condition. If there is a problem, notify the TOC immediately.

h. Record all activity in the logbook. If possible, record the names and SSN of all individuals who harass TCP soldiers. Record all names of individuals who attempt to pass thru or bypass the TCP without the proper badge or authorization.

i. When crew-served weapons are employed at the checkpoint, they must have sector sketches. Personnel will rehearse actions for the employment of the crew-served weapon systems. All personnel will know their weapon system sector of fire.

j. If ever in doubt, contact the TOC immediately.

k. *Special Instructions:*

(1) *Instructions for Inspecting Vehicles:* This pertains to all vehicles entering the facility. There are different procedures for FPCON B, C, and D.

(a) *FPCON BRAVO:* Guards will allow all military and government vehicles to pass through the TCP once all occupants of a vehicle have shown a valid ID card. The soldiers at the TCP will stop one out of ten civilian contractor vehicles, and conduct a thorough inspection of the inside and outside of the vehicle. (Note: JTF-GTMO civilian model vehicles are government vehicles.) All soldiers will maintain proper military bearing and remain professional at all times.

(b) *FPCON CHARLIE:* Soldiers will allow all tactical vehicles to pass through the TCP once all occupants of a vehicle have shown a valid ID card. Soldiers will stop five out of ten non-tactical government and civilian contractor vehicles, and conduct a thorough inspection.

(c) *FPCON DELTA:* Soldiers will inspect five out of ten tactical vehicles and non-tactical government vehicles. Soldiers will inspect all civilian contractor vehicles. Soldiers will conduct a thorough inspection.

(2) When inspecting, the soldiers will search the passenger and cargo area of the vehicle, the engine compartment, and the undercarriage of the vehicle. Soldiers will look for weapons (guns, knives, etc) and

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suspicious packages that may contain a threat. Soldiers will not damage the vehicle or contents in any manner during the search.

(3) In the event that weapons or a suspicious package are observed, immediately detain the individual(s), move to a safe distance approximately 200 to 300 hundred meters away, and block both sides of the road. Immediately call the CP, and have the CP notify the JOC. Keep the personnel detained until appropriate authorities arrive on site. If a suspected explosive device is discovered, immediately clear the area. All vehicles and personnel must be detained and moved a minimum of 200 meters from the vehicle. A soldier will be posted 200 meters out from each side of the TCP to stop all traffic from moving towards the TCP. All vehicles must have their engines turned off. No cell phone or radio use. A TCP soldier will notify the TOC immediately after the area is cleared.

1. *Uniform and Common Equipment:* Soldiers at this position will wear the following uniform and have the common equipment listed below.

(1) *Uniform:* BDU, patrol cap, LBV, ICOM radio (if applicable), protective mask (carried), assigned weapon, road guard vest, Camelback, ID card and dog tags, JTF-GTMO ID card, and ROE/RUF card (dated 30 Nov 02) in their left breast pocket. When the FPCON level changes to C and D, the uniform will include Kevlar helmet and body armor. Each soldier will have a flashlight.

(2) *Common Equipment:* One PRC-119 radio, a logbook, and a 5-gallon water cooler. The TCP will also have mirrors to inspect the undercarriage of vehicles.

23-13. Blocker Position (BP)

a. Two soldiers man this position. The position will allow no one, regardless of unit, to pass through this point in a vehicle. There shall be no traffic allowed thru this TCP, dismounted or otherwise from 0500 to 2100. The only exception (per J2) is that military unit members perform Physical Training (PT) thru the TCP beginning at 2100. The blocking position is an exit only for PT participants; that means they cannot re-enter thru the BP. Advise PT participants that they must pass thru the Windmill Beach Road or Kittery Beach Road TCPs to re-enter the area. The BP is blocked with an obstacle consisting of rolls of concertina wire with pickets and barbed wire.

b. *Uniform and Common Equipment:* Soldiers at this position will wear the following uniform and have the common equipment listed below.

(1) *Uniform:* BDU, patrol cap, LBV, ICOM radio (if applicable), protective mask (carried), assigned weapon, road guard vest, Camelback, ID card and dog tags, JTF-GTMO ID card, and ROE/RUF card (dated 30 Nov 02) in their left breast pocket. When the

FPCON level changes to C and D, the uniform will include Kevlar helmet and body armor. Each soldier will have a flashlight.

(2) *Common Equipment:* One PRC-119 radio, a logbook, and a 5-gallon water cooler.

c. The BP will survey Camp Bukeley and report any suspicious activity observed in the empty billeting near Camp Bulkeley and the hardball road, which leads to Windmill Beach.

d. Soldiers must maintain communication with the company CP. If ever in doubt about any issue or occurrence immediately contact the company CP.

e. Soldiers are responsible for signing the hand receipt for the equipment located at the BP and maintaining 100% accountability at all times. No exceptions. It is also the responsibility of the soldiers to ensure the equipment is signed for by the next shift reporting to the BP.

f. When crew-served weapons are employed at the BP, they must have sector sketches. Personnel will rehearse actions for the employment of the crew-served weapon systems. All personnel will know their weapon systems sector of fire.

Chapter 24†**Immediate Reaction Force (IRF) Operations****Section I – Preparation****24-1. Team Organization**

a. There will be primary and alternate IRF team designated for each camp.

b. IRF teams consist of five guards. The following are the team positions and their responsibilities:

(1) Number One Man. The Number One Man is also the shield man. His responsibility is to give the conditions of the cell along with the location and activity of the detainee is the team. Upon entry, the number one man is responsible to pin the detainee with the shield with the minimal amount of force necessary. The number one man is also responsible for securing the head.

(2) Number Two Man. The Number Two Man is responsible for securing the detainee's right arm with the minimal amount of force necessary. He will also have the handcuffs and keys for the cuffs. He is responsible for proper shackling of the detainee's wrist.

(3) Number Three Man. The Number Three Man is responsible for securing the detainee's left arm with the minimal amount of force necessary. He will assist the Number Two Man in shackling of the detainee's wrist.

(4) Number Four Man. The Number Four Man is responsible for securing the detainee's right leg. He will also have the leg irons and keys for them. He is responsible for proper shackling of the detainee's ankles.

(5) Number Five Man. The Number Five Man is also the Team Leader. He is responsible for all actions of the team. He will give all verbal commands to the team. He is responsible for securing the detainee's left leg. He will assist the Number Four Man in shackling of the detainee's ankles. He is responsible for ensuring all shackles are double locked and that medical personnel checks the detainee. He is also responsible to ensure all IRF Team equipment is accounted for at all times.

c. The PL or SOG for each camp will designate the IRF Team Leader and IRF team members, for both the primary and alternate teams. No more than one primary IRF team member will be assigned to each block. IRF team members will only be assigned to blocks. IRF team members must be assigned to a block.

24-2. IRF Team Equipment

The five-man IRF team will use the following equipment:

- (1) Riot Helmet or Kevlar Helmet with ballistic visor
- (2) Shin protectors
- (3) Ballistic vest or Flak Vest

- (4) Latex or similar gloves;
- (5) Additional leather gloves are optional.
- (6) Lexan shield
- (7) Handcuffs
- (8) Leg Irons

24-3. Additional Equipment

The additional personnel who support the IRF team will use the following equipment:

- (1) Three-piece Suit (Escort Team)
- (2) Gurney (Escort Team)
- (3) Leather Restraint Kit (Escort Team)
- (4) Crash Bag (Medical Team)
- (5) Video camera (Admin NCO)
- (6) Two Videos Disks (Admin NCO)
- (7) OC Spray (PL and/or SOG)
- (8) Garden Hose (Block NCO)

24-4. Training

The PL will ensure the IRF Team is properly instructed to react to all possible emergency response situations. The IRF NCOIC will ensure all team members are thoroughly familiar with their duties and responsibilities.

a. Training for the IRF Team members should occur during every shift and in each camp, under the direction and control of the IRF NCOIC and PL. The training should take place, but is not limited to, when block activity is slow enough to allow for pulling the IRF Team members from the block to conduct training.

b. An AAR will be conducted at the end of each IRF training session or drill.

c. See appendix B for IRF Team Evaluation Checklist.

d. The same brevity code will be used for both drills and practices.

e. During the IRF team brief, the team will be told that it is a drill.

f. A brevity code word will be used to stop the drill in the event of a safety concern or accidental injury.

g. Upon use of the brevity code, all actions will stop and the safety concern will be addressed.

h. At no time will the soldier portraying a detainee be in any uniform other than BDUs.

i. All drills must still have medical presence in the event of an injury.

j. Any injuries will result in an informal inquiry to determine what can be done to prevent injuries in the future.

k. A risk assessment will be completed prior to training.

l. An IRF Team has eight minutes in Camp I and ten minutes in Camp II to be ready from the brevity code to the end of the briefing.

24-5. Brevity Code

- a. A brevity code will be selected to identify when the IRF team members must respond.
- b. The brevity code may be a word or short phrase and one that will not be used in daily communications.
- c. Each shift will have its own brevity code for each camp. The alternate IRF teams will have a separate brevity code.
- d. The brevity code will be issued at guard mount.
- e. The DOC will notify Camp Delta Medical Personnel, Escort Control and Interpreters of the IRF brevity code at the beginning of each shift.

Section II – Operations

24-6. IRF Team Guidelines

- a. The IRF Team is intended to be used primarily as a forced cell extraction team, specializing in the extraction of a detainee who is combative, resistive, or if the possibility of a weapon is in the cell at the time of the extraction. It is not intended to be used on every detainee who is to be moved to maximum security, but on those who indicate or demonstrate an intention to resist the move to a maximum-security block or another location.
- b. The physical security of US Forces and detainees in US care is paramount. Use the minimum force necessary for mission accomplishment and force protection. The use of the IRF Team is a level of force and is used in response to a level of resistance by a detainee or in response to an emergency. Use of the IRF Team and levels of force are not to be used as a method of punishment.

24-7. IRF Team Use

- a. When the use of the IRF Team is necessary, the PL or SOG will contact the blocks by radio or phone and have the IRF Team members report to the IRF equipment box in the appropriate camp. In the event the radio is used for notification, a brevity code will be used to call the IRF Team members. The Block NCO will shut the water off for the block to prevent detainees from throwing water on the IRF team members.
- b. If a disorder or disturbance occurs within the facility and the IRF Team is ordered to respond, the PL or the SOG will be the senior authority. The PL and SOG will have complete freedom of movement during the disturbance situation. All detainee movement on the affected block will cease. All detainee, contractor, and ICRC movement in the affected camp will also cease. All contractors being escorted in the affected camp will be secured in an empty block. The only movements in the affected camp will be by the IRF Team members, Medical personnel, Interpreters, Escort Team, Camera Crew, JDOG S-3 staff, and MWD responding to the IRF. Movement will not resume

until the detainee has agreed to be moved by a normal escort team or the IRF Team has completed the extraction to their assigned area and the PL or SOG has given the order to resume movement.

c. Once an IRF has been called, all members of the primary and alternate IRF Teams will assemble at the IRF equipment box and the IRF NCOIC will report to the PL or SOG. The DOC will contact Escort control to dispatch an Escort Team to report to the affected block, with a three-piece suit and a gurney. Medical will dispatch to the affected block two medical personnel with two crash bags. The Admin NCO in the DOC will bring the video camera to the IRF team location to record the IRF. The PL or SOG will request an interpreter to come to the affected block.

d. Once all members of the IRF Team have put on their equipment: ballistic/flak vest, shin guards, riot/Kevlar helmet with face shield, latex gloves, and leather gloves, they will move to the sally port outside the affected block. The PL or SOG will brief the IRF NCOIC on the situation in the affected block. The camera operator will ensure he is following the IRF Camera Operator checklist and each step is completed. The PL and/or SOG must ensure that the camera operator captures the imagery and information he is required to for each step. The recording will start with the PL or SOG stating the detainee's ISN(s), block number(s), reason(s) for the use of the IRF, a brief description of the events leading up to the IRF, who authorized the use of the IRF Team, and the current date and time. The IRF Team will then line up in front of the cameraman by position, starting with the IRF Team Leader and the will at a minimum state; their name, rank, position on the IRF Team, their duties and responsibilities, and that they will use the minimum amount of force necessary to complete the mission. The IRF Team members that have equipment will show the equipment to the camera to ensure that it is in working order and not damaged.

e. Prior to the use of the IRF Team, an interpreter will be used to tell the detainee of the discipline measures to be taken against him and ask whether he intends to resist. Regardless of his answer, his recent behavior and demeanor should be taken into account in determining the validity of his answer. The detainee will be moved by the on site escort team if he agrees to cooperate.

f. If the detainee does not comply, the PL or SOG will tell the detainee to face the back of the cell, get on his knees and place his hands on top of his head. The PL or SOG will restate their orders if the detainee continues not to comply. The PL or SOG will show the detainee his can of OC, as a show of force and restate his orders and tell the detainee that if he does not comply that he will be sprayed and removed from the cell by the IRF Team.

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g. The PL or SOG will administer a one to three second burst of OC into the face of the detainee if the detainee still fails to comply. The detainee will be asked to comply again after a short period of time (15 to 30 seconds) that will allow the OC to work. If he fails to comply, the PL or SOG may administer another burst of OC into the face of the detainee. The detainee will be asked to comply again after a short period of time (15 to 30 seconds) that will allow the OC to work. If he fails to comply, the Block NCO will open the cell door to allow the IRF Team entry into the cell. Upon entry into the cell the IRF Team will use the minimum amount of force necessary to subdue the detainee and order the detainee to stop resisting.

h. Once the detainee is shackled, he will be brought to the exercise area of the affected block or taken to the decontamination location and decontaminated. The medical personnel on site will conduct a medical evaluation of the detainee to check for any injuries sustained during the IRF. Once decontamination is complete and medical personnel clear the detainee, he will be moved to his new block or placed into his previous cell. Prior to movement back into the previous cell, the guards on that block will decontaminate that cell of any residual effects of the OC spray by using the hose.

Section III – Documentation

24-8. Verbal Reporting

a. Within fifteen minutes of the use of OC, the JOC will be notified by secured telephone by DOC personnel that an event is occurring.

b. The CO will call the JOC after the detainee has been secured and provide all details available.

c. The CO will notify the CJDOG of the incident if the IRF results in an injury to either the detainee or a soldier involved in the IRF.

24-9. Written Reporting

a. The CO will initiate a SPOTREP to be sent up via SIPRNET computer to the JOC Watch Officer within a half an hour of the completion of the IRF use.

b. The CO will complete an unclassified Serious Incident Report (SIR) IAW AR 190-40 and submit it to the JDOG S-3. The SIR will list all personnel and detainees involved and will be forwarded within two hours of the completion of the IRF use.

c. The PL and/or SOG will complete a DD Form 2823 Sworn Statement concerning the use of OC. The PL will also complete a DD 508 to document the discipline measures taken.

d. All guards involved in the original incident that precipitated the use of the IRF will submit a completed DD Form 2823 on the incident. The PL will review these sworn statements for completeness.

e. All IRF Team members are required to submit sworn statements.

f. All paperwork related to the IRF must be completed and turned in prior to end of shift.

g. The SIR, video, checklists, and copies of all statements will be forwarded to the JDOG S-3 to be kept as evidence.

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Chapter 25†

Quick Response Force (QRF) Operations

25-1. Mission

a. O/O secures Camp Delta to facilitate Detainment Facility Operations. This element has the following planning priorities:

(1) Provides a Show-of-force within the detention facility to deter all errant behavior from unruly detainees.

(2) Follow and assume IRF duties to control unruly detainees.

(3) React to unauthorized intrusion into the compound to protect U.S. forces and detainees.

25-2. Requirements

a. The QRF must be able to react to a disturbance in the Detention Facility within 10 minutes.

b. The QRF will maintain a Command Post (CP) adjacent to Camp Echo and must man this CP 24 hours per day, 7 days per week.

c. This QRF will maintain radio communication with the DOC via Long Range SABER and/or SINCGARS.

d. The PL or Platoon Sergeant will be prepared to lead the QRF at all times.

e. The DOC will contact the QRF CP via Long Range SABER (primary) and/or SINCGARS when the QRF is required.

25-3. Notification Procedures

a. The DOC will notify the QRF CP to respond to a threat within the camp.

b. The PL or the Platoon Sergeant, will immediately report to the Company CP that the QRF has been alerted.

c. Upon being notified by the DOC to respond, the QRF will don the riot control gear and secure assigned weapons for non-lethal delivery.

d. The DOC will notify the on-duty CO, and sally port 1 that the QRF is inbound. The DOC will direct SOG 3 to meet the QRF and guide them to a designated parking location.

e. O/O, the QRF will deploy to the effected area.

f. The On-duty CO will provide the QRF element a SITREP of the disturbance before entering the effected area.

g. Once the disturbance is quelled, the QRF will relinquish command back to the IRF Team and re-deploy to the QRF CP to conduct a back brief.

25-4. Ammunition Numbers and Accountability

a. The Platoon Sergeant of the QRF will visually inspect and count for the following ammunition prior to his element assuming duty as the QRF.

b. The Platoon Sergeant will also conduct a physical count of all ammunition daily while assigned to the QRF.

c. The QRF will have the following ammunition on hand at all times:

(1) 48 12-gauge area non-lethal rounds.

(2) 48 40-millimeter point non-lethal rounds.

(3) 48 40-millimeter area non-lethal rounds.

(4) 48 M84 stun grenades.

25-5. Uniform: lethal/Non lethal

a. Lethal: BDUs, Kevlar, Body Armor, Protective Mask (carried), Assigned Weapon (if designated), Camelback, ID Card and Dog Tags, Camp Delta Badge, and the ROE card in left breast pocket (dated 30 Nov 02).

b. Non lethal: BDUs, riot control gear consisting of face shields attached to the Kevlar, non-ballistic shin guards, body shield, baton, Camelback, ID Card and Dog Tags, Camp Delta Badge, and the ROE card in left breast pocket (dated 30 Nov 02).

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Chapter 26 ↑

Military Working Dogs (MWD)

26-1. Responsibilities

- a. The CJDOG is responsible for ensuring MWD are used to enhance physical security and as a psychological deterrent.
- b. The MWD Section Kennel master is responsible for the following:
 - (1) Recommendations for the deployment and proper use of MWD teams
 - (2) Assisting in planning and deployment of MWD teams and planning/conducting proficiency training
 - (3) Personnel needs and maintenance of MWD Section
 - (4) Ensuring MWD teams are properly cared for.

26-2. Operations

- a. The JDOG currently has three MWD teams. Each team is composed of a dog handler and one dog. The three MWD teams consist of patrol dogs only. The teams (one per shift) will be employed as follows:
 - (1) *Psychological deterrence.* MWD will walk “Main Street” in Camp Delta during shift to demonstrate physical presence to detainees. MWD on mid-shift will conduct random exterior checks of blocks. MWD will not walk through blocks unless directed by the JDOG.

(2) *Dismounted patrols.* MWD will augment Infantry dismounted patrols during hours of limited visibility and during THREATCONs. Additionally, patrols will include the following areas:

- (a) Detention Hospital
- (b) Camp Delta Fence Perimeter
- (c) Contractor Work Sites
- (d) Camp Bulkeley
- (e) Camp America

(3) *Explosives detection.* MWD from NAVBASE Security will be utilized in the event of a bomb threat.

(4) *Detainee Movement Operations.* MWD team will accompany (DMO) IAW JDOG Reception OPORD.

b. *Shift Requirements.* MWD teams are an asset available 24 hours /7 days per week. The MWD teams are OPCODE to the JDOG while in Camp Delta. When outside Camp Delta, movements will be coordinated through DOC as directed by IN BN TOC.

(1) NCOIC:

(a) Check on the status of each team on duty twice per shift (via visitation or telephonically). MWD NCOIC is overall responsible to ensure the team is equipped for the day’s mission.

(b) Ensure that MWD on shift maintain a DA 1594 (Staff Duty/PL Journal). NCOIC will be responsible for maintaining a record of each shift.

Ensures coordination for each mission or change of mission is planned, resourced, and executed.

(c) Ensure handlers utilize and maximize training time and document the same.

(d) Report any significant or serious incidents to higher.

(e) NCOIC will report to JDOG Operations when a MWD team is down due to illness, injury etc. NCOIC will maintain an internal tracking report and forward to JDOG Operations on the status of each MWD team.

(2) MWD Team:

(a) Will not escort detainee(s) unless specified by JDOG.

(b) Assist Immediate Reaction Force (IRF) with detainee(s) upon the request of the CO.

(c) MWDs can be used to scout for escaped, missing, or lost detainee(s)

(d) MWD handlers are overall responsible for the proper use of their assigned MWD while on duty and ensuring all guards/personnel are aware of the capabilities of their MWD

(e) Confirm call sign and conduct communication check

(f) Coordinate movements with CO and Infantry TOC

(g) Conduct four-hour checks on MWD

(h) MWDs will only be released to pursue, attack, and hold detainee(s) attempting to escape

c. *Safety Procedures.* All personnel are responsible for ensuring that all safety procedures and rules are followed at all times:

(1) While on duty, no person is to feed or be allowed to befriend a MWD.

(2) Whenever entering or leaving a site with a MWD a loud verbal warning will be made with “DOG COMING IN/OUT”.

(3) All running and/or playing are strictly prohibited in or near the kennel areas.

(4) Dog teams always have the right of way.

(5) When staking out a dog a collar and stakeout chain will be used.

(6) Only the dog handler will be permitted to work with their assigned dog.

(7) Each handler will learn to recognize the warning signs that a dog has the intent to attack/bite.

(8) Loose Dog Procedures:

(a) First person to notice a loose dog will call out: LOOSE DOG!

(b) Everyone in the area will stop movement and remain still.

(c) The assigned handler will attempt to take control of their dog.

(d) In the absence of the assigned handler, the person nearest the dog will attempt to restrain it.

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(e) When the dog is secured, the handler that does so will call out: DOG SECURED!

26-3. Training

a. Training will be conducted IAW AR 190-12. Any training planned outside the JTF AOR will be jointly coordinated through JDOG and NAVBASE MWD.

b. MWD Kennel master will coordinate training schedules through JDOG Operations. Training schedules will reflect, at a minimum:

- (1) 60 days out, required proficiency training to maintain qualification
- (2) Weekly training to be conducted with MWD section.
- (3) Suggested RAMs for monthly implementation
- (4) Transition training for follow-on MWD teams.

26-4. Logistics

a. Billeting. Handlers, and MWDs are housed at TK89.

b. Support Facilities. MWD teams work out of office space in Bldg 8A in Camp Delta until completion of the proposed kennel facility. Support facility and kennel requirements are as follows:

- (1) NIPR computer access
- (2) Refrigerator for meds/food
- (3) Food storage area
- (4) Sink
- (5) Six dog kennel

c. Transportation. MWD teams will be provided vehicle support (2 vehicles) for the team on shift from J4. The vehicle must be dispatched IAW J4 Dispatching procedures.

d. The veterinarian must inspect MWD Vehicles before MWD can be transported.

d. Supplies. All supplies must be requested through the JDOG S-4.

Chapter 27**Operation Security (OPSEC) and Deceptive Lighting Plan****27-1. Purpose**

a. To prohibit conduct that is prejudicial to the good order and discipline of JTF-GTMO that may threaten the national security of the United States or its allies, and is of a nature likely to bring discredit upon the Armed Forces.

b. To establish a standard operation procedure to follow in the event of a threat either by sea or air that requires the need for extinguishing all lights and power for Camp Delta.

27-2. Responsibilities

a. *Subordinate Unit Commanders and COs.* The commander will ensure that:

(1) All personnel are briefed on the contents of this SOP and JTF-GTMO General Order #2.

(2) Personnel understand that they have a duty to report any violations of this SOP or JTF-GTMO General Order #2 to their supervisor or to the Staff Judge Advocate.

(3) JTF-GTMO General Order #2 is posted on read boards in common areas throughout the unit.

b. *All personnel entering Camp Delta.* All military and civilian personnel assigned to, having access to, or working at the Camp:

(1) Are required to read and adhere to the standards set forth in this policy.

(2) Shall avoid action, whether or not specifically prohibited in this SOP or General Order #2, which might result in or reasonably be expected to create the appearance of a violation of this SOP General Order #2 or other law, or which by its very nature might compromise the OPSEC of JTF-GTMO.

27-3. Punitive Action

a. Persons subject to the UCMJ who violate this SOP or General Order #2 either negligently or intentionally may be punished under Article 92, UCMJ, for violating a lawful general order, or receive adverse administrative actions or both.

b. Civilians serving with, employed by, or accompanying the U.S. armed forces in the JTF-GTMO area of operation are not only subject to all applicable federal laws, but may also face adverse administrative actions for violation of General Order #2.

27-4. Essential Elements of Friendly Information (EEFI)

a. Per JTF-GTMO Policy Memorandum #11, the following is considered EEFI, regardless of classification or lack thereof.

b. Any information on size, disposition, strength, specific capabilities, and limitations of all friendly units providing fires or sensors for defensive operations.

c. Any information on detainee Operations affecting JTF-GTMO mission accomplishment.

(1) Any information pertaining to the movement of detainees to and from GTMO.

(2) Any information pertaining to the movement of detainees while at GTMO.

(3) Any reference to the identification of a detainee other than their Internment Serial Number (ISN).

(4) Any reference to specific detainee interrogations.

(5) Any reference to detainee activities and detainee conversations

(6) Any reference to a detainee's medical condition including, but not limited, to medical treatment received and given, diagnoses, and status of health.

(7) Any detail (written or pictorial) concerning the construction, design, and function of any detainee confinement facility including, but not limited to Camp Delta, Naval Station Guantanamo Naval Brig, and the Detention Hospital.

(8) Unauthorized pictures of detainees

(9) Any pictures of coastline from Windmill Beach to Camps Delta and America to the Cuban/American fence line.

d. Task force information affecting JTF-GTMO mission accomplishment.

(1) Compiled rosters of personnel data or deployment information.

(2) JTF-GTMO Information Operations, capabilities, connectivity, and passwords.

(3) Disclosure of travel information and itineraries for JTF-GTMO Commanders, and visiting Flag and/or General Officers.

(4) Disclosure of travel information and itineraries for distinguished visitors, foreign delegations, and members of Joint interagency Task Force Personnel.

(5) Schedule of deployment overseas to support detainee operations.

(6) Anti-Terrorism and Force Protection measures and Rules of Engagement of all units assigned, attached, and/or OPCON to JTF-GTMO.

27-5. Prohibited Activity

a. General

(1) Leaving any tools, keys, weapons or other work-related materials necessary to perform your mission unattended or within the reach of persons unauthorized to possess them, or bringing any

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materials not necessary for the performance of the mission into a sensitive area or detainee area.

(2) Discussing classified matters, work related matters or JTF operational matters with anyone who does not have either the appropriate clearance or the need to know said information or in the presence of anyone that does not have the appropriate clearance. Failing to immediately disclose to the chain of command any information concerning sabotage, terrorist activity, subversive activities that may pose a direct threat to U.S. personnel, requests by anyone for illegal or unauthorized access to classified or sensitive information, contact with an individual whom you have reason to believe is targeting you for exploitation, or other OPSEC violations.

(3) Taking a person to any area for which they do not possess the required clearance without authorization or a mission-related purpose, or leaving a person unattended in any area where they are not authorized to be unattended.

b. Detainee Operations.

(1) Communicating with detainees (verbal or non-verbal) or assisting others and/or allowing others to communicate with detainees without the proper authorization.

(2) Discussing matters of a personal or operational nature in the presence of detainees that need not be discussed in their presence.

(3) Failing to report unauthorized communications or attempted communications with a detainee, or failing to report a detainee's attempts to improperly communicate with a person subject to this Order.

(4) Wearing un-sanitized uniforms in the presence of detainees.

(5) Taking visual or audio recordings or drawings of the detainees, camp facilities, or detainee operations.

(6) Discussing any information or details concerning the JIIF and any activity, conversation, or technique used during interrogation.

c. Electronic Communication / Recording

(1) Using non-secure means to discuss classified information or other information related to JTF GTMO operations.

(2) Transferring classified information or discs to lower-classified or unclassified medium, network or computer.

(3) Transporting classified information without the proper locking containers or covers, leaving computer terminals or classified material unattended and unlocked.

(4) The improper marking of information, taking classified materials to a housing unit, sharing or revealing computer user names and passwords.

(5) Misplacing or leaving personnel rosters, access badges, or computer access user names and passwords, and classified materials unattended.

(6) Accessing, downloading, installing, or storing unauthorized internet sites or other unauthorized materials, software, or programs on any ADPE, JTF-GTMO, or MWR computer without the express written approval of the J-6.

(7) Leaving your computer system logged in and unattended without properly locking the terminal, using a private computer to process government related work, or plugging any private computer (non-government computer) into the JTF-GTMO or MWR networks without the express prior written authorization of the J-6.

(8) Forwarding chain mail.

(9) Forwarding virus warnings or failing to immediately report the discovery of a virus or virus warning to JTF-GTMO, J-6.

(10) The improper use of another person's identity or computer account, masking, or attempting to hide a user's identity while using the JTF-GTMO computer network systems.

(11) Connecting to or allowing the connection of both a network interface card and modem to a JTF-GTMO computer at the same time. Connecting to or allowing the connection of any hardware or software not provided or authorized by JTF-GTMO, J-6.

(12) Taking visual or audio recordings or drawings of camp facilities or personnel working in and around Camp Delta, Camp X-Ray, or any other part of the NAVBASE that is a photography-prohibited area. This prohibition also includes taking photographs or video recordings of personnel movements or operations at NAVBASE GTMO without the appropriate authorization, and transmitting or displaying any information relating to JTF-GTMO operations on any website or other shared medium without the proper written authorization.

27-6. OPSEC Guidelines and Violations

a. There cannot be any confusion on the part of JDOG personnel as to the importance of maintaining professional, appropriate communication to prevent OPSEC violations.

b. Some of our biggest OPSEC violations are things that do not increase our probability of attack from an external enemy, but instead make it more difficult for guards, interrogators, linguist, and medical personnel to complete our missions. These infractions will be addressed with increasing severity if corrections are not made.

c. You are responsible to hold yourself and your fellow service members to use OPSEC in your mission. More so than anyone else in JTF, we have the ability to hurt the intelligence-gathering mission. Do not:

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(1) Discuss current world events or history with detainees, or within earshot of detainees, that could upset or influence detainee actions or attitudes, such as the situation in the Middle East, the destruction of the Space Shuttle, or information concerning terrorist groups or personnel.

(2) Discuss company, operational, or personal information that will lead the detainees to spread rumors, stir up other detainees, or attempt to use the information for manipulative purposes.

(3) Share opinions or initiate discussions with detainees regarding information that is not relevant to the carrying out of essential duties. This includes teaching detainees songs, phrases in English, Spanish, or other languages.

(4) Discuss future missions, inbound or outbound missions, additional missions such as Camp Echo or the General's Cottage, etc, unless specifically directed to do so by JDOG through coordination with JIG personnel.

(5) Attempt to listen in on, or influence, interrogation activities on the block or in one of the JIIF buildings. If you are requested to be present by the interrogator or linguist, please accommodate them appropriately. However, unless authorized to do so, do not participate in an active manner. Only monitor and conduct security as ordered. Do not monitor the audio of the interrogation unless specifically requested to do so.

(6) Allow detainees or other unauthorized personnel to see the uncovered sign-in roster at brown and yellow JIIF building entrance. Use a cover sheet or turn face down when not actively using. This has led to a detainee knowing names of several US personnel.

(7) Conduct conversations critical of another unit, the chain of command, or other soldiers with detainees. This also has happened, and will not be tolerated.

(8) Talk with other guards or US personnel not assigned to special missions such as Camp Echo, DMO Operations bus escort, General's Cottage, etc, about specific incidents or actions at those sites.

d. These OPSEC limitations do not preclude you from talking to detainees in the conduct of your daily assignment. Maintain your professionalism, be firm but fair, and you will be able to build rapport with detainees. OPSEC does not preclude a guard from asking a detainee how he is doing, telling the detainee what actions need to be conducted, being directive with your commands, or answering routine questions. Being firm, but polite, will not compromise OPSEC and will promote detainee compliance.

e. General Order #2 has been disseminated to all company commanders and sections, and all soldiers are responsible to be familiar with its provisions. Prohibited activities include:

(1) Discussing matters of a personal or operational nature in the presence of detainees need not be discussed in their presence.

(2) Communicating with detainees (verbal or nonverbal) or assisting others and/or allowing others to communicate with detainees without the proper authorization. Also prohibited is failing to report any unauthorized attempt at communication, whether a detainee trying to communicate with an unauthorized person, or an unauthorized person (a TCN, an ICRC person, a soldier who is not authorized to talk to detainees) attempting to communicate with a detainee.

(3) Leaving any tools, keys, weapons, or other work related materials necessary to perform your mission unattended or within the reach of persons unauthorized to possess them, or bringing any materials not necessary for the performance of the mission into a sensitive area or detainee area.

(4) Bringing any type of camera or other recording device without getting proper authorization into any detainee or sensitive area.

(5) Taking any visual or audio recordings of detainees, detainee facilities, personnel working in or around Camp Delta, Echo, the Cottage, Camp X-Ray, or any other photography prohibited areas. Use common sense – If you have to question if something is a possible violation, don't take the chance. Ask if necessary.

(6) Wearing unsanitized uniforms in the presence of detainees.

(7) Discussing classified matters, work related matters, or JTF operational matters with anyone who does not have the appropriate clearance or in the presence of anyone without the necessary clearance.

(8) Marking down of information, taking classified materials to a housing unit, keeping or recording classified material in an unauthorized area, or keeping/leaving personnel rosters, whether detainee or US personnel, unattended or in an unauthorized area. For us, this means that we do not record operational or detainee information anywhere but inside Camp Delta (or other authorized area such as NAVBASE Hospital, Camp Echo, etc), or keep personal journals with specific Camp Delta records and information.

f. Beyond what is listed in General Order #2, you must also be aware of the JDOG and JTF Essential Elements of Friendly Information, and protect this information accordingly. All soldiers are responsible to be aware of these items, and your chain of command will re-disseminate these if needed. Included in these EEFI are:

(1) Any information pertaining to the movement of detainees to and from GTMO, or detainee movement while at GTMO.

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(2) Any reference to the identity of a detainee other than his ISN. If using non-secure radio channel or telephone, only the last 3 of detainees ISN are to be used.

(3) Any reference to specific detainee interrogations or methods of interrogation. This includes talking to other guards or US personnel who do not have a need to know regarding the specific information.

(4) Any references to a detainee's medical condition, any references to our daily schedules, or to specific incidents that have occurred at Camp Delta.

(5) Discussion of Distinguished visitor travel information, such as specifics on when they will be visiting at what time, etc. Use common sense!

(6) Access procedures for entry into Camp Delta or through Infantry checkpoints.

g. Violations of any of the above may result in UCMJ action under article 92, violation of a general order.

h. This list was not inclusive of all aspects of General Order #2, or JTF/JDOG EEFIs. All of us are responsible to meet the standards in these documents.

i. OPSEC is not just keeping secret the big picture information like how many troops we have, what our defense plans are, or when we are redeploying. Many JDOG, JIG, and JMG service members have information that could be detrimental to our mission if the media knew of it or detainees became aware of it. Don't be the one who sparks something that makes it difficult for the next shift, another company, the interrogators, or any other fellow soldier to accomplish our mission. If you see or hear a fellow service member, guard, linguist, medical, or other, violate OPSEC; make the correction. If the person(s) refuses, and it occurs within Camp Delta, call the JDOG S-3 ASAP. It will be investigated. If outside of Delta, report it to the assistant S-3 and OPSEC coordinator for JDOG. More importantly though, be aware of what you and your coworkers are saying and doing. We would much rather stop OPSEC violations than punish anyone for committing one.

27-7. Deceptive Lighting Plan

a. All military and civilian personnel working in Camp Delta will be familiar with and conform to the procedure prescribed by this policy. Unit leaders and shift OICs and NCOICs are responsible for ensuring that their personnel are familiar with and comply with this procedure. Personnel may be held accountable under the UCMJ for failing to follow the guidelines set forth under this SOP.

b. In the event of a threat either by sea or air, the following procedure will be followed.

(1) The JOC will notify the Camp Delta DOC of an impending threat in two stages.

(a) The first notification occurs when a potential threat has been identified.

(b) The second notification occurs when the threat is confirmed and the decision is made to turn off all lights in the Camp Delta area.

(2) When JOC calls with the first notification:

(a) Camp Delta CO will have one of the Administrative NCOs, working in Camp-1, using whatever means available (i.e. Gator, HMMWV) move to the power substation adjacent to the water tanks by Camp Bulkeley. Admin NCO will carry a SABRE radio.

(b) Upon arrival will enter the gate by entering the number (1998) in the combination lock.

(c) Proceed to the junction box with the number (7012-83) Breaker Box and open the box. The number for the lock on the breaker box is (224).

(d) Call Power Station #4 and advise them that they are getting ready to shut down power to Radio Range. All phone numbers are posted inside the door of the phone box.

(e) Call the JOC (5010/5038) from the phone box located on the end of the substation and await the second notification.

(f) CO / OIC will detail the SOG for each Camp to stand by the generators to be prepared to shut down the generators when directed.

(3) When JOC issues the second notification

(a) Admin NCO will go to the breaker box and turn the switch that is labeled with "TRIP/CLOSED". The switch will be turned in the direction of "TRIP". This will shut down all the power to all of Camp Delta.

(b) The Admin NCO will then notify the JOC (5010/5038) and confirm that the power is out, noting the time.

(c) The Admin NCO will ensure that all locks are locked prior to leaving the area.

(d) Generator shut-off personnel will shutdown the generators when directed by the CO/OIC.

(4) Camp Delta personnel will evacuate Camp Delta IAW the Camp Delta Evacuation SOP.

(5) Camp America personnel will evacuate Camp America IAW the Camp America Evacuation SOP.

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Chapter 28†

Public Affairs

28-1. Operations

- a. When possible and properly requested through JTF-GTMO Public Affairs Office (PAO), the Facility Commander will grant access within the facility to representatives of the media.
- b. Press/media will not photograph, videotape, or interview any detainee. Rights to privacy will be preserved at all times.
- c. Safety/security and order must be obtained at all times. The Facility Commander or senior cadre member in the facility may terminate any media visit if it is determined to jeopardize custody and control.
- d. PAO will accompany all media/press tours, as well as a JTF-GTMO and/or JDOG command designated personnel.
- e. No detainee information, records, or files will be released. The Facility Commander must authorize any release to the media.
- f. All press releases for both emergency and non-emergency situations will be done through JTF-GTMO PAO. News will not be released from the facility to any media agency. The JTF-GTMO PAO will release all information in accordance with their policies and regulations.
- g. The Facility Commander and Camp Superintendent are the only individuals authorized to speak with media on behalf of the facility, unless designated by JTF-GTMO and/or CJDOG.

28-2. Themes for Global War On Terrorism (GWOT)

- a. We are making progress in the GWOT through a concerted effort with our coalition partners.
- b. The U.S. will use all elements of national power and international influence to defeat global terrorism.
- c. USSOUTHCOM remains committed to working with our partner nations to support democracy, military professionalism, and the observance of human rights.
- d. The U.S. respects all religions. Our enemies are terrorists and the states and organizations that support them.
- e. The U.S. will take all necessary steps to ensure that operations target global terrorist networks while protecting innocent lives.

28-3. Detainee International Public Information Themes

- a. Detaining these people in Guantanamo Bay supports the smooth transition to a stable and secure environment in Afghanistan.
- b. Guantanamo Bay affords a safe facility to secure and provide appropriate care for detainees.

c. All detainees will be treated humanely and consistent with the principles of the Geneva Conventions.

d. These detainees are the most dangerous of the Al-Qaida and Taliban. They continue to pose a threat and must be under tight control.

e. Guantanamo Bay and the detention facilities are secure and well defended.

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Chapter 29†

Transitions

Section I – To Camp IV

29-1. Preparation

a. The transition procedure from Camp I to Camp IV will allow the detainee over a period of time to acclimatize to a different security environment with its own set of rules and operating procedures.

b. The detainees to be moved from Camp I to Camp IV will be those detainees that have no violent history. Detainees that will move will be from the eligibility list compiled by the JIG and the JDOG.

c. The detainees will have a block, bay, and bed assigned to them by JIG. This assignment will be based on such factors as ethnic background, language, religion, etc. Those with active TB will not be considered for selection.

d. The JDOG S-4 will be given a WARNORD regarding food requirement changes for Camp I and Camp IV.

e. Medical personnel will identify any detainee with special needs.

f. If the block is currently not active, block supplies such as toilet paper, liquid soap and bedding material will be placed on the block.

g. A storage container will be obtained for each detainee and will be marked with the detainee's ISN.

29-2. Process

a. Detainee will be moved to the location for the announcement in handcuffs and a waist belt.

b. No earlier than seven days prior to movement, interrogators will advise the detainee of his selection to be moved to Camp IV.

c. Detainee will be returned to his cell using handcuffs and waist belt.

d. A storage tub with the detainee's ISN on it will be delivered to the detainee's block.

e. The detainee will be returned to his cell where he will pack his items in the tub except for the mattress and ISO mat.

f. The detainee will be shackled using handcuffs and waist belt.

g. The detainee, the tub, the mattress, and ISO mat will be taken to Tango Block.

h. Combat Camera will film the transition from the detainee's current cell to his cell in Tango Block.

i. During the transition phase, the following activities will occur:

- (1) An increase in food portions.
- (2) One shower allowed per day.
- (3) Longer exercise periods allowed.
- (4) Group exercise time with up to three detainees.

(5) ISO mats placed in the exercise yard to facilitate board games and prayer time.

(6) Classes on Camp IV and its associated rules and privileges.

(7) A tour of Camp IV and description of the facilities.

29-3. Movement to Camp IV

a. On the movement day, the detainee will have his comfort items inventoried and packed in the storage tub. The green mattress will stay in the cell.

b. The detainee will be placed in handcuffs.

c. The detainee, tub, and ISO mat will be loaded onto a Gator.

d. The detainee will be transported to Camp IV and his block.

e. The detainee's items will be placed inside the block compound under the shelter.

f. The detainee will be escorted into the block compound.

g. The detainee will have the handcuffs removed through the bean hole of the block gate.

h. The detainee will get his tub and ISO mat and then enter his bay.

Section II – For Transfers

29-4. Preparation

a. The transition procedure from Camp I or Camp IV to another nation will allow the detainee over a period of time to acclimatize to a different security environment with its own set of rules and operating procedures.

b. The detainees to be moved from his current camp will be those detainees that have been identified by both JDOG and JIG for transfer to another nation.

c. The JDOG S-4 will obtain a new set of civilian clothes for these detainees. This set of clothes will consist of the following items:

(1) Shoes

(2) Socks

(3) Underclothes consisting of boxers and undershirt

(4) Pants

(5) Shirt

(6) Belt

(7) Jacket, if applicable

(8) Small Duffle Bag

(9) Wallet.

d. A camp wide announcement will be developed by the JIG, approved, and translated.

29-5. Process

a. A camp wide announcement will be read to the camp announcing that detainees are in the process of being transferred.

b. The detainee will be moved to the location for the announcement of his transfer in a three-piece suit.

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c. Interrogators will advise the detainee of his selection to be transferred.

d. Detainee will be returned to his cell using handcuffs and waist belt.

e. A storage tub with the detainee's ISN on it will be delivered to the detainee's block.

f. Detainee will pack his items in the tub. The detainee will change from his Camp Delta clothing into his new clothing. The Camp Delta clothing will be retained to sleep in and for when daily clothing is being washed.

g. Detainee will be placed in handcuffs and waist belt and placed in a van to be transported to the Transition Location. Two escorts will be utilized for this movement: one will sit behind the detainee and the second one will sit beside the detainee. A JIG representative will drive and an interpreter will ride in the passenger seat.

h. Upon arrival at the Transition Location, the detainee will meet with the designated representatives; JDOG, chaplain, medical, etc.

i. JDOG/JIG will give an overview of the Transition Location along with rules to follow during transition.

j. JIG will be responsible to provide all comfort items to the detainee as D-Day approaches.

k. Detainee will utilize this time to adjust himself to a more lenient life style including such items as follows:

- (1) More exercise
- (2) More showers
- (3) Different meals
- (4) Items provided by the JIG.

29-6. Transition Location Rules

Designated detainees will follow the following guidelines:

- (1) Follow all directions given to them by staff.
- (2) Keep their area clean.
- (3) Will request use of the latrine and one at a time.
- (4) Will not be allowed in the areas that are outlined in tape.
- (5) Will not touch electrical outlets or telephone outlets.
- (6) Will not touch the fire alarm system.
- (7) Will not gamble.
- (8) Will not throw any item.
- (9) Will clean the common room daily.
- (10) Will clean the latrine daily.
- (11) Will sit in (at) the table area to eat.
- (12) Will not damage anything.

29-7. Standing Orders

a. The Transition Location is designated for those detainees identified for pending transfer from U.S.

custody. The Detainee Hospital's former physical therapy room is designated as the current transition location. Detainees identified for transfer will be given a period of "decompression" and will have increased privileges as they prepare for their transfer.

b. These detainees will be moved from their current cells to the transition location in waist belt and handcuffs only. Unless the detainee exhibits behavior that would require increased restraints, they will only be moved with the use of the waist belt and handcuffs. There will be a guard stationed outside the entry to the Transition Location and in a position to observe the room and control access to the Transition Location.

c. The door leading outside will be secured utilizing a padlock and hasp.

d. There will be two guards stationed inside the room near the latrine area. This position will be by the entry door leading to the Detainee Hospital.

e. The middle doors leading into the dental area will always remain secured except for emergency situations. There will a guard at this location in order to observe the detainees.

f. The door leading into the hospital area will be secured. If there is only one guard there, that one guard will stand on the Detainee Hospital side of the door and observe the detainees through the window of the door until the second guard returns.

g. Inspections will be performed daily on the detainee's area by the day shift.

h. Shakedowns will be performed as designated.

i. Guards will ensure that the latrine and shower area are cleaned at least once per shift on days and swings.

j. Guards will ensure that the detainee's area is cleaned each morning and also at any other time during the day as needed.

k. Detainees may stack up their mattresses or beds for storage. If this is done, bedding will be neatly placed on their storage bin.

l. Detainees will not be allowed in prohibited areas (taped areas) without authorization.

m. Guards will notify the D.O.C. via the phone, any counts that are conducted.

n. Guards will monitor all foot traffic from Detainee Hospital to the Transition Location for utilizing the latrine.

o. If one of the guards stationed by the latrine area needs to take a break, the roving guard will replace that guard until that guard returns.

p. Guards at the Transition Location need to coordinate with the Detainee Hospital guards for getting meals for both detainees and themselves.

q. Guards on duty will remain vigilant.

r. Guards will not have any unauthorized items while in the performance of their duties.

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- s. MPs will wear latex gloves while performing searches.
- t. MPs will wear “sanitized” uniforms with their names covered up.
- u. MPs will document in a logbook all significant events that would include but not limited to the following: shift change, chow times, authorized and unauthorized visitors, medical staff, medical staff, interrogators, translators, and count times.
- v. MPs will perform preventive measures and accountability on all equipment.
- w. Whistles are provided to each guard for duress. Guards will keep whistles with lanyards on their person at all times while on duty. The whistles will be transferred from guards coming off shift to those coming on shift.
- x. Detainees will be provided the opportunity to participate with exercise per the schedule provided. Showers will be allowed after exercise or as authorized.
- y. Exercise schedule: One guard will escort the detainee utilizing the hospital entrance doorway of the transition location (by the latrine). The detainee, along with the escort, will exit out the rear entrance to the designated exercise location. The remaining three guards will observe the other detainees from three points:
 - (1) Outside the access door looking in.
 - (2) At the middle doors looking in from the physical training room.
 - (3) Sitting at the table by the latrine.

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Chapter 30↑**Delta Behavioral Healthcare Block****30-1. Overview**

Delta Behavioral Health Block is constructed in two sections. The front Non-Acute section has 22 cells that have been modified with additional safety considerations to house detainees on Behavioral Healthcare Service that are clinically stable but because of their mental illness and/or limited coping skills, are at increased risk of self-harm and are more difficult to manage in the general population.

The rear section, Delta Acute, houses detainees who are at imminent risk of serious self-harm, suicide or require seclusion or restraint to regain internal control, under medical supervision. The section has nine acute cells, four restraint cells, and two seclusion cells. A nurse's station, two secure restraint monitoring rooms and two secure interview areas have also been constructed. Video monitoring is available for all cells in the Delta Acute section and in the passageway.

A lockable sally port style door covered with thick plexi-glass divides the Block. This door can be closed to control the flow of traffic, to reduce noise level and control communication between acute and non-acute detainees. This door will be locked only in the most extreme of emergencies.

A ramp was constructed on the side of the Facility for the ease of removing a detainee by litter. This ramp slopes both the front and rear of the block and accesses a side door. The side door is lockable and is used as a general access/egress point from the non-acute section near the middle of the Facility.

The Facility is also equipped with a rear sally port. This gate accesses the dead-zone around Delta MHF and allows access to the Block via Sally Port 4. The rear gate is intended for ranking officers and dignitaries to minimize detainee contact while still allowing access to the Facility. This gate is for emergency, dignitary, and ranking officers only, and general day-to-day operational use would take away for its intended purpose. The green wind screening has been doubled to reduce the ability of detainee to see into the dead-zone.

Camp Delta SOP will guide all Delta Behavioral Health Block operations unless specifically expressed otherwise in this chapter.

30-2. Staffing

a. Behavioral Healthcare Service Manager, in conjunction with the Delta Block NCOIC, will have overall responsibility for the daily operations of Delta Block. Accountability will be to CJDOG and to the Chief, Behavioral Healthcare Services. The Behavioral Healthcare Service Chief is a credentialed provider

who is responsible for mental healthcare, operations and resource management.

b. Delta Behavioral Healthcare Block staffing:

1 Psychiatric Registered Nurse

3-4 Behavioral Healthcare Technicians on days
and 2 Technicians on nights (24/7
coverage, 12 hour shifts)

c. The Facility is manned 24/7 by a permanent guard force (GF) of 27 MP's; 1 senior NCO (NCOIC), 4 junior NCO's (block sergeants), and 22 enlisted MP's. The MPs work 12-hour shifts.

e. MPs assigned to Delta Behavioral Healthcare Block will not be assigned to Camp Delta IRF teams due to the high acuity of the detainees housed here. Because of this high acuity and higher risk of acting out behavior, consistency in staffing levels is paramount.

GF personnel are all volunteers and are selected by the Delta Behavioral Healthcare Providers and the Delta Behavioral Healthcare Block NCOIC from a list provided by their chain of command through JDOG S3.

f. The MPs assigned to Delta Behavioral Healthcare Block will be expected to manage most routine situations of acting out behavior. The Delta Block NCO will determine when additional staff support is indicated and will notify the DOC and On-Duty CO as per Camp Delta SOP.

g. JDOG S3 will identify candidates for permanent NCO MP staff assignment to Delta Block; candidates will be interviewed and recommendations for assignment made by Behavioral Healthcare Staff to the JDOG S3.

h. The Delta Behavioral Healthcare Block NCO is the supervisor for all MPs assigned to the block. The Unit Nurse will brief the oncoming block NCO on relevant behavioral and safety issues and any special behavioral treatment plans in effect. The NCO will be responsible for briefing all oncoming shifts prior to the start of the shift on the operational specifics of the Delta Behavioral Healthcare Block and normal guard mount information. Any significant changes in treatment plans or a detainee's mental health condition will be briefed to the Block NCO as they arise.

30-3. Watch

a. There will be a minimum of one behavioral health staff present on the block at all times. The guard force should direct all questions regarding the behavior or status of a detainee to them.

b. A credentialed mental health provider will be designated daily for on-call purposes after normal working hours.

30-4. Crisis/Mass Casualty Response

a. Mass casualty situations can arise at any time and are rarely foreseen. The primary consideration in any crisis or mass casualty situation is security and safety.

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b. During a mass casualty situation not involving Delta Block detainees, one psychiatric technician will remain on the block and the remainder of unit behavioral healthcare personnel will respond to their assigned positions per the mass casualty plan. The guard staff and remaining psychiatric technician will exercise additional vigilance in detainee observation during this time.

c. While a mass suicide attempt may occur anywhere in the camp; detainees housed in the Delta Unit may be at higher risk due to the potential severity of their illness (e.g. psychosis) or the reckless or planned actions due to a severe personality disorder. The immediate action plan for a mass suicide attempt will be to sweep from one end of the Unit to the other and secure the extremities of detainees engaged in imminent self harm behaviors, with flexi cuff restraints, to points of their cells that would prevent acute acts of suicide. This is done as quickly as possible, however, the safety of the guard and medical staff is paramount as these coordinated behaviors may also indicate a clandestine plan to overpower staff. The JDOG S-3 will ensure that adequate flexi cuff restraints are readily available for this contingency.

d. In the event of a crisis/mass casualty on Delta Block the following immediate action plan will be followed:

- (1) The Video Monitoring MP will issue the brevity code to alert DOC and the On-Duty CO.
- (2) The Block NCO will organize the MP's into 2-3 soldier teams.
- (3) The spare keys from behind the monitoring room door, radios, and spare trauma sheers in nurses office will be secured to aid in entering cells.
- (4) Video Monitoring MP will contact the DOC via landline to ensure proper response is in route.
- (5) The block NCO coordinates operations on the block in a sweeping motion from one end of the tier to the other, prioritizing the detainees by the level of distress then directing MP teams to the appropriate detainee cell.
- (6) The Block NCO utilizes OC to stop detainees engaged in imminent self-harm behavior.
- (7) MP team enters the cell with flexi-cuff restraints and the detainees will be secured to the inside of the cell, on the floor, laying on their back with flexi cuffs to at least 2 points of the cell.
- (8) The minimum amount of force will be used to maintain complete control over the detainee.
- (9) In the event a detainee is cut down, one MP will stabilize the detainee's head while he is cut down. Then the detainee will be lowered to the floor and placed on his back, then secured.
- (10) The door to the detainees cell must be locked. Remember the primary concern is soldier safety.
- (11) If additional manning is required, the On-Duty CO will call Camp One IRF teams. If the On-Duty CO

is not on the block the DOC will be notified to call for the IRF teams.

(12) The Block NCO coordinates all activities on the block, ensuring un-necessary personnel and observers are not allowed on the tier and required personnel are being properly directed.

(13) The Behavioral Healthcare Service Manager and Delta MHF NCOIC will be notified as soon as possible.

(14) All personnel must be vigilant to a clandestine plan to overpower the guard and psych staff.

(15) All GF personnel file DA 2823, original with DOC, copy to GF NCOIC.

30-5. Non-Acute Section

a. The non-acute section is for detainees with severe mental illnesses that require an increased level of monitoring/care, detainees at increased risk for self-injurious behavior, and those detainees whose behavior is so maladaptive as to create a significant disturbance if housed in the general or segregated housing units.

b. The section's guard force provides security and first line observation of detainees with ready back up of behavioral health staff. Detainees who are at a particularly high risk of self-harm, (e.g. detainees who have had repeated suicide attempts or detainees who have just returned from the acute section), will have their cells marked with a red tag. The purpose of the red tag is to alert guard and behavioral health staff of detainees to be particularly observant of and have a lower threshold for further inquiry. These individuals can or have demonstrated a propensity to be very secretive or resourceful in their attempts to do self-harm. During times of crisis or other times of potential distraction, particular attention to cells marked with red tags is paramount. During these times of crisis, the Delta Block NCO will verbally and immediately assign either a guard to assume the responsibility of monitoring cells with red tags or task the Unit Nurse or Unit Psychiatric Technician to immediately assign a Behavioral Healthcare staff member to this task.

c. Cells with red tags will not have sheets. Large shower type towels will be provided only for shower purposes and will under no circumstances be allowed inside any cells. Detainees assigned to Delta MHF, both acute and non-acute, are issued small hand towels for use in their cells. These restrictions should help guard and behavioral health staff to quickly identify high-risk detainees who have these unauthorized and potentially dangerous items in their cell.

d. Behavioral health staff will conduct a visual check of detainees housed with red tags every two hours and document the detainee's activity utilizing the High Risk Observation form.

e. When the guard force is not able to redirect a detainee from behavior that is potentially self-injurious,

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e.g. head banging or scratching, or creating a significant disturbance, the guard force will contact the Unit Psychiatric Technician or Unit Nurse. If the Unit Psychiatric Technician is unable to redirect the detainee from potentially self-injurious behavior, the Unit Nurse will be notified.

30-6 Delta Acute Section and Self-Harm Precautions

The Acute Section is for those detainees at very high risk for self-harm and who require Self-Harm Precautions. A detainee on self-harm precautions is at high risk for suicide or other self-injury. They may suffer from poor self-control or a lack of coping abilities. They often deal poorly with anger and stress. Many try to manipulate others and their environment by threats of suicide and self-harm. They often engage in threats or actual self-injurious behavior, threats or actual harm toward others, anti-social and aggressive behaviors, and inappropriate sexual behaviors. Their behavior can be dramatic and highly unpredictable. The risk with these detainees is varying degrees of self-injurious behaviors, including suicide.

- a. Only Behavioral Healthcare providers, nurses and psychiatric technicians, or another credentialed medical provider can order Self-Harm Precautions. Only credentialed behavioral healthcare providers can discontinue Self-Harm Precautions.
- b. Detainees placed on self-harm precautions will be transferred into an acute cell on the Delta Acute Unit. If space is not available, the detainee will be placed into a restraint cell; if a restraint cell is not available the detainee will be placed on constant observation in cell 1 or 22 of the Delta Non-Acute section.
- c. Self-harm precautions will be in effect until the detainee is clinically stable, as determined by a credentialed provider, and safe to return to a less restrictive environment.
- d. Detainees who are on self-harm precautions that are scheduled for interrogation will have their clinical status and risk assessment verified by the licensed Behavioral Health staff prior to leaving the block. Detainees on self-harm precautions are generally not clinically stable enough to leave the block.
- e. All items are normally removed from the cell. Exceptions may be made by the Behavioral Health staff on a case-by-case basis. These exceptions will be documented on the Self-Harm Guidelines form.
- f. Detainee is to be given no items at any time that may be used for self-harm (such as razors, sharp objects, pens, pencils, nail cutters, etc.).
- g. Detainee will not be placed in the Segregation Unit.
- h. Return nothing to the detainee unless directed by Behavioral Health staff.
- i. Serve meals on Styrofoam plate with plastic spoon.

- j. MP staff on Delta Behavioral Healthcare Block will maintain a 1 staff to 3-detainee ratio while observing detainees on Self-Harm Precautions. The MP assigned to the video monitoring room on the “Observation of Self-Injurious Behavior Form”, every 15 minutes will complete documentation of the detainee’s behavior.
- k. Unless actively aggressive, detainees may shower per normal routine.

SELF-HARM PRECAUTIONS GUIDELINES

- (1) Behavioral Health staff may recommend the removal of Jumpsuit tops and pants, depending on the nature of the self-harm behavior.
- (2) Items may be given if approved by Behavioral Health Staff, and in accordance with the Authorized Items for Detainee Possession.

ITEM	LEVEL	INITIALS
Regular Blanket, No ribbon	1-4	
ISO mat	1-4	
Orange jumpsuit top	1-4	
Orange jumpsuit pants	1-4	
Orange shorts	1-4	
Flip-Flops	1-4	
Camp rules	1-4	
Finger toothbrush	1-4	
Toothpaste	1-4	
Mattress	1-3	
Koran	1-3	
Religious books	1-3	
Styrofoam cups	1-3	
Prayer cap	1-3	
Washcloths	1-3	
Prayer beads	1-3	
Perfume/oil from Chaplain	1-3	

30-7. Interview Cells

- (1) These cells were designed to provide security, increased monitoring and improved privacy. They allow detainees from the acute unit, non-acute unit or general population to be transported and turned over to Delta Block, Acute Unit and Behavioral Healthcare staff for new or ongoing mental health evaluations.
- (2) Detainees will be locked inside the cell but not shackled while in the cell.
- (3) The Unit Nurse will coordinate the use of escort teams with Escort Control. The escort teams will report to the Unit Nurse to ensure the teams understand any standing limitations on the block and that local and Camp SOP’s are followed.
- (4) Detainees from Delta block MHF will be escorted to the interview rooms by way of the rear Sally Gate. The escort team will remain with the detainee and ensure his safety and welfare.

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(5) The Video Monitoring Room MP will make the appropriate journal entry and monitor the interview cells to alert the Block NCO and escort teams to any possible problem. The Video Monitoring Room is not a substitute for vigilance on the part of the escort team.

30-8. Restraints and Seclusion

I. PURPOSE

To publish policy and guidelines for use of medical restraint and seclusion as a means of assisting a detainee in regaining control of his behavior to protect self, other detainees, guards and other staff.

II. BACKGROUND

- a. It is the policy of Detention Hospital, JTF GTMO to deliver proper and humane patient care to all detainees while observing basic human rights. Use of restraint temporarily restricts these rights. Restraint is used only for detainees who are at imminent risk of harming themselves or others. Restraint is to be used only after other less restrictive interventions have proven unsuccessful in efforts to control behavior.
- b. Restraint cannot be ordered PRN (as needed).
- c. When healthcare staff notes what they consider to be improper use of restraints, jeopardizing the health of a detainee, they communicate their concerns as soon as possible to the Detention Hospital Officer in Charge and the Detention Operations Center.
- d. The Chief of Behavioral Health Services is to be NOTIFIED/PAGED IMMEDIATELY ANY TIME A DETAINEE IS RESTRAINED, in order to obtain a formal order for restraints.

III. DEFINITIONS

a. Restraint: any method of physically restricting a person's movement, physical activity, or normal access to his or her body. Restraint is considered involuntary and is used as part of an approved protocol or as indicated by an individual's orders.

(1) Clinically-ordered restraints refer to measures taken as part of a medical or mental health treatment, which are designed to confine a patient's bodily movements, such as the use of leather cuffs and anklets.

(2) Custody-ordered restraints are to be used only by custody staff for security reasons. The health care staff does not participate in the restraint of detainees ordered by custody staff except for monitoring their health status.

b. Seclusion: refers to the placement (by health workers) of a patient in a bare room for the purpose of containing a clinical situation (e.g. extreme agitation, threatening behavior, assaultive behavior) that may result in harm to self or others.

c. Observation.

(1) Close observation. Staff should observe such a detainee at staggered intervals not to exceed every 15 minutes.

(2) Constant observation. Staff should observe such a detainee on a continuous, uninterrupted basis. Closed-circuit television can be used as a supplement to, but never a substitute for, such observation.

d. The standards do not apply to restraints imposed for correctional reasons or seclusion used for involuntary confinement for legally mandated but non-clinical purposes, such as confining a person facing serious criminal charges or serving a criminal sentence in a locked room.

e. Licensed Independent Practitioner (LIP). For the purposes of this directive, a clinician that is permitted by law and by the hospital to provide detainee care services without direction or supervision, within the scope of the individual's license and consistent with individually granted clinical privileges.

IV. INDICATIONS

a. Restraint is indicated in the following situations:

(1) When a detainee is in imminent risk of injuring self or others.

(2) A setting where the actions of such a detainee impede timely and adequate delivery of necessary or vital medical treatment.

b. Efforts must be made to determine and treat the cause of the patient's behavior necessitating restraint. Restraint is not to be used as a substitute for direct care, observation, or medical intervention. Restraint or seclusion is not a form of discipline.

c. Prior to application of restraint appropriate alternatives or less restrictive means must be considered or attempted. Less restrictive measures may include increasing detainee-to-staff interaction, special watches, closer supervision, distraction, medications, negotiation, problem solving, redirection, removal from the area, and social conversation. At no time will less restrictive measures justify endangering other detainees, staff, guards or delay timely medical treatment.

d. Removal of restraints is done in an orderly sequence, 4 point -> 3 point -> 2 point -> release, which allows the detainee opportunity to regain and maintain internal control. At no time will a detainee be restrained by only one limb. Behavior to be evaluated for release from restraints may include:

(1) The detainee is able to listen and follow directions

(2) The detainee agrees not to harm self or others

(3) There is no further verbal abuse or profanity

(4) The detainee exhibits calm behavior with no attempts to fight or pull restraints

(5) There is clinical evidence that sedation has taken effect

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(6) There are visible and verbal signs that demonstrate that agitation is resolved or greatly diminished
e. When restraint is terminated early and the same behavior re-emerges, restraint may be reapplied under the original order within the time limits of the order if alternative means are not effective in controlling the behavior.

V. PRACTICE AUTHORITY

A licensed independent practitioner orders the use of medical restraints or seclusion. When the LIP is not immediately available, a psychiatric nurse, a registered nurse or a psychiatric technician may initiate the use of restraint or seclusion before an order is obtained from the LIP. As soon as possible, but no longer than one hour after the initiation of restraint or seclusion, a qualified registered nurse notifies and obtains an order (verbal or written) from the LIP and consults with the LIP about the patient's physical and psychological condition.

a. Attending Physician/Psychologist. The LIP who is primarily responsible for the patient's ongoing care, or another LIP when the primary LIP is not available, conducts an in-person evaluation of the patient within 4 hours of the initiation of restraint or seclusion for patients ages 16 and older and within 2 hours of initiation for adolescents ages 15 and under.

At the time of the in-person evaluation, the LIP:

(1) Works with the patient and staff to identify ways to help the patient regain control;

(2) Makes any necessary revisions to the patient's treatment plan; and

(3) If necessary, provides a new written order.

a. The LIP conducts an in-person evaluation of the patient within 24 hours of the initiation of restraint or seclusion, if the patient is no longer in restraint or seclusion when an original verbal order expires.

b. Registered Nurse. Responsible for ongoing observation of a restrained or secluded detainee, assessment of the physical and emotional needs of the detainee, re-evaluation of the need for continuation of restraint or seclusion, documentation, and supervision of hospital corps staff.

VI. CRITICAL ELEMENTS

a. Assessment of the detainee before, during and after application of restraint must include the following:

(1) Behavioral Factors.

(a) Contrast observed behavior to previous behavior. Compare to baseline if known.

(b) Evaluate for specific behaviors such as impulsiveness, high energy levels, and self-neglect.

(2) Mental Status Factors.

(a) Look for cognitive impairments such as deficits in attention, memory, or ability to follow simple one, two, or three-step commands.

(b) Evaluate comprehension and ability to follow instructions and treatment plan.

(c) Consider ability to interpret the environment accurately and the level of perceptual or sensory distortion.

(d) Assess for the presence of psychotic symptoms, such as hallucinations or delusions.

(e) Assess judgment to determine if it is adequate, limited, or impaired.

(3) Biological Factors.

(a) Consider medication.

(b) Consider the potential side effects or potentiation of adverse effects when medications are combined.

(c) Consider electrolyte disturbances, hematological deficits, hypoxia, dehydration, liver or kidney failure, thyroid dysfunction or other metabolic disturbances.

(d) Consider extreme physical debilitation with age or illness.

(4) Environmental Factors.

(a) Consider noise level, inadequate or excessive light, over stimulation from multiple strangers in the patient's environment, and changes in diet.

b. Application of restraint is done in a humane manner that affords the detainee as much dignity and safety as possible. Guard staff applying the restraint will be knowledgeable in the use of this intervention, familiar with the equipment and trained in the application, monitoring and release protocols. Detainees will be restrained for medical purposes in specially designed cells located on the Delta Behavioral Healthcare Service unit. When these are not available, for example if all available safety cells are occupied, then detainees requiring restraint or seclusion will be restrained in other cells located in the BHS unit. If in extreme circumstances, no cells are available on the BHS unit, detainees will be restrained in cells 1 and 48, of the closest available cellblocks. All detainees who are in restraints will be placed on constant observation by medical personnel who have been trained on restraint monitoring procedures. Medical personnel will document the detainee's behavior every 15 minutes. All detainees placed in seclusion will be placed on close observation and observed by medical personnel; after the first hour, guard personnel using video equipment may continuously monitor a detainee in seclusion. . When considering restraints always:

(1) Attempt less restrictive measures first.

(2) If less restrictive measures are ineffective, assemble adequate staff and guards to complete the restraint.

(3) Restraints will be used per manufacturer's instructions.

(4) Apply restraint to the appropriate body part. Do not apply restraint to only the lower limbs or to only one limb due to risk of injury. Allow whatever freedom of movement is possible while achieving the desired

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effect. Maintain proper body alignment and ensure patient comfort.

(5) When placing a compliant/cooperative detainee in 4-point restraints the following plan will be closely adhered to:

The detainee is escorted to the restraint room in a three-piece suit.

The detainee is placed in the prone position on the restraint table.

Soft restraints are applied to the legs first. The legs are restrained to the end of the restraint table, not the sides.

This limits the detainee's ability to injure himself or others. Do not remove the shackles yet.

The left hand is restrained next. The detainee is rolled on his right side and the hand is un-shackled. A soft restraint is applied and the hand is secured to the restraint table at the detainee's waist level.

The right hand is restrained next. The detainee is rolled slightly on his left side and the shackle removed.

The soft restraint is applied and the right hand is secured to the restraint table above the detainee's head/shoulder level.

The restraints are double locked.

Leg shackles are then removed.

The belly chain is unlocked, and then removed.

Behavior Healthcare Staff must evaluate the detainee to ensure proper circulation and correct detainee body alignment prior to securing the restraint room door.

If the detainee continues to act out or continues to be a danger to himself, a fifth-point can be applied. The canvas belt is run under the restraint table and under the left arm of the detainee then through hard point on the table. The wide canvas portion of the fifth-point is aligned over the detainee's shoulder blades and then "snugged." Be very cautious not to restrict the detainees breathing. The fifth-point functions to stop the detainee from striking his head on the restraint table.

It is understood that an uncooperative detainee will be placed in restraints in the most expeditious and safety conscious manner. Soldier safety is paramount. But the above listed steps should be followed as closely as possible while restraining a combative detainee.

c. Monitoring and Patient Care.

(1) The monitoring process addresses physical and emotional needs of the detainee. This monitoring includes simple observation, vital signs, circulation checks, observation of the extremities, range of motion, emotional and physical response to restraint, food, hydration, and toileting needs. Other monitoring will be done, as needed based on individual needs.

(2) Detainee Care Minimum Intervals.

(a) Constant Observation. Medical personnel will constantly observe a detainee in restraints.

(b) Every 15 minutes. Medical personnel will monitor detainees in seclusion every 15 minutes for the

first hour of seclusion, thereafter, if clinically indicated the detainee, in medical seclusion, can be monitored via video by guard personnel.

(c) Every One Hour. Circulation Checks of each restrained limb.

(d) Every Two Hours.

-Fluids must be offered, or more frequently as requested.

-Restroom use must be offered, or more frequently as indicated. If the detainee is combative or unpredictable, a plastic bedpan and/or urinal must be provided for use.

-Restraints must be removed from each limb, one at a time, to perform range of motion exercises at least this frequently.

-For detainees in seclusion, medical personnel will physically observe the detainee.

(e) Every Four Hours.

-Vital Signs

-Meals must be served at regular meal times using paper and plastic products.

(f) Detainees will not be removed from restraints to go to shower and exercise call. Do to the unique nature and dynamic situation, taking a detainee out of restraints for shower and exercise then returning to restraints is counter productive. The intent of restraining the detainee is to secure him from further self-injurious behavior or until he can gain control of himself, placing a detainee in a shower or exercise yard would only serve to further exacerbate the situation.

(g) Other Interventions.

-Extra staff and security can be called to assist with detainee care, as needed to maintain detainee and staff safety.

-An RN or Psychiatric Technician will assess the detainee's behavior for release from restraint as soon as the detainee demonstrates that internal control has been regained.

-The OIC, Detention Hospital, will be notified when detainees are restrained or secluded for longer than 12 hours. Thereafter the OIC will be notified every 24 hours if the restraint or seclusion continues. Detainees remaining in restraint or seclusion for 72 continuous hours or more than four times in any seven-day period will be monitored through a meeting of the responsible LIP, nursing, and corps staff to consider alternative approaches, such as: changing clinical treatment plan, changing medications or doses; and/or utilizing different behavioral interventions.

d. Documentation.

(1) The documentation requirement for a detainee requiring restraint must incorporate the critical elements of assessment, application and monitoring, and reflect concern for the detainee's human needs and preservation of dignity.

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(2) Each time a restraint is applied or seclusion initiated the following will be documented by an RN or Corpsman:

- (a) Time and date restraint is applied.
- (b) The detainee's behavior, verbalization or actions that lead to the need for external control.
- (c) The types of less restrictive intervention that were attempted before restraint was applied and the detainee's response to these less restrictive measures.
- (d) The detainee's response to the restraint.
- (e) The name and rank/rate of the staff member who placed the detainee into restraint or seclusion.

(3) A note by an RN or Corpsman must be documented every 2 hours containing the following:

- (a) The detainee's condition and continued need for restraint or seclusion.
- (b) The plan for assisting the detainee to regain control and move to a less restrictive environment.
- (c) The detainee status of hygiene, nutrition and safety maintenance.

VII. DOCTOR'S ORDER

a. **THE USE OF PRN ORDERS WHETHER INDIVIDUAL OR AS PART OF A PROTOCOL FOR DETAINEES WITH PRIMARY BEHAVIORAL HEALTH NEEDS IS PROHIBITED.**

b. A doctor's order for restraint or seclusion must be written or verbally obtained from the LIP within one hour of initiating restraint, and if verbal, must be signed within 4 hours. All orders for restraint are "time limited." The LIP who is primarily responsible for the patient's ongoing care, or another LIP when the primary LIP is not available, conducts an in-person evaluation of the patient within 4 hours of the initiation of restraint or seclusion for patients ages 16 and older and within 2 hours of initiation for adolescents ages 15 and under.

(1) Restraint and Seclusion orders for detainees with primary behavioral health needs are valid for 4 hours for patients 16 and older, 2 hours for adolescents 15 or under.

(2) Reevaluation of the patient in Restraint or Seclusion. By the time the order for restraint or seclusion expires, the patient receives an in-person reevaluation conducted by the LIP primarily responsible for the patient, another LIP when the primary LIP is not readily available or a registered nurse. In conjunction with the reevaluation of the patient, a new written or verbal order is given by the LIP and is time limited per paragraph VII, b. (1). A LIP conducts an in-person reevaluation at least every 8 hours for patients 16 and older and every 4 hours for adolescents 15 and under.

(3) The initial Doctor's Note detailing the use of restraints can reflect:

- (a) The behavior the detainee displayed necessitating restraint.
- (b) All lower level interventions attempted prior to the detainee being restrained.
- (c) The detainee's response to restraint.
- (d) Plans for assisting the detainee to regain control.

VIII. TRAINING

a. Initial and ongoing training on restraint and seclusion for block personnel will be conducted as needed by the Behavioral Healthcare Service and Block NCOIC.

IX. PERFORMANCE IMPROVEMENT.

Seclusion and Restraint is a difficult, high-risk patient care intervention. Review of policies and procedures should occur no less than annually. After each incident an After Action Review will take place. This is the ideal forum to address issues and resolve shortcomings.

30-9. Video Monitoring Station

- a. The video monitoring station will be manned by one guard at all times when there is a least one detainee on the acute section of delta block, this includes detainees in the acute, restraint, seclusion or interview cells.
- b. The guard on video monitoring duty will not be given any other tasks nor distracted from his or her primary duty of video observation.
- c. The guard on video monitoring will have a means of communication (e.g. radio) readily available to contact the guards standing duty or watch on the acute section floor regarding any concerning behavior.
- d. Documentation of behavior for those detainees on Self-Harm Precautions will be completed by the guard assigned to the video monitoring station, every 15 minutes.
- e. Guards on video monitoring will be rotated at an interval not to exceed every two hours. They must be taken off monitoring duty for a minimum of 30 minutes before being allowed to return to duty at the monitoring station.
- f. The Video Monitoring Position will not be used as a place to employ soldiers on profile, or those otherwise unable to perform the regular duties of a block guard.

30-10. Detainee Behavioral Management Matrix

Detainees with mental illnesses often present behaviors that are very difficult to manage. They often have poor impulse control, ineffective coping skills and may be at an increased risk for self-injurious behaviors. The Delta Behavioral Healthcare Block Behavior Management Matrix takes this into consideration. The matrix is intended to assist the detainee in maintaining appropriate behavior and to facilitate consistency

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between the MP's and Behavioral Healthcare Service staff.

a. When a detainee assigned to Delta Block commits a camp rule infraction, or an offense listed in Delta Block Behavior Management matrix, the Block NCO and the Behavioral Healthcare Staff will be notified.

b. The Block NCO in conjunction with Behavioral Healthcare staff will:

(1) Review Delta Block Behavior Management matrix and locate the offense on the list. If the offense is not listed, attempt to categorize a similar offense, or an offense of comparable severity to the offense committed by the detainee.

(2) Review the discipline record of the detainee to determine the detainee's previous discipline history.

(3) Behavioral Healthcare Service staff will review the detainee's medical and psych history.

(4) General population behavioral management.

a. Once a detainee has been accessed by Psych personnel and the behavior is determined to be manipulative, and/or malingering in nature, Psych personnel may or may not transfer the detainee to Delta block. In the event the detainee remains in general population, Psych personnel will make the determination to remove items specified in MFR for a minimum of 5 days.

b. If Comfort items and/or Basic issue items are removed and the detainee remains in general population, Psych personnel will submit an MFR through the DOC, in order to track the date for return of it in DIMS.

c. Psych personnel will monitor detainee's condition during the Basic issue and/or Comfort item removal period.

(5) Block NCO, in conjunction with Behavioral Healthcare Service staff, will formulate a plan of corrective action based on the Delta Behavioral Healthcare Block Behavior Management Matrix that addresses the detainee's behavior. Mental Health considerations will be taken into account when the detainee's clinical state has affected the detainee's judgment to the extent that disciplinary measures would be felt inappropriate or would be contradictory to the detainees written clinical treatment plan.

(a) If several offenses were committed at the same time, do not add all discipline measures together to determine the discipline. Instead, use the severity level of the highest severity level offense committed to determine the discipline number on the grid.

(b) When a behavior management measure is applied to a detainee, he will be notified of the reason for the measure, the type of behavior management measure and the length of time this is to be in effect.

(c) The Block NCO is responsible for updating the Delta Block Status Report when changes are made in a detainee's status (i.e. loss/reward of Comfort Items or

change in level). The Delta Block Status Report will be posted at both ends of Delta Block and in the Nurse's Station.

Delta Block Behavior Management Matrix

Offense	Category
Provoking words or gestures	I
Possession of contraband (i.e. food, etc)	I
Unauthorized communication (i.e. Yelling or disturbing the block)	I
Flooding cellblock	I
Failure to follow camp rules (i.e. Tampering with the cameras)	II
Failure to follow MP instructions	II
Conveying a threat	II
Damage to property	II
Tampering with locks or restraints	III
Possession of a key	III
Throw/spit at/on another person *	III
Exposure of self for sexual gratification	III
Assault (i.e. Hostile act or threat)	IV
Inciting a riot	IV
Possession of dangerous contraband (i.e. Shank, club, other dangerous item)	IV
Fighting	IV
Bribery/attempted bribery	IV
Sexual relations	IV
Attempted escape	IV
Throw urine/feces at/on another *	V
Aggravated assault (object or weapon used)	V
Battery (aggravated or otherwise)	V
Escape	V

* MP and Behavioral Health staff that have had saliva, urine or feces spit/thrown to non-intact skin or in the eyes/mouth will complete a Blood/Body Fluids Exposure (SF600 overprint) located in the Delta Block nurse's station and report to the JAS within 24 hours for further evaluation and treatment as per Detention Hospital SOP. Blood to blood exposure requires the individual to immediately report to the JAS with the Blood/Body Fluids Exposure form. Behavioral Health staff will evaluate the clinical need for Seclusion / Restraint. If indicated, the on-call provider will be notified. See Section 30-7.

Category	Behavior Management Measure
I	Loss of Comfort Items x 1 day (except for basic issue items listed on the comfort items sheet.)
II	Loss of Comfort Items x 2 days (except for basic issue items listed on the comfort items sheet.)

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III	Loss of Comfort Items x 3 days (except for basic issue items listed on the comfort items sheet.) Drop of one level.
IV	Loss of Comfort Items x 10 days (except for basic issue items listed on the comfort items sheet.) Drop of two levels.
V	Loss of Comfort Items x 15 days (except for basic issue items listed on the comfort items sheet.) Automatic drop to Level IV.

Category I – III offenses will be documented on a GTMO 508 and maintained by the Block NCO. If a drop in level is indicated, the new level will be in effect for 30 days. Increases in level may be earned after 30 days with no infractions.

If a weapon or other items were used in the offense, they will be documented on the Evidence/Property Custody document (DA 4137) and forwarded to DOC. The on-call Behavioral Health provider will be notified of the offense and will determine whether the clinical state of the detainee has affected his judgment to the extent that disciplinary measures would be inappropriate or contradictory to the detainee’s written clinical treatment plan.

(d) The determination of behavior management measure and a plan for its implementation will be completed in a timely manner, not to exceed three hours from the time of the infraction.

(e) Detainees assigned to Delta MHF will not be transferred to segregation. The Segregation Units are currently not capable of meeting the unique needs of Delta Block detainees.

(f) The Block NCO, in conjunction with On-Duty Behavioral Healthcare Service Officer, will approve all discipline measures and will check the “recommended” block of the GTMO Form 508, and sign as witness and individual notifying detainee.

(g) Notification to the chain of command will be made for any situations involving unusual circumstances, and for any use of force beyond use of verbal direction or show of force.

(h) Do not confiscate or provide any comfort item unless it is for discipline, self-harm, or at the direction of Behavioral Healthcare Service staff, per SOP, or at the direction of the Block NCO.

h. When comfort items are taken from a detainee they will be placed in a box over the detainee’s cell. Wet items will not be placed in the detainees box until they are dry. The outside of the box will be marked with the detainee’s ISN. Items will not be returned to the detainee until the length of discipline is completed or at the written direction of Behavioral Healthcare Service staff.

30-11. Oleoresin Capsicum (OC) Use

a. Due to the unique nature and requirements of the Delta Behavioral Healthcare Block, the permanently assigned Delta Block NCOs are authorized to carry and utilize OC to intervene in acts of self-harm.

b. The use of OC will only be used to stop a detainee committing acts deemed to be an immediate threat to the detainee’s well being.

c. Prior to utilizing OC, coordination will be made with Behavioral Health Staff whenever feasible so that a follow on plan is established for the detainee. This will normally consist of decontamination and movement to a restraint or seclusion cell within the Delta Acute Block.

d. Should prior coordination not be feasible due to exigent circumstances, the Block NCO will notify the Behavioral Health staff at the earliest opportunity.

e. Detainees will be secured and decontaminated following any use of OC. The detainee will be secured in a three-piece suit and escort to the exercise yard for decontamination.

f. The use of OC will be reported to the on-duty CO.

g. The Block NCO will complete a sworn statement concerning the use of OC spray. The company commander will subsequently complete actions as required in the notification matrix (SPOTREP to JOC, blotter entry, and Incident Report completed).

h. If feasible, prior to the use of OC, the brevity code should be transmitted via radio communication to the DOC and ON-Duty CO. If the situation dictates, the brevity codes will be called IMMEDIATELY after OC is used and the detainee is out of imminent danger.

30-12. Shower and Exercise

a. Delta Block will utilize the following schedule for shower and exercise.

	MORNING	AFTERNOON
SUNDAY	NONE	NONE
MONDAY	D1-D8	D9-D16
TUESDAY	D17-D22	DA1-DA17
WEDNESDAY	D1-D8	D9-D16
THURSDAY	D17-D22	DA1-DA17
FRIDAY	D1-D8 LEVEL I	D9-D16 LEVEL I
SATURDAY	D17-D22 LEVEL I	DA1-DA17 LEVEL I

b. Shower and exercise call will be conducted in conjunction with each other. The Block NCO will be responsible for ensuring all Level 1 detainee’s receive shower and exercise three times per week and each Level 2, 3, and 4 detainees receive shower and exercise twice per week, unless the detainee is on disciplinary measures that include no exercise.

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c. Allow each detainee 30 minutes for exercise. Allow five minutes to shower immediately after exercise.

d. Delta Block detainees on self-harm precautions WILL NOT be given a razor to remove body hair. If it is determined the detainee is authorized use of a razor the below guideline will be followed.

(1) The detainee will receive a safety razor.

(2) The guard will monitor "eyes on" the detainee at all times while in possession of the razor. Block personnel will ensure the razor is returned, intact as soon as the detainee has completed shaving.

(3) An additional five minutes will be given for the detainee to remove body hair.

(4) Only allow shaving of body hair on the first rotation of each week (Monday and Tuesday).

(5) At no time will a detainee be in possession of both a razor and nail clippers. Nail clippers will be given in the shower only.

(6) All detainees are authorized the use of a comb. Combs will be issued during shower and accounted for and returned prior to the detainee returning to his cell. The comb will be placed in a zip-lock bag and maintained in the detainees cell file. The detainees ISN will be printed on the outside of the plastic bag. Detainees are not permitted to share a comb as this presents a hygiene issue.

(7) Ensure the razor is returned, **intact**, as soon as the detainee has completed shaving.

(8) In the event the detainee has damaged the razor the Block NCO will immediately be notified. A thorough search of the shower area and the detainee will be conducted. The supervising guard will complete a DA 2823; Sworn Statement, for disciplinary measures. The damaged razor will be collected and a DA 4137; Evidence/Property Custody Document, will be completed by the supervising guard. The Block NCO will be responsible for ensuring the proper forms are filed out correctly.

(9) At no time will a detainee, with a razor, be permitted to overly obstruct the view of the supervising guard (i.e. towel, shirt) beyond the detainee's cultural need for modesty. This will be a judgment decision for the block guard.

(10) In the event the detainee refuses to return the razor, or the razor is returned damaged and the blade, or part of the blade, is missing the DOC, CO, and Behavioral Healthcare Service staff will immediately be notified. The minimum amount of force will be used to regain possession of the razor.

e. During shower and exercise, female MP's can escort detainees to the rear of the block. However, female MP will not enter the shower and exercise area. In the event of an emergency, the Block OIC, NCOIC, or senior MP can over ride this policy on the block at the time of the emergency.

f. Track refusals in DIMS.

g. Search the refusing detainee's cell.

h. No detainee may perform hand-to-hand combat or martial arts type PT, either organized or individually, in the exercise yard or their cell.

i. Amputees will receive their normal exercise time and any additional time if prescribed by a doctor. Detainees who use a walker may take the walker with them to the exercise yard.

j. Level 1 detainees will be taken to and from the shower and exercise yard in handcuffs secured by a waist belt (Velcro restraints). They will not have leg irons placed on them.

k. Detainees may be shackled in the standing position. In the event a detainee is not shackled in the standing position the Block NCO will be responsible to ensure the incident is documented by DA Form 2823 and entered into DIMS.

l. Fingernail length will not exceed the finger-tip. In the event a detainee on self-harm precautions is in violation of this policy the following procedure will be followed:

(1) The detainee will be shackled in a three- piece suit.

(2) 2 MP escort team will escort the detainee to a restraint room.

(3) The detainee will be issued the nail clippers by the Block NCO, while the 2 person MP escort team maintains positive control of the detainee. The Three-piece suit will not be removed until the detainee is returned to his cell.

30-13. Dispensing of Prescribed Medication and Medical Sick call Procedures

a. Detainees on Delta Block who have prescribed medications will have those medications dispensed to them by Behavioral Healthcare Service staff certified in medication administration. BHS staff will ensure appropriate actions are taken to prevent cheeking of medications. All medication refusals will be documented and brought to the attention of the Unit Nurse. In the case of psychotropic medications the psychiatrist will be contacted within two days of the initial refusal; for non-psychiatric medications the unit nurse will contact the medical clinic nurse or physician for further guidance.

b. The Block NCO will ensure that all detainees with medical/physical complaints are placed on the Medical Sick call List in DIMS by 0600 each morning. Detainees may be evaluated/treated either in their cell or transported to the Delta Medical Clinic at the discretion of the Medical staff.

c. For medical issues of a non-routine nature the Unit Nurse may contact the psychiatrist.

d. For medical issues of an acute or potentially serious nature the Unit Nurse will coordinate transfer to the

medical clinic where adequate medical triage can be performed.

e. Under no circumstances will GF personnel dispense any form of medication.

30-14. Medical Records

a. Medical Records for detainees housed on Delta Behavioral Healthcare Block will be kept in the Nurse's Station.

(1) If a particular detainee requires medical care at Delta Medical Clinic or Detention Hospital, the Medical Record will be delivered to the clinic by BHS staff.

(2) The Medical Record will be returned to Delta Block by BHS or Medical staff. The Behavioral Healthcare RN will transcribe any necessary doctor's orders.

b. Medical Records for detainees on Behavioral Healthcare Service, but not housed on Delta Block, will remain at the Delta Medical Clinic.

(1) All Behavioral Healthcare documentation will be kept in a convenience record on Delta Block.

(2) The Medical Record will be annotated, on the Summary of Care form, to indicate that a particular detainee is on Behavioral Healthcare Service and that a convenience record exists on Delta Block.

(3) Behavioral Healthcare Service staff will obtain the Medical Record from the Delta Medical Clinic if needed for Psychological evaluations or for Treatment Team meetings.

30-15. Combat Stress Reactions

Guard or behavioral healthcare staff exhibiting signs or symptoms of combat stress reactions will be referred to the Combat Stress Control team. DH behavioral healthcare staff will provide no treatment beyond normal unit leadership.

After a Serious Incident, leadership on the block should evaluate the circumstances surrounding the situation to determine if Combat Stress should be notified for soldier counseling.

30-16. Interpreters

Every effort will be made to consolidate visits by interpreters through coordination between guard and behavioral healthcare staff.

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Chapter 31**Supply Operations****31-1. Waste Disposal**

a. Kvaerner is scheduled to pick up trash seven days a week. Dumpsters for Camps 1 and 2 are located next to Sally Port 7. Dumpsters for Camp IV are located near the Detention Hospital. If trash is not picked up according to schedule, report it to the JDOG S-4 or call the contractor helpdesk at X-4424.

b. In the event that dumpsters become full before scheduled pick up, utilize another dumpster within the camp. If the camp dumpsters are full, utilize the dumpsters in the north parking lot. If all dumpsters are full, report it to the JDOG S-3 for coordination of corrective action.

c. Trash placed outside of the dumpster will not be picked up by the contractor. All boxes must be broken down to maximize space.

d. No HAZMAT or Biohazard materials will be placed in the dumpsters. Contact the JDOG S-4 for assistance or call the following numbers: X-4077 or X-4220 for additional instructions.

e. Metal and wood are to be placed in designated containers labeled for metal and wood items only. For safety and recycling purposes, do not mix these items with regular trash.

f. MPs are responsible for daily police call around the dumpsters to collect any trash that may have fallen during pick up by contractor.

31-2. Camp Supply Rooms

a. MREs and laundry will be issued from Camp Delta Supply Room between 0900 and 1100 hrs and between 1400 and 1630 hrs on Mondays thru Wednesdays. MREs only will be issued between 0900 and 1000 hours on Thursdays thru Saturdays.

b. MREs and laundry will be issued from Camp II Supply Room between 0900 and 1100 hrs and between 1400 and 1630 hrs on Thursdays thru Saturdays. MREs only will be issued between 0900 and 1000 hours on Mondays thru Wednesdays.

c. Sundays will be as follows: 0900 – 1000 for CP-1 and 1000 – 1100 for CP2

d. Unused clean laundry needs to be returned to the supply room during regular duty hours or placed in the clean laundry storage shed after normal duty hours.

e. Dirty laundry must be placed in white mesh laundry bags, placed in garbage bags, and then returned to the dirty laundry storage shed.

f. Blankets will be issued as needed from the clean laundry storage shed at Camp I and from the supply room at Camp II utilizing the same hours as above. Contact the supply person in the Camp for any additional assistance.

g. All detainee supplies will be issued in accordance with the above schedule.

h. The SOG or a designated soldier of each camp will control the keys to the supply rooms. The SOG or designated soldier will be the only one authorized access to the supply room after duty hours. The SOG or designated soldier must document all items taken from the supply room after hours.

31-3. Supply Requests

a. Each staff section will submit supply requests to the JDOG S-4 for their section. Supply requests for the blocks or the DOC will be filled out by the DOC and submitted to the Detainee Services Branch who will forward the request on to the JDOG S-4.

b. The OIC of each section must sign each request before it is submitted to the JDOG S-4.

c. When a supply requests is filled for the JDOG S-3, the supplies will be brought to the Camp Delta supply room. The Detention Services Branch will be notified when the supplies are delivered.

31-4. Computer Requests

All requests for computers will follow the same process as supplies.

31-5. MRE Sanitization

a. Supply personnel will sanitize MREs prior to delivery to Camp Delta. Each MRE will have items removed from them that are considered harmful to the waste disposal system of Camp Delta.

b. Detainees will be fed one of four MREs. The MREs are numbers 11, 12, 13, and 14.

c. Below is a list of the contents of the MREs that must remain in each MRE.

(1) For MRE #11, the following items will be in the MRE pouch:

- (a) Crackers (wrapped)
- (b) Pound Cake (wrapped)
- (c) Spoon (without plastic wrapper)
- (d) Peanut Butter (wrapped)
- (e) Pasta with Vegetables in Tomato Sauce (wrapped in packet, no cardboard)
- (f) Peaches (wrapped)
- (g) Ice tea drink mix (wrapped)
- (h) Toilet paper with brown wrapper
- (i) Salt packet
- (j) Moist Towelette

(2) For MRE #12, the following items will be in the MRE pouch:

- (a) Crackers (wrapped)
- (b) Pound Cake (wrapped)
- (c) Spoon (without plastic wrapper)
- (d) Peanut Butter (wrapped)
- (e) Black Bean and Rice Burrito (wrapped)
- (f) Pears (wrapped)
- (g) Ice tea drink mix (wrapped)
- (h) Toilet paper with brown wrapper
- (i) Salt packet

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- (j) Moist Towelette
- (k) Fruit Bar
- (3) For MRE #13, the following items will be in the MRE pouch:
 - (a) Crackers (wrapped)
 - (b) Pound Cake (wrapped)
 - (c) Spoon (without plastic wrapper)
 - (d) Peanut Butter (wrapped)
 - (e) Cheese Tortellini in Tomato Sauce (wrapped)
 - (f) Applesauce (wrapped)
 - (g) Ice tea drink mix (wrapped)
 - (h) Toilet paper with brown wrapper
 - (i) Salt packet
 - (j) Moist Towelette
- (4) For MRE #14, the following items will be in the MRE pouch:
 - (a) Crackers (wrapped)
 - (b) Pound Cake (wrapped)
 - (c) Spoon (without plastic wrapper)
 - (d) Peanut Butter (wrapped)
 - (e) Pasta with Vegetables in Alfredo Style Sauce (wrapped)
 - (f) Peaches (wrapped)
 - (g) Ice tea drink mix (wrapped)
 - (h) Toilet paper with brown wrapper
 - (i) Salt packet
 - (j) Moist Towelette
 - (k) Fruit Bar
 - (j) Peanuts, shelled roasted (wrapped).

31-6. Equipment Turn-In

- a. All items on the DA 3161 must be turned-in and may not be discarded. If discarded without documenting the disposal, the individual will become financially liable for the equipment.
- b. Turn-in of equipment on the DA 3161 will follow the this procedure if no replacement is readily available from the supply room:
 - (1) The individual turning in the equipment creates a DA 2062 with the item to be turned in on it.
 - (2) The individual takes the DA 2062 and the item to the turn-in point and the turn-in point signs for receipt of the equipment.
 - (3) The supply room will direct where to place put the inoperable equipment.
 - (4) The DA 2062 is then copied. The original will go with the DA 3161 for that post and the soldier responsible for the post will keep the copy in the event the original is lost.
 - (5) When a replacement arrives, the supply room will be given the original DA 2062. If the original does not exist, the copy must be given to them.
- c. Turn-in of equipment on the DA 3161 will follow the this procedure if a replacement is readily available from the supply room:

- (1) The item to be turned in will be taken to the supply room.
- (2) The supply room will give an equivalent item to the individual.
- (3) No paperwork is required.
- d. The following is a list of special equipment that is on a DA 3161 that will not be turned in to the supply room:
 - (1) Computers
 - (2) Mag-lites
 - (3) Power Supply
 - (4) Pass-on Books
 - (5) Locks
 - (6) Metal Detectors
 - (7) Radios
 - (8) Surge Protector
 - (9) Radio Batteries
 - (10) Air Conditioner Remotes
 - (11) Radio Battery Charger
 - (12) Shackles
 - (13) Hand Cuffs
 - (14) Waist Belts
 - (15) Keys

e. All locks, shackles, handcuffs, waist belts, and keys will be turned into the Detention Operations NCO.

f. All computers will be left in place if inoperable. DOC is to file a trouble ticket with the SysAdmin of the JDOG DSB. If the SysAdmin position is not filled, the request will be sent to J-6.

g. All Mag-Lites, power supplies, pass-on books, metal detectors, radios, surge protectors, radio batteries, air conditioner remotes, and radio battery chargers will be turned in to the DSB.

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Chapter 32

Emergency Action Plans (EAPs)

32-1. Attempted/Actual Self -Harm

a. The brevity code for a self-harm incident is "SNOWBALL". The block NCO of the affected block will call the code three times over the radio with the block and cell number.

b. The block guard who first identifies a detainee attempting a self-harm act or a detainee who is in the midst of a self-harm act will immediately notify the block NCO.

c. The roving sally of the effected camp will secure (1) pair of bolt cutters for the block NCO from the causeway guard shack. Additionally, the Roving sally will open the outer gate of the effected block for access of emergency personnel. All personnel on the block will cease current operations and movements, move detainees back to their cells, exercise yard, shower or closest available empty cell and secure them. The personnel assigned to that block will move to the cell where the incident is occurring. All non-essential personnel, i.e., Escorts, VIP's, Chaplains, etc., will immediately move off the block into the causeway to ease foot traffic through the block during the incident.

d. If the detainee's condition is or becoming life threatening, and only two to three block guards are available, they will form an entry team and enter the cell to secure and attend to the detainee. The guards do not have to wait for the IRF team, they can take immediate action if the block NCO, according to his/her best judgment, deems he/she can control the situation to secure and safeguard the detainee.

e. Block NCO responsibilities:

(1) safety and security of the MP's is the number one consideration. Most instances the threat will be minimal; however the block NCO must make a competent decision when determining the risk to MP personnel.

(2) ensure all other detainees are secured in their respective cells, the exercise yard, shower and/or any available cell. Note if a detainee is placed in a cell other than his own and notify DOC when the situation permits.

(3) ensure the interior gate of the block sally port is open to allow the expeditious entry of any emergency personnel. The Block guard walking the block will have keys and shears on him/her while walking the block. The Block NCO will obtain the "Snowball Kit" and proceed to the affected cell.

(4) ensure that at least one person is still walking the block and maintaining observation of the rest of the block.

(5) assess the situation, assume the position of the entry team leader, provide a quick brief to his/her team on his/her course of action to stop the self-harm incident IAW the ROE and RUF policies for Camp

Delta. If Block NCO is not available, first Guard on scene has to be able to assess the situation and make quick decision. Cell entry will follow Operation Snowball Training Guideline.

(6) ensure the detainee is safe and secure until medical personnel arrive.

(7) provide the SOG/PL/CO with the SITREP upon their arrival.

(8) secure the cell where the incident has occurred to prevent tampering of potential evidence until BHS and MPI have released the cell back to the control of the block NCO.

(9) ensure any detainees who were temporarily placed in cells other than their own are returned to their appropriate cell.

(10) complete a DA Form 2823 regarding the incident, supervise and review the DA Form 2823s of the guards on the block directly involved in the incident and submit these to the SOG/PL.

(11) annotate the incident in DIMS.

e. DOC responsibilities:

(1) repeat the brevity code and incident block.

(2) alert all personnel that radio communications in Camp Delta are for emergency use only, all non-emergency communications will occur via landline where possible.

(3) ensure medical and BHS personnel have been dispatched to the incident site to assist in stabilizing the detainee.

(4) dispatch the admin personnel with the camera, extra disks and extra battery to the incident site.

(5) dispatch escort team to assist with transport of detainee to medical.

(6) notify the roving sally personnel to stop all movement within the effected Camp.

(7) check DIMS and dispatch an interpreter who speaks a language understood by the detainee to the incident site.

(8) if necessary, coordinate to have the ambulance escorts and NAVBASE hospital guards mobilized.

(9) have all blocks conduct a headcount at the resolution of the incident.

(10) process all forms and reports as necessary.

f. IRF team member's responsibilities (if needed as determined by SOG or higher):

(1) upon receipt of the brevity code from their respective block NCOs, dress in their gear and report to the causeway adjacent to the incident block.

(2) only to be used if the detainee is combative or resistive as deemed necessary by the on scene commander.

(3) conduct operations IAW normal IRF procedures.

g. CO responsibilities:

(1) ensure soldiers are walking the block.

(2) receive brief on situation from PL/SOG.

(3) ensure paperwork is initiated. SOG to follow up.

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- (4) conduct an AAR upon resolution of the incident.
- (5) notify Combat Stress Team, if necessary.
- (6) brief CJDOG or DCJDOG on situation.
- (7) complete SIR upon receipt of AAR and 2823's.

h. PL responsibilities:

- (1) immediately report to the scene.
- (2) assume duties as on scene commander, ensuring appropriate level of supervision and observation to unaffected cells and directing all emergency personnel as indicated.

(3) once detainee has been moved to medical, ensure all personnel are physically and psychologically ok.

(4) provide coverage for the block to allow CO to conduct AAR with guards directly involved in the incident.

(5) ensure sworn statements are done.

(6) ensure the cell is secured until BHS and MPI personnel have released it back to the block NCO.

i. SOG responsibilities:

(1) immediately report to the scene.

(2) assist PL with command and control of scene.

(3) ensure all litters are centrally located in the causeway at all times.

(4) supervise all camp personnel and ensure all gates, sally's, and other blocks, are conducting duties to best support the efforts of safety, security, and immediate access of emergency personnel.

j. Behavioral Healthcare Service (BHS) responsibilities:

(1) upon hearing the brevity code "SNOWBALL" immediately report to the scene.

(2) assess the detainee.

(3) assist the MPs/medical staff in stabilizing/securing the detainee.

(4) assess the scene, paying particular attention to items/materials used in the self-harm attempt.

(5) interview guard personnel to help determine the specific facts pertaining to the self-harm incident.

(6) talk with other detainees, assessing their mental status with respect to the self-harm incident.

(7) notify the on-call BHS provider.

(8) BHS provider will make determination and classify the self-harm behavior as either Self-Injurious Behavior (SIB) or Suicide Attempt (SA). This information will be relayed to the CO via the DOC within three (3) hours of the incident.

k. Medical staff responsibilities:

(1) upon hearing the brevity code SNOWBALL, immediately dispatch two (2) corpsmen with IRF bag and spine board to the scene. (Spine boards are centrally located in the causeway of each Camp).

(2) on arrival, assess the detainee, stabilize injuries and report status via radio to Delta Medical Clinic.

(3) escort the detainee to the Delta Medical Clinic for further evaluation and treatment.

l. All blocks not affected in the incident camp are to

continue operations within their block. No movements will occur out of and into their respective block (i.e., all reservation and medical moves will cease until further notice).

m. One roving sally personnel will locate a litter and place the litter in the causeway outside the incident block.

n. The other roving sally personnel will open gates to allow the IRF team out into the causeway if necessary, and facilitate expeditious entry of emergency personnel to the scene.

o. Upon the order of the SOG; sally 4 and/or sally 10, depending on camp, will open the interior gate and man the exterior gate to allow the expeditious movement of emergency personnel and vehicles. They will secure the interior gate once the detainee is evacuated out of the camp or on order from SOG/PL/CO.

p. Once the situation is resolved and the detainee is safely evacuated, all personnel directly involved in the incident will complete a DA Form 2823 regarding the incident and submit it to the SOG or PL.

32-2. Mass Disturbance

a. In the event of any type of disorder, immediately lock down the facility. No one will exit the facility until the situation is resolved, or unless order to do so by the CO.

b. The uniform for response personnel will be BDU; riot helmet with face shield; protective mask; Kevlar vest, elbow, knee and shin pads; riot baton; and a radio. In extreme situations, selected marksmen will be armed with M-16 or M-4 rifles and M-12 shotguns (by order of the CJDOG only). Weapons will not enter the facility exterior fence line under any circumstances.

c. The primary staging area for response personnel is Camp IV main Sally Port Gate causeway.

d. During tests of the Mass Disturbance Emergency Plan, all procedures herein will be followed, except for the use of detainees or the actual notification of outside agencies (unless previously coordinated by the commander or his representative).

e. Minor Disturbances:

(1) Upon detection or notification of a disturbance, the senior guard present will take the following actions using all available guard personnel in the area of the disturbance:

(a) Initiate an immediate facility lockdown.

(b) Notify the DOC and request assistance.

(c) Segregate the non-participants from the participants.

(d) Identify and segregate the leaders and principle participants. If all bean hole doors are closed, open a bean hole door for each non-participant in the disturbance. If all bean hole doors are open, close the bean hole doors for each participant. Open bean hole

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doors will signify non-participants and closed ones will signify participants.

(e) Use only the force necessary and practical under the circumstances to disburse the participants. Guards should not enter a situation that they do not have the force available to resolve. When in doubt, wait for backup.

(2) Guard personnel in other areas will secure their area, notify the SOG, and remain at their posts unless otherwise directed by the SOG.

(3) The SOG will take the following immediate actions:

(a) Notify all personnel (guards will not leave their assigned posts upon receiving the alert unless specifically ordered to do so).

(b) Proceed directly to the area of the disturbance, estimate the situation, and take appropriate measures to end the disturbance and restore order.

(c) Initiate a head count as soon as the situation permits.

(d) As soon as possible, notify the PL, CO, and the JDOG deputy commander.

(4) In the event that a single detainee becomes unruly or fails to comply with orders, the SOG will take the following action:

(a) Isolate the detainee and clear all other detainees from the area.

(b) Attempt to counsel and reason with the detainee. If this fails, inform the detainee that necessary force will be used to control him/her. Procedures for using the IRF Team can be found in Chapter 25 of this SOP. The CO must authorize this. Guards will use the minimum amount of force necessary to subdue the detainee. Once the detainee has been subdued, he will be placed in an individual cell. All items that might be used by the detainee to cause damage to property, themselves, or others will be removed.

f. *Major Disturbances:*

(1) In the event of an attempted group or mass break out, riot, or other general disorder, the guard discovering or receiving notification of the incident will immediately notify all other members of the guard force.

(2) The DOC RTO will immediately notify the chain of command and, on order, initiate a recall of all guard personnel.

(3) Guards will move all nonparticipating detainees to their cells or away from the scene of the disturbance, segregating the rioters from the other detainees.

(4) Guards will immediately secure all gates and ensure detainees under their supervision are secure and cannot join the area of the disturbance.

(5) The SOG will immediately:

(a) Ensure that all doors, gates, exits, and detainees are secured.

(b) Proceed to the area of the disorder and evaluate the situation. Attempt to determine the number of detainees involved; number and type of any weapons involved; names of staff personnel held by detainees; and general temperament of the detainees.

(c) Remove detainees not involved in the disturbance to a secure location.

(d) Attempt to isolate or remove ringleaders. If this cannot be accomplished, the SOG will attempt to reason with the detainees involved and inform them that order will be restored using force if necessary.

(6) Sally Port Gates 1 and 8 will:

(a) Stop all inbound vehicle and personnel.

(b) Upon visual sight of the emergency vehicles, open both the interior and exterior sally port gates. Upon arrival, make an expeditious visual ID check. **DO NOT DETAIN EMERGENCY PERSONNEL.** Secure the gates after the vehicles have cleared the inner gate.

(7) Upon arrival, the CO will:

(a) Proceed to the area of the disturbance and estimate the situation.

(b) Assemble key personnel, brief them on the situation and plan to restore order.

(c) If deemed necessary, order the issue of weapons and non-lethal munitions to the riot team.

(d) Inform the participating detainees that authority will prevail; that order will be restored and that means are available to restore order by sufficient application of force. Inform the detainees that they can avoid the consequences of forceful measures if they promptly desist from further resistance and surrender or disperse. If reasoning has failed, a final direct order will be given to the detainees to terminate the disturbance. This order will not be given until it can be backed up by sufficient application of force. If the detainees refuse to obey this order, the CO will immediately order the use of force to restore order. The degree of force applied will be limited to that force which is deemed reasonable and necessary under the circumstances. Authorized force will be used in accordance with the Chapter 1 of this SOP and the Delegation of Authority Policy Letter approved by the Commanding General, JTF GTMO.

(8) CO may authorize show of force and the use of the riot team.

(9) JDOG Deputy Commander may authorize use of high-pressure water and physical force, other than weapons fire.

(10) CJDODG may authorize presentation and use of deadly force.

(11) Guards will not touch a detainee except in self-defense, to prevent an escape, to prevent injury to persons or property, or to quell a disturbance.

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(12) Once order has been restored and the head count has been cleared, an investigation will be conducted. A full report of the incident will include, at a minimum, the following:

- (a) The reason for the incident and names of the leaders
- (b) Injuries
- (c) Size of the force used to restore order, the amount of force used, and how the force was applied.
- (d) Estimated damages
- (e) Chronology of events
- (f) Recommendations to preclude reoccurrence of similar events

(13) Following any disturbance, the CO will prepare and submit a Serious Incident Report (SIR).

g. *Disturbances Outside The Facility:*

(1) If a disturbance occurs outside the facility, while detainees are under guard, the guards will make verbal efforts including persuasion, warnings, and direct orders.

(2) The guard will immediately contact the facility for assistance.

(3) The DOC will gain radio contact with the Infantry and request assistance.

(4) If a detainee attempts to escape, the guard will not leave other detainees unsecured in order to pursue the fleeing detainee. He/she will note the direction of travel and notify the facility.

(5) Once order is restored, all detainees will be immediately returned to the facility.

h. *Additional Procedures For Hostage Situation:*

(1) In the event that a hostage or hostages are taken, the same procedures as outlined above will be followed. Additionally, the following will occur.

(a) The DOC will notify the CJDOG that the situation involves one or more hostages.

(b) The CO will arrange for a hostage negotiator to proceed to the facility.

(c) The CO and the senior Navy Law Enforcement Officer present will coordinate the use of the negotiator as well as any physical action that will be used to resolve the situation.

i. *Post-Disturbance Procedures:*

(1) The SOG will initiate a special count and conduct shakedowns in all affected areas to ensure all contraband/weapons have been removed.

(2) The SOG will conduct a shakedown, inspection, and accountability of all equipment in all affected areas.

(3) The SOG will remove or repair all damaged furnishings.

(4) The SOG will ensure that all reports are written, collected, and processed through appropriate sections.

32-3. Power Outage

a. The SOG will go to the Generator shed and find the power breaker labeled "Main", which is located to the rear of the shed.

b. Verify the loss of shore power by checking the voltage indicator on the Main Breaker Panel. If shore power has been lost, the indicator will register "0"/

c. Check the Main Breaker Switch. It should be open. If it is not open, press the green "Open" button. This will open the circuit and prevent the paralleling of the system with Shore Power.

d. Bus Coupler Panel.

(1) *Camp I:* Look at the Bus Coupler breaker. If it is open, press the green "On" button to shut the breaker.

(2) *Camp II:* Carefully open the door of the Bus Coupler panel and check the breaker. If the breaker is open, shut the panel door and press the "Bus Coupler Manual Close" button to shut the breaker.

e. Generator Selector Switch

(1) *Camp I:* Turn the switch to select the generator that is to be used.

(2) *Camp II:* Turn the switch to select the generator that is to be used. Then, turn the "Day/Night Control Switch" to the "2-Night Manual"

f. The Generator Control Panel is located on the front of the generator. To start the generator, press the "Manual" button twice. Allow 30 seconds for the generator to come up to speed and voltage.

g. Press the button twice to close the generator breaker. Allow 40 seconds for the breaker to close. If the breaker fails to close, press the green "Close" button on the breaker for the Generator Control Panel.

h. Verify power has been restored to the facility.

i. If the generator fails to start automatically, or power is not restored to the facility, place an emergency work order with R&U and conduct operations with flashlights and lanterns.

j. All detainees in the interrogation booth will be secured.

k. If the generators fail to start or they breakdown, all detainees in transit to a location will be returned to their cells and secured.

32-4. Hostage Situation

a. During duty hours, the CO will direct all hostage operations. The PL and SOG will conduct all operations

b. The DOC will make notification to outside agencies and supply support to the CO when needed.

c. Staff will route all information through the active operations center.

d. CO will maintain DOC of situation while keeping in contact with all JTF staff.

e. Staff will:

(1) Notify DOC by telephone or messenger when a hostage/barricaded subject incident occurs.

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(2) Isolate the area. Evacuate non-participating. Monitor detainees that cannot be evacuated due to the hostage situation.

(3) Keep the hostage taker and hostage under observation from a safe area, if it does not jeopardize the hostage's safety.

(4) Verification of the presence of all assigned present for duty, staff, and/or volunteers/visitors for personnel accountability will be critical.

f. DOC will:

(1) Open a journal.

(2) Notify the SOG/PL by telephone or messenger.

(3) Notify the Guard Force by telephone or messenger.

(4) Dispatch an initial response force to help isolate the area.

(5) Notify the CO.

(6) Notify the IRF team via a brevity code.

(7) Cease all detainee movement.

(8) Instruct all sally port staff to implement secondary form of ID checks and deny entry and exit if it would breach perimeter security. Gate personnel must not allow hostage takers to enter or depart the facility with the hostages unless authorized by the CO.

(9) Instruct tower guards to stand ready for instructions.

(10) If possible, monitor the hostage taker and hostage from an adjacent block.

(11) Implement special count procedures as directed.

(12) Notify the DCJDOG.

(13) Upon direction of the Duty Operations

(a) Notify key personnel by saber radio.

g. The SOG/PL will:

(1) Evaluate the situation.

(2) Isolate the site. Evacuate and post perimeter security around the immediate area and secure crash gates. Initiate an institutional lock down and a special count.

(3) Ensure crime scenes are preserved.

h. The PL will make a recommendation on implementing the IRF to the CO.

32-5. Death

a. The initial requirements for Camp Delta includes but are not limited to:

(1) Block NCO:

(a) The Block NCO may be the first to observe a detainee in a potentially life threatening condition. The Block NCO will contact the DOC and Medical immediately.

(b) The Block NCO will isolate the scene by locking all detainees down, and requesting additional security as necessary.

(c) The Block NCO will protect the scene (i.e. from unnecessary foot traffic and touching) that could change the form of the evidence or destroy it.

(d) Protect any evidence from the elements, which if not protected, would cause it to lose its evidentiary value.

(e) Identify persons related to the incident or present at the scene. Provide this information and facts pertaining to the incident to CO and/or any investigating officer.

b. In the event a detainee death is confirmed by the Camp Medical Officer, the DOC will immediately contact the following leaders for recall to Camp Delta.

(1) CJDOG

(2) Camp Commandant

(3) Deputy CJDOG

(4) JDOG S-3

(5) Chaplain

(6) JDOG S-3 SGM

c. The DOC will consider all detainee casualty information as sensitive and classified.

d. If a detainee death occurs, the CO will be responsible for submitting a SIR to CJDOG.

e. The JDOG S-3 oversees Camp Delta's entire detainee casualty response effort under the direction of CJDOG.

(1) Ensures the CJDOG is notified as soon as possible.

(2) Will send SPOT report.

(3) Will notify Deputy CJDOG, Chaplain, JDOG S-1, JDOG S-2, and JDOG S-4 and key staff leaders.

(4) Will notify the JTF GTMO Mortuary Affairs Officer (J4).

(5) Will arrange for an initial coordination meeting to brief details of the situation and to coordinate the detainee casualty response effort.

(6) Will coordinate with Camp Medical Staff to contact Naval Hospital NAVBASE GTMO and morgue for mortuary services support.

(7) Will coordinate with Camp Medical Staff for travel and movement of the deceased to Naval Hospital/morgue.

(8) Coordinates with Camp Medical staff for a post medical evaluation.

(9) In coordination with JTF-GTMO Mortuary Affairs Officer request through USCINCSO CAC a pathologist from the Armed Forces Institute of Pathology. The pathologist arrives to perform an autopsy to document the cause of detainee death. JDOG S-3 in coordination with JTF-GTMO Mortuary Affairs Officer sends a copy of detainee death certificate to USCINCSO CAC (surgeon).

(10) Will coordinate with JDOG S-1 to provide the following information to the JTF-GTMO Mortuary Affairs Officer:

(a) Full name of detainee

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- (b) Detainee ISN number
- (c) Date of Birth
- (d) Fingerprints
- (e) Date and place of death
- (f) Date and place of burial
- (g) Any particulars necessary to identify the grave.

(11) In coordination with JTF-GTMO Mortuary Affairs Officer for Naval Hospital Mortician Department support for burial ground preparation. JDOG S-3 awaits guidance from JTF-GTMO Mortuary Affairs Officer on determination of detainee remains disposition, as well as disposition of detainee personal effects.

f. Camp Medical Staff and Detention Hospital. In the event of a detainee death, medical personnel or the detention hospital staff will contact the Camp Medical Officer, the Command Mortician, and other designated personnel in the chain of command as appropriate.

g. The processing of detainee remains shall be handled by the Command Mortician and Head, Patient Administration including the preparation of all associated paperwork such as death certificates, reports to higher authorities, and decedent records keeping. The Command Mortician shall ensure that:

- (1) Remains have been identified.
- (2) Remains shall be wrapped in a sheet and placed in a body bag for transfer to the morgue in an appropriate vehicle.
- (3) He/she or a designated Patient Administration representative along with camp personnel shall escort remains to morgue for placement in remains refrigerator.

h. Disposition of remains shall be carried out in accordance with the above referenced instruction and/or as directed by cognizant authorities.

i. If the medical officer declares a detainee as deceased, he will contact the DOC and CJDOG immediately.

j. Camp Medical Staff will coordinate to ensure a post death medical evaluation is conducted.

k. JDOG S-1.

(1) Will coordinate with JDOG S-3 for the release of detainee personal records to JTF-GTMO Mortuary Affairs Officer.

(2) Will coordinate with JDOG S-3 to ensure retrieval of detainee's identification bracelet.

(3) Will coordinate with JTF-GTMO Mortuary Affairs Officer to ensure location of detainee grave is recorded with the graves registration service.

l. JDOG S-4.

(1) Will coordinate the disposition, collection, and inventory of any personal property, to include any seized during detainee capture.

(2) Will coordinate with JDOG S-3 for travel and movement of remains to place of burial.

(3) Will coordinate with chaplain for necessary funeral and burial supplies.

m. Chaplain.

(1) Will provide guidance to the CJDOG commander to ensure the deceased detainee is honorably buried, and if possible according to the rites of the religion, to which they belong.

(2) Will perform or provide for the honorable burial of a deceased detainee in a manner consistent with Article 120 of the Geneva Convention to the extent allowed by military necessity.

n. SJA will provide advice to CJDOG.

32-6. Medical Emergency

a. A medical emergency is any condition likely to result in lasting bodily harm if treatment is delayed until Sick Call the next day. Some examples of emergencies are severe cuts, burns, broken bones, unconsciousness or injuries resulting in temporary unconsciousness, asthmatic attacks, repeated vomiting, high fever or sudden changes in long standing conditions causing intolerable discomfort.

b. An medical emergency condition does not exist when an individual has a cold, flu, headache, single episode of vomiting, missed medication call, upset stomach or muscle aches (not caused by trauma

c. The Detention Hospital will be consulted for medical emergencies during all shifts.

d. A first responder bag. Staff supervising detainees will possess a CPR physical barrier for mouth-to-mouth resuscitation and a pair of rubber gloves.

e. Staff will:

(1) Immediately notify DOC when a detainee is in need of medical care.

(2) Render first aid within their trained capability.

f. DOC will:

(1) Notify the Detention Hospital and medical personnel.

(2) Notify the SOG/PL.

(3) Send a response force to the medical emergency.

(4) Notify the CO.

(5) If the Medical officer indicates the detainee requires transportation to a medical facility:

(a) Call 911.

(b) Retrieve the Detainee Profile Card for the detainee who will be transported.

(c) Make a copy of the Detainee Profile Card. Provide the senior escort guard with a copy of the Detainee Profile Card and any information pertinent to the detainee escort.

(d) Determine the detainee's custody grade.

(e) Determine if the detainee is on the high-risk list.

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(f) Determine the number of guards, weapons, type of restraints etc. required to escort the detainee in accordance with (IAW) Camp Delta SOP.

(g) Notify Sally Port 1 of movement.

(h) Notify key personnel.

(i) Make a blotter entry of the medical emergency and any contributing circumstances.

g. The Medical Officer or Corpsmen will:

(1) Respond to all medical emergencies within four minutes of notification.

(2) Make a medical evaluation of the detainee's condition.

(3) Inform the SOG/PL of the detainee's condition and the instructions prescribed by the Medical Officer. Clearly state the urgency and type of medical care necessary to treat the detainee's condition.

(4) Provide emergency medical care and check on detainee the next scheduled Sick Call or upon return from a medical facility.

(5) Report any suspicious detainee injury/illness to the DOC.

h. The SOG will:

(1) Immediately coordinate with DOC to determine appropriate medical care while maintaining custody.

(2) Coordinate transportation when warranted.

(3) The SOG/PL will ensure appropriate escort for all medical emergencies IAW Camp Delta SOP. Ensure cautions are in place based on: custody grade, high-risk status, medical condition, and circumstances surrounding the medical emergency. Select the guards needed to escort the detainee to the medical facility. Inform DOC which guards were selected.

(4) Notify the Camp Commander before any detainee is taken outside the facility.

(5) Ensure that all security procedures are used Camp Delta SOPs.

i. Sally Port 1 will contact DOC and verify the authorization for any detainee to depart the facility for a medical emergency/transport. This will be done before the detainee is allowed through the gate.

32-6a. Radio Range Ambulance access

(1) Ambulances are dispatched by the NAVBASE Security Forces or by the NAVBASE Hospital.

(2) Individual Ambulances will be marked on the outside with numbers. (If there are four ambulances, they will be marked 1 through 4.)

a. These ID's must be clearly marked on the outside front of the vehicle. Preferably in Block letters 12 inches tall, permanently affixed to the ambulance.

(3) In addition, emergency responder badges will be issued to the personnel responding in the ambulance.

(4) Upon dispatch:

a. The NAVBASE Hospital will call the JOC and let them know which ambulance is responding by number.

b. The JOC will inform the IN TOC

c. The IN TOC will in turn, inform the Traffic Control Point (TCP).

i. To be effective, this process must happen within three minutes of dispatch.

(5) The Ambulance will run with its emergency lights on down the hill approaching the TCP.

(6) When the soldiers at the TCP identify the ambulance coming down the hill they will:

a. Identify that the ambulance number matches that which was communicated from the JOC.

b. Provide priority of travel through the checkpoint to the Ambulance.

i. Stop all traffic through the TCP - Traffic lights both ways placed on red.

ii. Clear the existing traffic in the TCP inspection point. If there is a vehicle in the in-bound lane, they will ensure the out-bound lane is clear.

(7) To facilitate safe passage through the TCP,

a. The Ambulance will stop at the Traffic Control Point and establish face-to-face contact with the soldiers at the TCP. The TCP will confirm to the ambulance that access has been pre-coordinated. This coordination should be minimal (10 to 15 seconds) and is critical to ensure safe passage through the TCP.

b. The soldiers at the TCP will identify for the Ambulance the fastest way through the TCP. Either through the regular inbound lane, or the outbound lane.

(8) If the ambulance arrives prior to the TCP getting notice of its dispatch, the ambulance will wait at the TCP until clearance is granted through the JOC.

32-7. Fratricide

a. If the incident involves Infantry personnel or Infantry and non-MPs, the Infantry unit will conduct all actions. If the incident involves guards or guard and non-Infantry personnel, the guards will conduct all actions. If the incident involves both guards and Infantry and the injured or shooter are inside the wire, the guards will take lead on all actions and coordinate with their Infantry counterparts. If the incident involves both guards and Infantry and the injured and shooter is outside the wire, the Infantry will take lead

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on all actions and coordinate with their guard counterparts.

a. The Infantry will perform the following steps:

(1) Unit on the scene will perform the following:

(a) Once the situation is under control, contact higher headquarters and report that weapons have been discharged and individuals have been wounded or killed. Provide the number of casualties, types of wounds, names and social security numbers.

(b) Conduct a nine-line MEDEVAC request directly with the medical unit.

(c) Evacuate the casualties, ensuring wounded and killed are not transported together.

(d) Secure the scene as a crime scene.

(e) Conduct a change of guard with the incoming unit.

(f) Move to a location designated for debriefing.

(2) The Infantry Company will perform the following:

(a) Report the incident to battalion. Provide the number of casualties, types of wounds, names and social security numbers.

(b) Prepare an ADOWN report.

(c) Once the situation is under control at the scene and casualties have been evacuated, replace the unit on duty.

(d) Move the unit involved with the incident to a location separate from the remainder of the company.

(e) Each soldier in the unit will complete a Sworn Statement (DA Form 2823).

(f) Provide to the Battalion a copy of the risk assessment for the mission.

(g) Provide the number of rounds of ammunition by type that were expended.

(3) The Infantry Battalion will perform the following:

(a) Report the incident to JTF.

(b) Forward the ADOWN report to JTF.

(c) Prepare and submit a Serious Incident Report (SIR) to the JOC NLT 30 minutes after receipt of the report.

(d) The JDOG S-1 will track the status of the casualties.

(e) Supervise that a unit replaced the unit involved in the situation.

(f) Prepare a U.S. Army Accident Report in accordance with AR 15-6, AR 385-40, and DA Pamphlet 385-40. Use DA Form 285-A-R as a checklist.

(g) Request guidance from JTF with regard to responding to the media.

b. The guards perform the following steps:

(1) Unit on the scene will perform the following:

(a) Once the situation is under control, contact the DOC and report that weapons have been discharged and individuals have been wounded or killed. Provide

the number of casualties, types of wounds, names and social security numbers.

(b) Conduct a nine-line MEDEVAC request directly with the medical unit.

(c) Evacuate the casualties, ensuring wounded and killed are not transported together.

(d) Secure the scene as a crime scene.

(e) Conduct a change of guard with the incoming unit.

(f) Move to a location designated for debriefing.

(2) The DOC will perform the following:

(a) Report the incident to JDOG. Provide the number of casualties, types of wounds, names and social security numbers.

(b) Prepare an ADOWN report.

(c) Once the situation is under control at the scene and casualties have been evacuated, replace the unit on duty.

(d) Move the unit involved with the incident to a location separate from the remainder of the company.

(e) Each soldier in the unit will complete a Sworn Statement (DA Form 2823).

(f) Provide to the JDOG a copy of the risk assessment for the mission.

(g) Provide the number of rounds of ammunition by type that were expended.

(h) Send a SPOTREP to JTF.

(i) Forward the ADOWN report to JTF.

(c) Prepare and submit a Serious Incident Report (SIR) to the JOC NLT 30 minutes after receipt of the report.

(3) The JDOG will perform the following:

(a) The JDOG S-1 will track the status of the casualties.

(b) Supervise that a unit replaced the unit involved in the situation.

(c) Prepare a U.S. Army Accident Report in accordance with AR 15-6, AR 385-40, and DA Pamphlet 385-40. Use DA Form 285-A-R as a checklist.

(d) Request guidance from JTF with regard to responding to the media.

32-8. Fire

a. Fire alarms:

(1) A person discovering a fire, regardless of type or size will immediately alert or cause to be alerted all personnel in the building and adjacent buildings and then report the fire to the DOC.

(2) The DOC will then notify the GTMO Fire Department by telephone.

(3) Smoke alarms going off shall cause an immediate evacuation of the building and reporting to the GTMO Fire Department the same as if a fire were discovered.

b. Action after giving a fire alarm:

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(1) Alert all personnel in the involved and adjacent buildings, if not already done; close all doors and windows and shut off all fans and electric circuits. Doors and windows will not be reopened until after the GTMO Fire Department has departed, except by specific instructions from the GTMO Fire Department's officer in charge of the fire scene.

(2) During the time the alarm is being turned in or immediately afterward, available personnel will exert every effort to extinguish the fire with fire extinguisher except as provided in paragraph 32-8b(3).

(3) If the fire is in a closed or locked building, room, or compartment, no attempt will be made to enter or open the fire area except for the rescue of trapped personnel.

c. Evacuation. The decision to evacuate the building will be made by anyone that determines that staying within the area would be unsafe. When directed to evacuate:

(1) Pass the word.

(2) Make sure that everyone leaves the danger area. Pay close attention for incapacitated or sleeping personnel.

(3) Classified material will be secured or retrieved, only if it can be done so safely.

(4) Use the designated evacuation route and meet at the designated assembly area. Camp Delta Assembly Areas are shown in Annex F. Camp Delta Evacuation Procedures are listed in section 31-11.

(5) Conduct headcount at the designated assembly area.

(6) Report headcount to DOC/ADOC.

(7) No one will be permitted to re-enter the building without permission from the proper authority.

d. If a fire presents itself in a block, perform the following steps:

(1) Alert the DOC

(2) Shut off power to the block

(3) Roving Sally will bring fire extinguishers to the block gate for use

(4) Two block personnel will use a hose and fire extinguishers to fight the fire

(5) Two block personnel will start moving detainees from affected areas to the showers and exercise yards as a temporary holding area if needed.

(6) All available escort teams will respond to the block to help evacuate detainees if needed.

(7) Medical will respond to the block to treat any injuries.

(8) SOG or PL, depending on the size of the fire, may activate the IRF team to assist in removing detainees and moving them to empty cells in adjoining blocks or the shower and exercise areas.

a. *Telephonic bomb threat.* Staff members who receive a telephonic bomb threat will:

(1) Cease all radio communications.

(2) Without alerting the caller, signal another staff member about the telephonic bomb threat. Have him/her notify DOC.

(3) Keep the caller on the line, as long as possible, so the call may be traced.

(4) Complete JTF GTMO Bomb Threat Data Card (Annex A). Obtain as much information as possible on the caller and the bomb.

(5) Discuss the incident only with personnel who have a need to know (e.g., Bomb Scene Officer, investigator, etc.).

b. *Written or verbal bomb threat.* Staff who receive a written or verbal bomb threat will:

(1) Cease all radio communication.

(2) Immediately notify DOC.

(3) Protect any written note and/or detain the messenger.

(4) Discuss the incident only with personnel who have a need to know (e.g., Bomb Scene Officer, investigator, etc.).

c. *DOC.* The DOC uses Command Post Response to Bomb Threat/Incident Checklist (Annex B) to coordinate Camp Delta's response.

d. *Evacuation.* BSO will determine if an evacuation is warranted.

(1) If an evacuation is not ordered, the DOO will direct the guard force to cease all detainee movement.

(2) If an evacuation is ordered, the staff will:

(a) Evacuate IAW Emergency Evacuation Procedures (Section 31-11 Evacuation Routes).

(b) Conduct a preliminary search in their immediate area before leaving.

(c) Leave drawers and cabinets unlocked so they can be searched.

(d) Remove and safeguard classified material; evacuate to J-3 Section, JTF HQ, Bldg AV29, for temporary safekeeping.

e. *Searches.* The DOO will determine if a "Supervisor's search" or a "search team" search will be conducted. The method of search and the areas to be searched are determined by the available information and time. The DOO will coordinate all search efforts. Staff will:

(1) Search from the most accessible areas to the most inaccessible areas (i.e., outside to inside, low to high, common areas to individual rooms/cells).

(2) Mark each area after it has been searched.

(3) Immediately notify the DOC by runner and landline telephone if anything suspicious is found.

(4) Notify the DOC when search of an area is completed and that area is clear.

f. *Bomb located.*

(1) Staff will:

32-9. Bomb Threat / Discovery / Explosion

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- (a) Ensure that the bomb is not disturbed.
 - (b) Remove items that might result in secondary explosions.
 - (c) Open doors and windows to lessen the impact of a blast.
 - (d) Secure the bombsite and move to a safe area.
 - (e) Report the location of the bomb to the DOC by runner.
 - (f) Evacuate the area and keep unauthorized personnel away from the site.
 - (g) Mark the route from the bomb to the nearest exit or safe area.
 - (h) Assume that there is more than one bomb.
- (2) DOC will initiate the “Bomb located” section to the DOC Response to Bomb Threat/Incident Checklist (Annex B).

(3) The DOO will make a recommendation on implementing the evacuation plan (Section 31-x Evacuation Routes) and the extent of Camp Delta evacuation, through the chain-of-command.

g. *Bomb detonation.*

- (1) Staff will:
 - (a) Give first aid to injured.
 - (b) Evacuate the area—injured have priority.
 - (c) Help control fires or any damage that was created by the detonation.
 - (d) If possible, remove important administrative files from the area.
 - (e) Secure the area and do not allow anyone to disturb the debris/crime scene.
 - (f) Assume that there is more than one bomb.
- (2) The DOO will not allow anyone to reenter an evacuated area without his approval.

32-10. Mass Casualty Incident (MCI)

In the event of a reported Mass Casualty Incident (MCI) in Camp Delta, the On-Duty Company Commander assumes duties as On-scene Commander. A designated Platoon Leader assumes command and control of the Camp. Information reported to the Detainee Operations Center (DOC) by the On-scene Commander drives the operation. Priority is to safeguard and secure the scene. Medical triage and transport of casualties only occurs after the scene is secure. A Manpower pool will be established to dispatch soldiers as needed. The Manpower pool will consist of JIIF Monitors and escort personnel, assembly area for Manpower pool will be located in back of the DOC. Infantry mobile patrols will secure any exterior breach and the QRF will secure the interior scene. Military Working Dog (MWD) will report to On-scene Commander and provide security augmentation where directed. The MP Company in training, if available, will execute the security mission of Camp Delta.

Once the site is secured, the On-scene Commander will contact the DOC to request that the Medical response teams be dispatched to the site. The Medical On-scene Coordinator is responsible for all medical operations at the site. He will determine if external ambulance support is needed and, if so, will request them through the medical LNO at the DOC.

Medical and Infantry LNO’s will be assigned to the DOC, at REDCON Level 3 until the JDOG returns to REDCON Level 5 and they are released by CJDOG.

A. On-Scene Company Commander:

- 1. Picks up road guard vest, (On-Scene Commander) additional SABER (for IN external Security Element) and receives any additional instructions from the Battle Captain.
- 2. Establish COC, designating the following positions from on-shift MP’s:
 - (a) On-Scene PL.
 - (b) On-Scene SOG.
 - (c) Camp OIC.
 - (d) Traffic Coordinator.
 - (e) Manpower Pool Coordinator.
- 3. Responds to MCI site to assume command and control.
- 4. Establishes and maintains security.
- 5. Assumes C2 of Camp Delta QRF to provide interior security of the site.
- 6. Requests IRF Teams as needed from the DOC.
- 7. Assumes C2 of all responding units at the site.
- 8. Notifies DOC when scene is secured, via SABER Channel 3 and calls for medical response teams using proword “STAT.”
- 9. Coordinates with Medical On-Scene Coordinator in establishing triage/treatment zones.

B. On-Scene PL:

- 1. Reports to the On-Scene CO.
- 2. Conduct assessment of available strength, makes recommendations to On-scene Commander for additional assets.
- 3. Liaisons between incident scene and manpower pool.

C. On-Scene SOG:

- 1. Reports to the On-Scene Commander.
- 2. Track number of wounded being transported by ISN (detainees) or last name and SSN (US Personnel).

D. Camp OIC:

- 1. Reports to the Battle Captain in the DOC.
- 2. Assumes C2 for Camp Operations.

E. Traffic Coordinator:

- 1. Reports to On-scene Commander.
- 2. Picks up Road guard vest (Traffic Coordinator) from DOC, to direct emergency traffic in and around MSA site.

F. Manpower pool coordinator:

- 1. Reports to the On-scene Commander.

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2. Provide the following positions from Manpower Pool:

- a. Litter bearers (identified by white engineer tape on Kevlar).
- b. NAVBASE hospital escorts (Carry one can of OC, drawn from DOC).
- c. Tower relief.

G. Infantry QRF:

1. Respond to MCI site and provide security.
2. Reports to On-scene Commander.
3. Change SABER frequency to DOC frequency.

H. Infantry TF:

1. Dispatches security element to establish security outside any breach in the fence.
2. Establish face-to-face coordination with On-scene Commander.
3. Receives SABER radio on channel 3 from On-scene Commander.
4. Maintains security until released by On-scene Commander.
5. Returns SABER radio to On-scene Commander prior to departure.

I. Military Working Dog (MWD):

1. Reports to On-scene Commander.

J. Detainee Operations Center (DOC):

RTO:

1. Notify camp operations to stay off SABER, use Landline or courier for all camp traffic.
2. Maintain SABER net discipline and information flow from SINCGARS.
3. Announces via SABER channel 3 of the following:

“ATTENTION CAMP DELTA, ATTENTION CAMP DELTA, A MASS CASUALTY INCIDENT HAS OCCURRED _____(Location/MSA), INITIATE MCI PROCEDURES. ALL NON-EMERGENCY COMMUNICATION WILL BE BY LANDLINE.” This announcement will be repeated two times.

“ATTENTION CAMP DELTA, A **TRAINING** MASS CASUALTY INCIDENT HAS OCCURRED _____(Location/MSA), INITIATE MCI PROCEDURES. ALL NON-EMERGENCY COMMUNICATION WILL BE BY LANDLINE” during a **training** MCI.

NCOIC:

1. Reports to Battle Captain.
2. Activates QRF team via Long Range SABER (primary), channel 3 and/or Land line (secondary) to respond using QRF brevity code “Game Day” and location of MSA.

3. Orders lockdown of the camp and requests headcount over the radio. (Confirmed via block-runner or landline).

4. Initiates Mass Casualty Notification Checklist (See Appendix 1) MCI DOC Checklist.

5. Initiates DA Form 1594, Staff Journal to record all activities during the MCI.

6. Initiate unit recall roster notification procedures “A Mass Casualty Incident has occurred begin preparations to respond according to”REDCON’s.”

Unit recall will be in the following order:

- a. Unit in training
- b. Unit(s) which are scheduled for upcoming shift
- c. Unit(s) which came off of shift

Battle Captain/Field Grade In The Wire (FGITW):

1. Directs DOC to initiate MCI via SABER channel 3.
2. Directs DOC to coordinate for exterior security (IN TF).

DOC Admin NCO:

1. Monitor C2PC
2. Monitor DIMS
3. Any additional duties as directed by the DOC NCOIC.

DOC Admin Specialist:

1. Report to MCI with video camera, two discs and power cord.
2. Records as much of the following information as possible:
 - a. Name, date, time and location of MCI
 - b. Detainees at MCI site
 - c. MP’s assisting victims
 - d. Medical evaluations and transport of detainees/US troops
 - e. Triage location
3. Return to DOC upon completion of filming, turn discs into Detention Services Branch.
4. Any other duties as directed by the Admin NCOIC.

Escort Control NCOIC:

1. Maintain accountability of escorts.
2. Ensures any remaining detainees in JIIF are accounted for and secured.
3. Direct assistant Escort Control NCOIC to obtain “Litter Bearer NCOIC” orange vest from DOC and report to manpower pool to facilitate C2 of litter bearers.
4. Directs escort personnel to report to the MCI connex and stage signs for the at the MSA site (See MCI triage Map).

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K. If MCI occurs on a block in camps 1,2 or 3, military casualties will be transported before detainees with the same triage category.

Block NCOIC:

1. Ensure bean holes are closed/secured.
2. Open block gate.
3. Direct IRF team leader to get block alpha roster.
4. Unlocks the cell door, one at a time, for detainees being evacuated by three man entry teams.
5. Re-locks all cells after detainees are removed.
6. Tag each cell as "Do Not Enter" from which a detainee was removed.
7. Accounts for all locks/keys before, during and after all detainees are removed.

Block Personnel:

1. Form three-man teams to enter cell to search detainees and evacuate on a litter in 3-piece suit.
2. Ensure keys, detainee I.D card and I.D bracelet (worn) are sealed in an envelope duck-taped to the detainees left shoulder, prior to being transported.

IRF Team Leader:

1. Obtains alpha roster for cellblock from block personnel.
2. Tracks initial triage category given by ERT on alpha roster.
4. Ensures that all detainees leave their cell with wristband or ISN and cell written on forehead.
5. Ensures that the litter team searches all detainees.
7. Monitors detainees while in their three-piece suits in their cells.
8. Maintains accountability of which detainees leave the block and time left on alpha roster.

L. Interpreter OIC:

1. Reports to Battle Captain with assigned interpreter strength.
2. Recalls and directs all available interpreters to the manpower pool (See MCI Map Appendix 2) for location.

M. NAV BASE Emergency Vehicle Response to Camp Delta:

1. On-scene Medical Coordinator requests ambulance through medical LNO in DOC.
2. Medical LNO in DOC contacts NAVBASE hospital requesting ambulance support to Camp Delta, to include entry and exit points.
3. NAVBASE Hospital will contact the JOC and let them know which ambulance is responding by bumper number.
4. License plate bumper numbers in red identify ambulances. (NAVBASE 1-20/Detention hospital 20-25).
5. DOC NCOIC notifies Camp Delta Sally ports of inbound ambulances.
6. JOC informs the Infantry TOC.

7. Infantry TOC informs Traffic control point (TCP).
8. Ambulances arrive at sally port 8, sally port personnel verify license plate number.
9. Traffic coordinator inside Camp Delta facilitates movement of ambulances to MSA site.

N. NAV BASE Explosives Military Working Dog (MWD) Vehicle Response procedures:

1. Any JDOG elements may request NAVBASE Explosives MWD through DOC.
2. DOC NCOIC contacts NAVBASE MWD dispatch center at 4105 requesting Explosives MWD support to incident scene. DOC NCOIC will keep an open line with NAVBASE until confirmation is received of the responding MWD call sign: K-1, K-2, K-3 or K-4 and location of the incident scene.
3. NAVBASE MWD dispatch center will contact the JOC and let them know which MWD call sign: K-1, K-2, K-3 or K-4 is responding and location of incident scene.
4. White Jeep Grand Cherokee with blue strobe mounted in dash identifies responding MWD; emergency equipment will be activated upon dispatch from NAVBASE.
5. DOC NCOIC notifies Camp Delta Sally ports and Infantry TOC of inbound NAVBASE MWD, the location of incident scene and MWD call sign.
6. JOC informs the Infantry TOC.
7. Infantry TOC informs Traffic control point (TCP), MWD cleared, responds to incident scene.
8. NAVBASE MWD arrives at incident scene.

Note: If the incident scene is within Camp Delta, Sally port personnel notified by DOC NCOIC will conduct face-to-face identification and authenticate vehicle description. A "Traffic coordinator" inside Camp Delta will facilitate movement of NAVBASE MWD to incident scene.

O. Sally Ports 1& 8:

SP #1

1. Upon notification of an MCI, Sally Port 1 will open both of the inner sally port gates.
2. Emergency vehicles will be allowed entry into Camp Delta through Sally Port 1.
3. If MCI is located in Camp 1, Sally Port 3 and Sally Port 4 will open both sally port gates.

SP #8

1. Upon notification of an MCI, Sally Port 8 will open both of the outer sally port gates.
2. Conduct bumper check (Red license plate numbered) of emergency vehicles responding to Camp Delta.
3. Emergency vehicles will be allowed entry into Camp Delta through Sally Port 8.

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4. If MCI is located in Camp 2, Sally Port 9 and Sally Port 10 will open both sally port gates.
Note: In the event that one of the Sally ports is rendered inoperative, emergency traffic flow will enter and exit from the operational Sally port. The On-scene Commander will make this decision and inform the DOC.

P. R&U:

1. Repair team reports to the On-scene Commander
2. Immediately repairs any damage which compromises security
3. On order from the DOC, implements deceptive lighting plan.
 - a. On-scene Commander directs R&U NCOIC to the power substation adjacent to the water tanks by Camp Bulkeley.
 - b. Enters the gate entering number "1998" in the combination lock.
 - c. Proceed to the junction box with the number "7012-83" the number for the lock on the breaker box is "224".
 - d. Call the JOC (5010/5038) from the phone box and await second notification.
 - e. On-scene Commander directs the SOG for each Camp to stand by the generators and prepare to shut down generators when directed.
4. JOC issues second notification (confirmed threat).
 - a. R&U NCOIC will go to the breaker box and turn the switch that is labeled with "TRIP/CLOSED". The switch will be turned in the direction of "TRIP". This will shut down all the power to all of Camp Delta.
 - b. R&U NCOIC will notify the JOC (5010/5038) and confirm that the power is out, noting the time.
 - c. Camp Delta personnel will evacuate Camp Delta IAW the Camp Delta Evacuation SOP.

32-11. Evacuation Routes

- a. The Detention Operations Officer, and in his absence, the on-duty CO will direct an evacuation of US personnel and detainees when he believes that to be the most prudent course of action given the known situation.
- b. Evacuations will be made only to those areas required to assure the safety of US personnel and detainees.
- c. DOC will remain manned unless absolutely required to provide for the safety of US personnel.
 - (1) Camp II SOG Office (Bldg 7, Room 7) serves as alternate DOC (ADOC) if DOC is evacuated.
 - (2) In the event that Camp Delta must be completely evacuated, DOC operations will be established on the north side of Sally Port 1.
- d. Depending upon time available and seriousness it may not be possible to adhere to the normal detainee

movement security procedures. Security of detainees and safety of US personnel remains the top concern when it becomes necessary to contravene established procedures because of the necessity of the situation.

(1) The following categories of detainees warrant high security precautions: Level 4, Level 5, and detainees with a past history for violence or mental illness.

(2) If evacuated from Camp Delta to another location, detainees will be shackled with three-piece suits and have an escort of at least two guards each.

(3) Detainees will be moved to the closest assembly area from their block consistent with a minimum standoff distance of 300 ft from any suspected explosive device.

e. Evacuation Routes and Assembly Areas.

(1) *Camp I admin buildings (JIG, SCIF, Medical/In-Processing, CTC, DOC, and JIIF).*

(a) US personnel will evacuate through Sally Port 1 to AA RAT.

(b) Any detainees being interrogated will be escorted to AA IGUANA. Once all detainees are evacuated, escorts will remain at AA IGUANA to provide additional security.

(c) DOC personnel will remain at DOC until directed to evacuate by the DOO.

(2) *Camp I detainee blocks (A – I).*

(a) Detainees will be evacuated through Sally Port 6 to AA BUZZARD.

(b) Block guards and roving sally port guards will move with their detainees through Sally Port 6 and provide security at AA BUZZARD.

(c) During an isolated incident involving one of more blocks in Camp I but not blocks A, E, or I, detainees can be evacuated to AA SNAKE, which is located in block J.

(3) *Camp II and III admin buildings (JDOG Intel/Interpreters, and JIIF).*

(a) US personnel will evacuate through Sally Port 9 to AA MOUSE.

(b) Any detainees being interrogated will be escorted to AA ANT. Once all detainees are evacuated, escorts will remain at AA ANT to provide additional security.

(4) *Camp II and III detainee blocks (K – T).*

(a) Detainees will be evacuated through Sally Port 10 then Sally Port 9 to AA ANT.

(b) Block guards and roving sally port guards will move with their detainees through Sally Port 10 then Sally Port 9 to AA ANT. Block and roving sally port guards will provide security at AA ANT.

(5) *Camp IV detainee blocks (U – Y).*

(a) Detainees will be evacuated through Sally Port 14, Sally Port 12, and Sally Port 5 to AA IGUANA.

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(b) Block and roving patrol guards will provide for security enroute and will remain with their detainees at AA IGUANA to provide security.

f. *Evacuation of Camp Delta.* The destructive weather plan K-span buildings located at Camp Bulkeley will be used for temporary housing in event that Camp Delta must be completely evacuated. Detainees will be staged moving from their blocks to an intermediate assembly area where they will be prepared for movement then to a departure assembly area for movement.

(1) *Camp I (admin areas not directly in contact with detainees).* Evacuate through Sally Port 1 to AA RAT. Personnel will be given assignments to assist in detainee evacuation from Camp Delta.

(2) *Camp I (blocks A – I).* Blocks will be evacuated one block at a time to AA SNAKE. Detainees will be prepared for movement. Detainees will then be moved to AA IGUANA. Detainees will be loaded into vehicles for movement to Camp Bulkeley.

(3) *Camp II and III (admin areas not directly in contact with detainees).* Evacuate through Sally Port 1 to AA RAT. Personnel will be given assignments to assist in detainee evacuation from Camp Delta.

(4) *Camp II and III (blocks K – T).* Blocks will be evacuated one block at a time to AA ANT. Detainees will be prepared for movement. Detainees will then be moved to AA MOUSE. Detainees will be loaded into vehicles for movement to Camp Bulkeley.

(5) *Camp IV (blocks U – Y).* Blocks will be evacuated to the Camp IV exercise area one block at a time. Detainees will be prepared for movement. Detainees will then be moved to AA IGUANA where they will be loaded into vehicles for movement to Camp Bulkeley.

32-12. Destructive Weather

a. This Emergency Action Plan will be effective unless updated or revised.

b. The Destructive Weather (DxWx) Plan is divided into six phases:

- (1) Development
- (2) Establish detainee DxWx accommodations
- (3) Implement DxWx operations
- (4) Movement
- (5) Redeployment
- (6) Return to pre-DxWx operational status

c. *Development.* Will entail the informational gathering process of what is required to support the relocation of detainees in the event of DxWx. This cycle must be continuous as detainee population and special detainees may change that will alter existing plans. The phase will be handled at the JDOG level and higher.

d. *Establish detainee DxWx accommodations.* Currently K-SPANs and magazines will be used to

house detainees. Special case detainees will be given a separate location to be placed. Supplies will also be prestaged and/or checked for usability.

e. *Implement DxWx operations.* This phase will entail JDOG will work in 12 hour shifts, Camp America preparing for movement, and the preparation for detainee movement.

(1) At H-120, with H being the hour of landfall, a FRAGO will be issued by the J-3.

(2) At H-96, a Pre-Hurricane Conference/Key Leader Rehearsal will be held.

(3) At H-72, an alternate DOC will be established at one of the K-spans or bunkers. Leave will be cancelled. The breakdown of Detention Hospital, as required, will commence. A complete accountability of all personnel will occur.

(4) Begin the lock down of Camp America. All loose items in Camp America, Camp Delta, and all other parts of JTF-GTMO will be secured to prevent them from becoming projectile weapons.

(5) All soldiers in Camp America will prepare an A bag.

f. *Movement.*

(1) When winds of 64 knots or greater within 48 hours (H-48), commence the movement of detainees from Detention Hospital. All interrogations will cease. Camp America will be evacuated to the K-SPANs

(2) At H-36, internal and external security will be established at the shelters. The JDOG DOC will be established. The QRF at the shelters will be established.

(3) At H-24, all detainees will be moved from the Detention Hospital to the Naval Hospital DACU (if there are 6 or less detainee inpatients) or the Wine Cellar (if there are more than 6 detainee inpatients).

(4) At H-21, all vehicles to be used in the transfer will be staged inside Camp Delta next to the Detainee Clinic. All vehicles will have been filled and PMCS will have been completed. Any mechanical problems will have been corrected. A contingency bus, ambulance, and QRF will stage at a central location, accessible to both the K-SPANs and Magazines. Key leaders and key drivers will perform a route recon.

(5) Each escort will have 36 minutes to complete one transfer of 30 detainees.

(6) At H-18, detainee transport will commence. Transfer will consist of two escort teams of infantry in M1025 and two busses each containing 15 detainees, six guards, one driver, one hospital corpsman and an interpreter. All detainees will be transported in three-piece suits and secured to the eyebolts in the floor of the K-SPANs or magazines.

(7) At H-12, detainee transfer will be complete. Command and control will be transferred from the Camp Delta DOC to the alternate DOC.

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(8) At H-6, the last shift rotation will occur. The QRF will be in place in the K-SPANs and magazines. Camp Delta and all TCPs and OPs will be secured.

(9) At H+8, a recon will be conducted of Camp America and Camp Delta. All items requiring repair will be identified.

(10) At H+12, begin to clear transportation routes and initiate repairs of facilities. Stand-up Camp Delta.

(11) At H+24, Camp Delta will become operational.

(12) At H+30, begin transfer of detainees back to Camp Delta.

(13) At H+48, transfer detainees from the Naval Hospital DACU or Wine Cellar back to Detention Hospital.

(14) At H+54, reopen Camp America and begin the resupply and repair of the DxWx sites.

32-13. Escape and Apprehension (E&A)

1. In the event of an escape from a facility that holds detainees, prompt notification and accurate reporting are key to the successfully apprehension of the escaped detainee.

b. The guards at the incident location will immediately perform the following actions:

2. Guards at the incident location will immediately perform the following actions:

a. Notify the DOC of an escaped detainee. Precede the message with the term "FLASH." Then send a SALUTE report to the DOC.

b. All other message traffic will cease on the net except that which is pertaining directly to the escaped detainee.

c. Secure the scene where the detainee escaped from as a crime scene.

3. If the detainee is seen fleeing, no more than half of the guards assigned to the block from which the escape occurred will pursue the detainee(s). All block MP's stay on the blocks and continue detention mission.

4. The DOC will immediately perform the following actions:

a. Notify and relay all information to both the infantry TOC and the MWD team.

b. Initiate lock-down of the camp: Return all detainees to their cells, regardless of their location. None will leave the camp unless cleared by the JDOG; exceptions are MWD teams, Combat camera team, corpsman, and MP escort team assigned to the infantry for detainee recovery.

c. Notify the CO.

d. Notify the CJDOG, DCJDOG, JDOG Ops, JOC, Camp America Commandant's office, R&U (through MP's on the block) to report to their section area and await further instructions, and Combat Camera of the escaped detainee.

e. Initiate a count of all facilities to include matching picture ID's to detainees.

f. Dispatch a camera operator, from the DOC, to the escape location to film the scene and then be prepared to move to the capture location if Combat Camera is unavailable.

g. Direct a change to channel 15 to facilitate communication with all elements. Monitor SINGAR channels with TF-Iguana and JOC.

h. Notify the unit in training to be prepared to supply troops to watch housing areas and other facilities.

5. R&U NCOIC will report to the DOC and wait further guidance to repair damages caused by the escape.

6. Escort Control will immediately perform the following actions:

a. Equip three two-man escort teams with OC, three-piece suits.

b. Have teams meet the Detainee Medical Team at the DOC, stage outside the wire with the Medical and Combat Camera, and apprehend detainee once TF-Iguana has located him.

7. MP Guards/TF-Iguana/MWD pursuing the detainee(s):

a. Inside the wire, MPs have the primary responsibility to pursue and apprehend the detainee(s). Outside the wire, MWD and TF-Iguana have the primary responsibility to pursue and apprehend the detainee(s).

b. Detainee(s) must be apprehended IAW with the RUF/ROE and inflicting as little injury as possible.

c. When possible, corner the detainee and await additional assistance before subduing the detainee.

8. Detainee Medical/MP escort/Combat Camera team will meet TF-Iguana escort team in front of the ICRC building in the Camp Delta parking lot.

9. MWD team will:

a. Take commands from the DOC while inside the wire. Outside the wire, take commands from TF-Iguana.

b. Be prepared to take control of the scene after the detainee(s) is (are) surrounded and until the detainee is shackled. The handler will issue all commands to the detainee(s) and friendly forces to ensure their safety and the maximum effectiveness of the MWD.

10. At the point of capture, capturing unit will call forward the Medical./MP/Camera team:

a. Detainee(s) will be shackled and searched by MP Escort Teams.

b. Detainee(s) will be checked by a Corpsmen and any immediate treatment will be conducted.

c. Detainee(s) will be video taped by a camera operator from the Combat Camera or DOC camera team.

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d. Medical team with MP escort will move detainee to Camp Delta detainee clinic for evaluation.

11. MP unit in training will be prepared to:

- a. Assemble all troops in their housing area.
- b. Become OPCON to TF-Iguana to augment search/sweep capabilities.

12. TF-Iguana will follow their SOP for reaction to escaped detainee and maintain continuous communications with the DOC.

13. All actions will be IAW the use of force RUF/ROE as outlined in JTF-Guantanamo OPOD.

32-16 Intrusion Detection System (IDS) Alarm T-SCIF

1. General: Infantry QRF responds from vic Camp Echo and secures T-SCIF, Camp Delta upon IDS alarm activation.

2. Requirements:

- a. SOG in Tower # 1 will notify the DOC that an audible alarm has been activated at the T-SCIF.
- b. The DOC NCOIC will notify the QRF via Long Range Saber (primary), and/or landline (secondary) that the IDS alarm has been activated and securing the perimeter of the building is required.

c. Armed QRF respond to Camp Delta through Sally Port 1 with individually assigned weapons and 1 magazine inserted into the magazine well. No soldier will lock a round into the chamber of the weapon. ROE/RUF, dated 30 Nov 02 applies.

d. Deploy within 15 minutes of IDS alarm activation to secure T-SCIF Bldg #4 Camp Delta.

3. QRF Procedures:

- a. QRF secures their weapons, ammunition, LBV, and Kevlar.
- b. One member of the QRF will remain at the QRF building to secure remaining equipment and monitor communications.
- c. QRF deploys to T-SCIF.
- d. The DOC will notify sally port 1, JOC, DCJDOG, MWD Team and T-SCIF Security Manager that an audible alarm has been activated and that the QRF has secured the exterior of the building.

e. Upon arrival at the T-SCIF, the Infantry QRF Team Leader will place one soldier at each of the two entrances. One soldier will occupy Tower # 2. The remaining soldiers will form a perimeter around the front of the building, ensuring 100% visibility of the structure.

f. The QRF will secure the building not allowing entrance and/or exit of personnel and notify the DOC when this is completed.

g. The DOC will notify the SOG in Tower #1 that the T-SCIF Security Manager and WMD are enroute to Camp Delta, to facilitate initial contact with the QRF Team Leader.

h. Once the MWD Team and T-SCIF Security Manager arrive they will be granted unimpeded access to the building.

i. The MWD Team will sweep both the interior and exterior of the building.

j. In the event unauthorized person/s are located within the T-SCIF, NAVBASE Security will respond and detain the person/s until J2 advises confirmed/unconfirmed access.

k. Once the building has been cleared, the T-SCIF Security Manager will re-secure the building and reset the IDS alarm.

l. The QRF will collapse security and return to the QRF CP.

m. The QRF and SOG will log the event in their daily logs IAW SOP.

Position	Name	Work #	Cell #	Home #
SCIF Special Security Representative (SSR)	SFC Kjosa	3376		8381
*alt #1	MSG Park	3209		8383
*alt #2	MSG Cater	3458		8381
JTF J2 SSO	Frank Perkins	3462		7379
JTF Security Mgr.	MAJ Hodson	3643		8669
Deputy J2	MAJ Williams	3643	84177	8669
J2	LTC Mull	3432	84028	8053

32-17. Camp Coordinated Contraband Search & Seizure

a. *Intent.* JDOG Commander may order a full search of Camp Delta or any camp or block within. The intent of the search is to identify detainees who have items of possible intelligence value or items, which may pose a security risk to the guard force of Camp Delta. During the search, all contraband items will be removed from the detainees and placed into evidence channels for the intelligence community. End state occurs when every cell, bay, and common area has been searched, and all contraband has been

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identified and removed. Measures of success are no contraband left in the detainee population; detainees of intelligence value identified, and heightened level of security awareness among the MP's.

b. *Concept of the Operation.* This operation is best executed at night, when movements can more readily be halted. The operation will normally take 12 hours for one company to complete all of Camps 1, 2, and 3. An operational pause may then occur. It will take an additional 10 hours to complete Camp 4. There will be one search and seizure team per "row" of cellblocks. Empty cells will be searched in sequence. Once the operation has begun, it will continue until every area has been searched. S2 provides oversight of the operation to ensure that contraband items are properly identified and seized and MPI ensures that all seized items are properly accounted for.

c. *MP Company in training cycle:*

- (1) Establish company/operation CP at CP2.
- (2) Execute the search of Camp Delta. Each search teams consist of, as a minimum, 1 MP NCOIC to document what is found in each cell and 1 MP to conduct the search.
- (3) DO NOT TOUCH THE KORANS.
- (4) Provide 3 IRF teams.
- (5) Provide 2 escort teams per "row" of blocks.
- (6) Conduct a pat-down search (per instructions of Camp Delta Superintendent) of detainees prior to returning them to their cells.
- (7) Move detainees in and out of their cells in support of the search. Detainees will be moved to the recreation areas (1 detainee per area) and showers (1 detainee per shower) and watched at all times.
- (8) Receive training from S2 on what constitutes contraband, MPI on proper documentation and handling of contraband, and Camp Delta Superintendent on proper search procedures.
- (9) Provide additional manning (1 soldier per occupied block) to midnight shift.
- (10) Direct coordination with Delta Block must be conducted prior to operation. Direct coordination with Camp 4 NCOIC is authorized.

d. *S2:*

- (1) Provide training on what types of intelligence contraband we are looking for.
- (2) Coordinate for interpreter support to explain to detainees that we are conducting a shakedown and to move Korans if they are in the way of a search. Interpreters will report to Camp Delta Superintendent for additional instruction.
- (3) Provide a representative per "row" of cell blocks to assist MP search and seizure teams in determining if items are contraband.
- (4) Provide a representative in the contraband holding area to receive items from S4.

e. *S3:*

- (1) Provide Gator(s) to S4 section to move contraband from cell blocks to contraband holding area.

- (2) Coordinate with QRF for potential emergency action procedures.

- (3) Designate a training area that provides for a noise-free environment for this training.

- (4) Provide barbers and camera operators to accompany/support IRF teams.

- (5) Coordinate with detainee hospital for medical/decon personnel.

f. *S4:*

- (1) Provide personnel to move evidence from blocks to contraband holding area.

- (2) Coordinate for additional rations at Delta mess for the MP training company. Have MRE's available in case the MP's cannot break for chow.

g. *MPI:*

- (1) Provide enough evidence envelopes: One for each cell in Camps 1, 2, and 3 and two for each bunk in Camp 4. Each envelope will be marked with the cell/block number or bunk/block number and will have an evidence form on the inside.

- (2) Provide training on proper procedures for custody paperwork to search teams.

- (3) Designate a contraband holding area.

- (4) Be present throughout operation to provide guidance on proper handling of contraband.

h. *MWD:* Have two dog teams at Camp Delta prepared to respond as determined by the Training MP Company Commander. Coordinate directly with Training MP Company Commander.

i. *MP's on the block:* Constantly walk the blocks, reporting any detainees attempting to pass or conceal anything.

j. *Camp 4:*

- (1) Bay Leaders will be given a 2-hour window of amnesty. Once the 2 hours are over, all bays will be searched. If contraband is found, the bay leaders will be required to move to Camp 3. CJDOG will be the approving authority for any moves out of Camp 4.

- (2) All bays will be locked down.

- (3) The first block to be searched will be vacated: One bay will be moved at a time. Detainees will be moved, 1 block each to the 3 recreation yards of the other blocks and 1 block to the ICRC area.

- (4) Bays will be searched simultaneously; one search team per bay. The recreation area will also be searched, including under the gravel.

- (5) Detainees will then be moved back to their bays.

- (6) The process will be repeated for each of the blocks.

Chapter 33

Camp 4 Standard Operating Procedures

33-1. Commanders Intent

a. Camp 4 conducts medium security detention operations in assigned area of Camp Delta in order to support intelligence-gathering activities from detainees and promote cooperation by providing increased privileges and opportunities for social interaction thereby increasing the desire of other detainees to be in Camp 4. On order, conducts preparatory operations for transferring selected detainees for departure from Joint Task Force Guantanamo

b. Camp 4 Focus

- (1) Reinforcement of reward for cooperative behavior.
- (2) Enhance intelligence effort through control of detainees in a less restrictive environment.
- (3) Medium security setting is an incentive for detainees to cooperate with interrogators
- (4) Increased privileges and rewards result in more cooperative detainee mind-set, providing further opportunity for intelligence exploitation.

33-2. Manning Requirements

a. Camp 4 has six main areas of responsibility within the Camp to man. There will be one NCOIC in the grade of E-7. Each shift at a minimum must man one SOG position in the grade of E-5 or higher, one Sally Port 14 guard, one Liberty Tower operator, four Block NCO's in the grade E-4 (P) or higher, and 4 Block Observers. One block NCO and one block observer will be mandatory for each of the four blocks within the Camp.

b. There are two 12-hour shifts at Camp 4 that make up the work period. There is a morning shift which reports at 0530 for guard mount at Camp 4 and a mid-shift that reports at 1730 for guard mount. Each shift will be relieved by the oncoming shift within 30 minutes of the oncoming shifts guard mount. Each shift SOG will conduct a shift AAR immediately after being relieved of duty prior to exiting the Camp 4 area. Each unit assigned to Camp Delta JDOG will be required to release a select amount of soldiers as requested by the JDOG S-3 SGM to be assigned to Camp 4 Special Missions. These soldiers will be hand selected by their command to meet the JDOG S-3 SGM guidance for selection. One requirement is the service member must volunteer to work at Camp 4. The selected soldiers will have the correct mentality, physical fitness, military bearing, and be able to work well with little or no supervision. Excellent public relations (PR) skills are a must. Each soldier will be assigned in a temporary manner during their training

phase, consisting of three 12 hour work periods. If the soldier does not meet the required skills required, they will be returned to their respective unit, who will then provide a replacement body from those soldiers who have been interviewed or screened by their command. This must be done within 24 hours of a soldier being released back to his unit. The JDOG S-3 SGM is in charge of Special Missions and may conduct an interview prior to assignment to Camp 4. The Camp 4 NCOIC will make a report and recommendation to the JDOG S-3 SGM after the initial training period as to the soldier's performance and potential at Camp 4.

33-3. Leave Policy

a. Camp 4 is allowed to have 10% of assigned personnel on leave at any given time. Soldiers must have 60 days minimum time on island before the Camp 4 NCOIC can approve ordinary or EML leave. This does not apply to emergency leave. If a unit sends a Camp 4 assigned soldier on emergency leave, that unit will be responsible to furnish a replacement soldier until the soldier on emergency leave returns. The Camp 4 NCOIC cannot approve more than 15 days of ordinary or EML leave without the consent of the soldiers' unit commander. Soldiers must acquire an exception to policy to take more than one major holiday during any one period of leave off the island, i.e. Christmas and New Years together (24 December thru 2 January) consecutively by order of the JTF Commanding General. Exception to policy may be obtained through J-1 at the commissions building.

33-4. Chain of Command (Command and Control)

- a. Chain of Command as follows:
- (1) Current shift SOG of Camp 4
 - (2) Camp 4 NCOIC
 - (3) JDOG S-3 SGM
 - (4) JDOG S-3 OIC
 - (5) JDOG Superintendent
 - (6) JDOG Deputy Commander
 - (7) JDOG Commander

b. No Officers, NCOs, outside the Camp 4 chain of command will enter the Camp 4 Sally Port without the on duty SOG or Camp 4 NCOIC being present. Units with soldiers assigned to Camp 4 will not visit with soldiers while the soldier is on duty within Camp 4 without the Camp 4 NCOIC's permission or acknowledgement, as to not disrupt the ongoing mission within Camp 4.

33-5. Service and Support

a. The mid shift SOG will inventory all Camp 4 supplies on Wednesday night and furnish a copy of supply items needed for the NCOIC to order through S-

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4 on Thursday morning by e-mail. Supply items will be requested for 7 days of operations at a time. Camp 4 will not stockpile or overstock supply items. Just those items needed to sustain operations within Camp 4 will be requested.

b. Linen will be requested by phone on Thursday mornings through the JDOG S-4 laundry service. All detainees will receive clean uniforms and linen once a week. Blankets will be exchanged once a month on Saturday. Blanket exchange will be by designated weekend for each block in Camp 4. Water bottles and toothbrushes will also be exchanged one-for-one on that blocks blanket exchange day. All detainee items are a one-for-one exchange. For example, an empty toothpaste tube is required for a detainee to receive a full toothpaste tube in exchange. Likewise, an empty toilet paper roll is required to receive a full roll, an empty, damaged or dirty water bottle to receive a new water bottle, etc... Dirty linen will be inspected for damage, marked and packaged separately from dirty linen for laundry service. During linen exchange, the soldier conducting linen exchange will inspect the clean linen for damage and cleanliness. Any deficiencies will be brought to the attention of the SOG and NCOIC so they may contact the S-4 laundry service personnel. At a maximum, two sets of detainee dirty linen will be placed in each brown trash bag and tied shut. Dirty linen trash bags will be placed neatly in the storage bins located next to the Camp 4 administrative building for pick-up by the S-4 laundry personnel on Monday mornings.

c. MREs will be dropped off by S-4 weekly for detainee fasting. Detainees are given one MRE each on Sunday night for Monday fasting and one MRE on Wednesday night for Thursday fasting.

d. Additional supply items to support the Camp 4 mission will be e-mailed to the JDOG S-4 along with a NSN number or stock number of the item to be ordered. These items not normally stocked by the S-4 warehouse will be approved through the DOC and S-4 prior to ordering or requesting. Some examples of these items are fans, brooms, mops, mop buckets, storage bins, grey detainee tubs, prayer rugs, etc...

e. Religious items will be requested through the JDOG Islamic chaplain. These items include but are not limited to the following:

- (1) Prayer caps
- (2) Prayer oil
- (3) Prayer beads
- (4) Issuing of the Quran to a detainee
- (5) Any other Islamic or Muslim religious material

f. NIPR/SIPR/PDA/DIMMS issues concerning operation of or repair with these systems will be directed through the S-6 representative. Personal

account problems with NIPR or SIPR can be handled through the J-6 help desk number located in the JTF phonebook. Any problems with Camp 4 radios will be handled through the DOC communications personnel. All radios and electronic communications equipment in Camp 4 are hand receipted through the S-3 SGM to the Camp 4 NCOIC. Any equipment such as radios that are turned in for repair will need a turn-in document for Camp 4 records. No person in Camp 4, except the Camp 4 NCOIC, may sign for Camp 4 electronics or communications equipment. All hand receipts for Camp 4 will be kept on file in the Camp 4 administrative building.

(g) K-9/IRF/QRF issues of a non-emergency nature will be requested through the S-3 SGM. If the S-3 SGM is not available the next higher S-3 staff person will be notified of the request. The DOC will always be notified of intent to use or use of the QRF and K-9 units in a non-emergency situation. IRF teams in non-emergency situations will be approved by S-3. In emergency situations, where the safety of an MP, or any other military or civilian person is in jeopardy, the SOG on shift or the Camp 4 NCOIC may give the duress code to alert the DOC. In an emergency situation involving a riot or Camp wide disturbance with Camp 4 personnel inside the Camp 4 perimeter, the SOG or NCOIC may use the QRF without prior DOC approval only if it is justified. The DOC will be notified if IRF teams need to be requested along with K-9 support. In situations involving a group of detainees refusing to lock down inside their bays after recreation or chow, the NCOIC or SOG on duty may request K-9 support through the DOC without S-3 involvement as a show of force to get the detainees to comply.

33-6. Personnel Responsibilities

a. The NCOIC areas of responsibility are the daily operations within the Camp 4 perimeter, to ensure manning requirements are met daily. One of the NCOIC's duties is to conduct periodic inspections of Camp 4 security and ensure a safe working environment. The NCOIC is responsible for ensuring all rules and regulations for Camp 4 are followed and enforced by all assigned personnel, MP's and detainees alike. The NCOIC will receive periodic briefings from the JDOG S-3 and JIG/ICE personnel as well as the JDOG S-2 as mandated. The NCOIC will report any maintenance issues to the R&U section for repair. The S-3 SGM will receive periodic updates from the Camp 4 NCOIC on operations at Camp 4 and any issues the NCOIC deems necessary to ensure a successful mission. On call, the NCOIC will conduct VIP and various media tours of Camp 4. The NCOIC will

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receive tour information from the JDOG S-3 office no later than one week in advance.

b. The day shift SOG responsibilities include but are not limited to the following:

- (1) Ensure a licensed bus driver is available and identified to pick-up personnel scheduled for work each morning at the designated housing areas for movement to Camp Delta.
- (2) Establish a transportation pick-up time for their shift for movement to Camp Delta.
- (3) Cleanliness and care of the Camp 4 transportation vehicle while it is under control by their shift personnel.
- (4) Ensure the Camp 4 transportation vehicle is fueled and always ready for use.
- (5) Conduct the 0530 guard mount formation.
- (6) Complete and maintain a DA-6 manning roster for his/her shift to include shift personnel on leave, sick call, duty, or pass.
- (7) 100% physical headcount of all assigned detainees at shift start.
- (8) Conduct a 100% physical inventory of all assigned radios, batteries, Camp 4 keys, and assigned equipment before relieving night shift.
- (9) Ensure all MP's on their shift are trained in their assigned area of operations.
- (10) Complete a manning roster to be turned into the DOC at the beginning of shift immediately after guard mount.
- (11) Make sure all current guard mount messages are relayed to the new on coming shift.
- (12) To receive an oncoming briefing from the night shift SOG they are relieving.
- (13) To conduct an AAR after being relieved by the night shift.
- (14) Account for all detainees assigned to Camp 4 throughout their shift.
- (15) E-mail or place a message in the NCOIC in-box of any issues or concerns that occur during their shift.
- (16) In case of emergency, attempt to notify the Camp 4 NCOIC.
- (17) Maintain cleanliness and keep Camp 4 in an orderly fashion throughout their shift. This includes taking proactive measures to correct any deficiencies or making aware of any work orders that need to be submitted through the Camp 4 NCOIC.
- (18) Enforce Camp 4 rules and regulations and to suggest any updates or changes to policy and procedures through the Camp 4 NCOIC.

c. The night shift SOG responsibilities include but are not limited to the following:

- (1) Ensure a licensed bus driver is available and identified to pick-up personnel scheduled for work

each morning at the designated housing areas for movement to Camp Delta.

- (2) Establish a transportation pick-up time for their shift for movement to Camp Delta.
- (3) Cleanliness and care of the Camp 4 transportation vehicle while it is under control by their shift personnel.
- (4) Regular maintenance and dispatching of the Camp 4 transportation vehicle while it is under control by their shift.
- (5) Conduct the 1730 guard mount formation.
- (6) Complete and maintain a DA-6 manning roster for his/her shift to include shift personnel on leave, sick call, duty, or pass.
- (7) 100% physical headcount of all assigned detainees at shift start.
- (8) Conduct a 100% physical inventory of all assigned radios, batteries, Camp 4 keys, and assigned equipment before relieving night shift.
- (9) Ensure all MP's on their shift are trained in their assigned areas of operations.
- (10) Complete a manning roster to be turned into the DOC at the beginning of shift immediately after guard mount.
- (11) Make sure all current guard mount messages are relayed to the new on coming shift.
- (12) To receive an oncoming briefing from the day shift SOG they are relieving.
- (13) To conduct an AAR after being relieved by the day shift.
- (14) Account for all detainees assigned to Camp 4 throughout their shift.
- (15) E-mail or place a message in the NCOIC in-box of any issues or concerns that occur during their shift.
- (16) In case of emergency, attempt to notify the Camp 4 NCOIC.
- (17) Maintain cleanliness and keep Camp 4 in an orderly fashion throughout their shift. This includes taking proactive measures to correct any deficiencies or making aware of any work orders that need to be submitted through the Camp 4 NCOIC.
- (18) Nightshift will be responsible for a 100% Camp 4 supply inventory on Wednesday nights, and a list will be compiled for the Camp 4 NCOIC to order from on Thursday mornings through JDOG S-4.
- (19) The night shift SOG will verify, the night prior to media and VIP tours that Camp 4 is in a high state of readiness for the visits.
- (20) Night shift SOG will verify all lighting within the Camp 4 area of operations is functional and will note any discrepancies or shortcomings.
- (21) Ensure soldiers working as block observers are using headsets with their radios as not to disrupt the detainee's sleep.

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(22) Enforce Camp 4 rules and regulations and to suggest any updates or changes to policy and procedures through the Camp 4 NCOIC.

d. The Camp 4 Block NCO's duties vary by nature and mission of each individual block depending on specific guidance by JIG/ICE, S-2, S-3, or the Camp 4 NCOIC. The list below is for general guidance of performing duties as a Block NCO and may be subject to special considerations as set forth by higher.

(1) Block NCO's are responsible for all activities scheduled for their assigned block. These include compound recreation, feeding, showering, central recreation, reservation pick-up and drop-off, medical appointments, ICRC visits, interrogator visits, sick call, media and VIP tours.

(2) Ensure all block assigned detainees follow all applicable rules and policy within their areas of responsibility. All block doors will be secure during compound recreation, central recreation, and chow.

(3) Ensure the Block Observers rotating to their assigned block are aware of any special considerations affecting the mission of that specific block.

(4) Conduct a 100% physical headcount upon relieving the off going Block NCO.

(5) Verify all detainee ISN cards are present in the Block NCO book for that assigned block.

(6) Maintain control and discipline within their assigned block.

(7) Notify the Camp 4 SOG on duty of any situations requiring assistance or action by the SOG or DOC.

(8) Conduct linen exchange weekly according to schedule.

(9) Ensure all assigned detainees have the basic Camp 4 issue items and that they are in serviceable condition.

(10) Log any SIGACTS, messages, actions or information into the Block NCO logbook for follow-up or guidance to the other Block NCO's performing duty on that block.

(11) Conduct blanket exchange monthly according to schedule.

(12) Ensure any work orders needed for their block are logged into the Block NCO book and passed onto the SOG on duty.

(13) Ensure DIMMS information is accurately recorded into DIMMS and the handwritten copies turned into the SOG at the end of shift.

(14) Conduct spot checks on the safety and actions off the Block Observer.

(15) The Block NCO is overall responsible for everything that happens on his/her block during their shift including the conduct and actions of the Block Observer.

e. The Block Observer is responsible for the following:

(1) Logging SIGACTS, all detainee requests or refusals, and keeping the Block NCO informed of all detainee actions.

(2) The Block Observer will randomly rotate to both observer areas on the assigned block of operations to conduct duties. If two observers per block are available, then each observer will stay and perform duties in one observer area each on that assigned block.

(3) Block Observers will log any activities vital to the Camp 4 mission into the observer logbook for entry into DIMMS. They will also keep in contact by radio with the Block NCO as to keep them advised. Block

(4) Observers may contact Liberty Tower to submit detainee requests into DIMMS

(5) Observers on night shift will wear a radio headset as not to disrupt detainee sleep.

(6) The Block Observer will follow all orders of the Block NCO and will assist the Block NCO in his duties and block responsibilities

(7) Block Observers will enforce Camp 4 policy and procedures and ensure detainees are following rules and regulations applying to their assigned block.

(8) Block Observers rotate blocks based on a schedule set by the SOG on duty.

(9) MP/detainee conversation during normal duty hours is authorized but must adhere and be cautious to OPSEC.

(10) Hanging of clothing and trash bags from the MP Observer area grate is permitted as long as it does not obstruct the MP Observers view or interfere with the MP Observers job.

(11) There is no passing of items between bays through the MP Observer area.

(12) Any questions asked by a detainee to the Block Observer that cannot be answered or the Observer is unsure of should be directed to the Block NCO or SOG.

(13) Pass-on logbooks will be neat and orderly. SIGACT sheets and logbooks will remain closed when not in use and out of sight of detainees who may attempt to read the entries.

(14) Information logged into a pass-on logbook may be classified or secret in nature and will not be discussed with other detainees. Any Observer or Block NCO that discusses information written in pass-on logbooks or SIGACT sheets with any other detainees will be subject to UCMJ action.

(15) Pass-on logbooks will be kept up to date and each MP Observer will log in when assuming duties as an Observer even if only temporarily.

(16) Any unauthorized writing, artwork, drawing, doodles, obscenities, or graffiti on the covers, inside

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covers, pages, or binding of the MP Observer pass-on logbook will subject the MP Observer to charges of destruction of government property and/or unauthorized destruction of classified or secret government documents. These pass-on logbooks are to be treated as a MP notebook and maintained in a professional military manner. Pass-on logbooks are subject to summoning by a judicial review board, tribunal committee or other court proceedings and may be used as evidence in a trial, case, or hearing..

(17) All Block Observer and Medical access gates will remain secure after entry or exit to/from the Block Observer fenced in area. Each Block Observer will have an Observer key to open the Observer area gates. It is the Observers responsibility to ensure Observer gates are secure all the time except entry and exit from the Observer area.

(18) All block bay doors will be secure during compound recreation, central recreation and chow.

f. Liberty Tower Operator is responsible for the following:

(1) Control and operation of all magnetic and electronically controlled gates within Camp 4.

(2) Controlling and maintaining radio traffic and security of communications on the Camp 4 assigned frequency.

(3) Liberty Tower will conduct morning and daily call to prayers over the Camp 4 intercom system to all Camp 4 blocks.

(4) Liberty Tower will monitor all 44 Camp 4 camera systems and note any deficiencies in camera or monitor operations to the SOG on duty.

(5) Liberty Tower will conduct random camera system monitoring of various bays to check on detainee actions. Any actions by detainees monitored on the Liberty Tower camera system that may be of safety or security concerns will be brought to the Block NCO and Block Observers attention of the applicable block in question.

(6) Liberty Tower is the central command center of Camp 4, and the security of Liberty Tower is extremely important. The Liberty Tower operator will maintain 100% positive control of all of their locks and gates.

(7) Liberty Tower houses the Camp 4 camera recording equipment and Camp 4 supplies. The Liberty Tower Operator will ensure an orderly appearance and cleanliness of Liberty Tower will in their control.

(8) Liberty Tower operators rotate on a scheduled basis set by the SOG on duty.

(9) No listening or viewing media, i.e. CD's, DVD's, VHS tapes, or books and magazines are authorized in Liberty Tower due to the sensitive nature

of Liberty Towers mission and the possibility of being a distraction to Liberty Tower operations.

(10) No food or drinks will be authorized in Liberty Tower due to the large amount of electronic equipment and electrical circuits housed there.

(11) Liberty Tower will always remain in a high state of police.

(12) The Liberty Tower Operator is responsible for updating and maintaining their logbook and the Camp 4 DIMS system while manning that position.

(13) The Liberty Tower Operator will not allow personal phone calls from Liberty that are longer than 15 minutes in length. Personal phone calls will be at least 15 minutes apart to allow work related calls a chance to get through.

(14) Liberty will only open Sally Port 14 electric locks when requested by the Sally Port 14 Operator at that post at the time the transmission is received.

e. Sally Port 14 Operator is responsible for the following:

(1) Making sure the sally port is manned at all times. If the Sally Port Operator must leave their post, they will advise the SOG on duty so he/she may relieve them. Sally Port will not leave their post until properly relieved.

(2) Sally Port 14 will maintain in radio contact at all times with Liberty Tower.

(3) Sally Port 14 will be responsible to announce to Liberty Tower all escort or medical teams that enter or leave Sally Port 14. Sally Port will also advise Liberty Tower as to the bed number of the detainee that team is picking-up or dropping off. Sally Port 14 will log all non-assigned Camp 4 personnel into the Sally Port logbook by name/rank or by team number/call sign along with the time of arrival, time of departure, and nature of business at Camp 4.

(4) Sally Port 14 will be solely responsible for maintaining access to Camp 4 through Sally Port 14 and will verify the level of Camp 4 access by checking the Camp Delta badge. Camp 4 requires a green badge code to enter without escort. All non-assigned Camp 4 personnel will be escorted by assigned personnel throughout their entire time while inside the Camp 4 perimeter.

(5) Sally Port Operator will open both outer vehicle gate doors for vehicle large than a standard size pick-up truck. For example, the large ice truck with lift-gate will only enter after both vehicle outer gate doors or open.

(6) Sally Port will never have two Sally Port locks open at the same time.

(7) Sally Port Operator is responsible for keeping the sally port storage locker stocked with supplies from Liberty Tower and maintaining a 5 gallon water cooler full of ice and Gatorade at all times.

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(8) The Sally Port 14 Operator will enforce the policy of only the Sally Port 14 Operator calling Liberty Tower to unlock or release Sally Port 14 locks.

33-7. General Rules

a. Detainees will comply with all rules regulations, policies, procedures and guidance set forth within the Camp 4 SOP as advised to them by Camp 4 assigned personnel. Detainees will conduct themselves in a manner that is not to offend, threaten, or agitate other detainees. Detainees that fear their life is in danger or fears physical harm, can and will report this to the Camp 4 personnel at any time. Detainees will not conduct and/or participate in, but not limited to, any form of military drills, hand-to-hand combat, and martial arts style training, or shadow boxing. There will be no sexual contact between detainees. Detainees will walk in an orderly fashion to/from bays when moving anywhere within Camp 4. Detainees, bays, and all block areas are subject to search at any time by Camp 4 assigned personnel. Any violations of these rules and/or any other Camp 4 rules, regulations, policy or procedures will result in disciplinary action, loss of privileges, and/or transfer back to Camp 1, 2, or 3 pending approval by higher. b. Camp 4 personnel will not allow detainees to violate Camp 4 rules, regulations, policy, or procedure. Camp 4 personnel will not knowingly cause a detainee to violate the governing rules, regulations, policies, or procedures. Personnel assigned to Camp 4 will not bring unauthorized materials or equipment into Camp 4. Assigned personnel will not give detainee's unauthorized items or materials not approved by JIG/ICE, S-3, DOC or S-2. Any extra reward or incentive items given a detainee will be verified through the SOG on duty or NCOIC as to the items or material being authorized on the detainee's form 508. Any violations of Camp 4's rules, regulations, policies, or procedures by Camp 4 personnel will subject the violator to administrative action and/or removal from Camp 4. Camp 4 is a medium security setting requiring extra precaution and safety. Any safety concerns will be brought to the SOG on duty or NCOIC's attention immediately. Camp 4 personnel that commit unsafe acts or physical security risks will be subject to UCMJ by their units after review and recommendation by the S-3 SGM. Any Camp 4 personnel witnessing any violations of Camp 4 rules, regulations, policies, or procedures will be asked to write a DA-2823 sworn statement to the facts surrounding the occurrence or incident. Sworn statements must be turned into the Camp 4 SOG on duty or Camp 4 NCOIC no later than 48 hours after the incident. Sworn statements turned in after 48 hours

may be less likely to result in detainee discipline or loss of privilege.

c. No personal electronic portable devices, games, or media will be brought into Camp 4.

d. Detainees at a minimum will outside will wear the following items:

- (1) Shirt
- (2) Pants and/or shorts
- (3) Shower shoes or soccer shoes

e. The only detainee headgear authorized for wear outside of the bays is the issued prayer cap.

33-8. Bay Rules

a. No more than two bay doors will be open at any one given time. b. Bay leaders will be chosen by the Camp 4 personnel and used to enforce all rules, regulations, policies and procedures. Bay leaders will be chosen based on respect by other detainees assigned in that bay, by ability to communicate with Camp 4 personnel, leadership ability, and cooperation with the Camp 4 personnel.

c. Detainees will be given a wake-up/chow call 0600 hours daily. Quiet time will be at 2300 hours nightly. Detainees are responsible for keeping their areas and themselves clean and sanitary. Detainees are not allowed to have any item(s) in their possession that could be used as a potential weapon.

d. Detainees are allowed to do physical exercises in the bays; however, activities such as sports inside of the bays are unauthorized.

e. Detainees will report medical emergencies to the Block Observer, Block NCO, and/or the SOG on duty so they may take appropriate action.

f. Fruit, nuts, honey, and 1 MRE are the only authorized food items allowed in the bays. No excess amounts of these food items will be allowed. Any spoiled, rotten, or unsanitary items will be thrown away. MP's will conduct random bay inspections for unauthorized food products.

g. Detainees are allowed to talk to other detainees thru the MP observer area except during the hours of 2300 – 0430. The only times detainees will not be allowed to crosstalk is if it is disruptive, abusive, or unproductive to the Camp 4 mission. Detainees are not allowed to crosstalk to the other camps in Camp Delta to include detainees assigned to Fleet Hospital. Detainees may talk to other camp detainees riding in gators in route to Fleet Hospital. However, gators will not be allowed to stop in front of Camp 4 with Camp 1, 2, or 3 detainees in route to other areas of Camp Delta. Detainees may crosstalk with other blocks within Camp 4 as long as it is not disruptive, abusive, or unproductive to the Camp 4 mission. At any time, a directive may be received from higher to stop all crosstalk due to mission requirements. At that point

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the higher order will be explained to the detainees and enforced by the Camp 4 personnel.

h. All rules, regulations, policies and procedures concerning Camp 4 are subject to immediate change as directed by higher either permanently or temporarily, dictated by mission requirements and commanders intent.

i. Bay leaders will ensure that bay doors remain closed unless moving to or from recreation, shower, or chow. Detainees are not allowed to enter bays that they do not reside in. Detainees will not stand on bunks, picnic tables, or objects stacked inside of their bays or recreation yards.

j. Detainees are not allowed to sleep or lay together with more than one detainee per bunk.

k. Detainees will not disassemble any Camp 4 equipment or property to include bay fans for cleaning. Detainees will not touch bay cameras or shower cameras.

l. Detainees will not be allowed to alter any Camp 4 issued items. Items altered or damaged by detainees will be confiscated by the Block NCO who will then write a DA-2823 on the incident along with a DA-4137 form.

m. Sheets, towels, blanket, or any other linen besides the white detainee issued uniform will not be hung inside the bays or tied off inside the bays.

n. Detainees may not cover the bay or shower cameras as to obstruct the Liberty Tower operators view. o. Detainees will not sleep under their bunks with a sheet, blanket, or other linen draped over the bunk as to hide them from view. Camp 4 personnel must see a portion of the detainees uncovered skin when conducting a physical headcount in the bays. A Block Observer will awaken a sleeping detainee if skin cannot be seen. p. Detainees must clean their bays with cleaning supplies requested from the Block Observer or Block NCO at least twice a week.

q. Detainees may not tie any form of string, rope, or plastic strips to any portion of the overhead electric conduit or any portion of the bay doors or windows.

r. Each Block will secure their bay doors during compound recreation, central recreation, and chow.

s. The shower room door only may be open during central recreation and compound recreation for latrine use. All other bay doors will be closed while recreation and chow is being conducted.

33-9. Compound Recreation / Central Recreation Yard Rules

a. Detainees will receive recreation time according to the separate day and night shift activities schedules. The Camp 4 NCOIC will develop a rotating chow, shower, compound recreation, and central yard recreation schedule for each shift. Two bays will be allowed to eat chow and conduct recreation together.

The only exception to this rule is the bays designated by mission requirements or discipline, to eat and perform recreation separately.

b. Normal recreation time for compound recreation is two bays out for 30 minutes immediately followed by 30 minutes for two bays to shower. Normal recreation time for central recreation is two bays out for 30 minutes immediately followed by 30 minutes for two bays to shower. Normal time for breakfast, lunch, and dinner is two bays out on each block for 1 hour at each meal. Then the next two bays from each block will come out for 1 hour for each meal. There is no shower time in conjunction with or associated with meal times.

c. Detainees will proceed directly to the central recreation yard when released by the Block NCO from their bays.

d. No more than two bays will be allowed in the recreation yard at one time.

e. Detainees in the central recreation yard must stay within the designated fenced in areas, either the soccer field or volleyball court.

f. No detainees will be allowed to run around the inside of the outer recreation yard fence.

g. If a volleyball or soccer ball leaves the designated area, a detainee will request permission or receive acknowledgement to retrieve the ball.

h. There will be no contact sports conducted in the central recreation yard except minor contact during soccer.

i. Detainees will not climb any fence in Camp 4.

j. When any emergency siren is sounded in the Camp Delta facility, detainees will lay face down on the ground, place their hands outstretched to their sides, palms up, and await further instructions from the Camp 4 personnel.

k. Detainees will be allowed to take showers after recreation according to the recreation, chow and shower schedules.

l. Use of the central recreation yard is a Camp 4 award and privilege. Any violations of the central recreation rules will result in disciplinary action, loss of privileges, and possible transfer back to Camp 1, 2, or 3.

m. Central recreation is in addition to compound recreation. Loss of central recreation will be at the Camp 4 NCOICs discretion and may be taken away from a detainee for violation of Camp 4 rules. Loss of central recreation does not mean loss of compound recreation. The only way a detainee can lose compound recreation and central recreation together is with a form 508 for disciplinary action. A detainee can lose central recreation privileges without loss of compound recreation, but cannot lose compound recreation and still receive central recreation. Central

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recreation is a privilege and compound recreation is a reward/incentive. Camp 4 privileges do not require a form 508 to take away. However, rewards/incentives do require disciplinary action approval by S-3 and possibly JIG/ICE. An example of this would be if a detainee refuses to stay inside the designated central recreation yard fence area. If the detainee is told more than once and refuses to comply, then the Camp 4 personnel may take the rest of that detainees remaining central recreation yard time away and make them go back to their assigned block compound recreation area.

n. No martial arts or military style training by the detainees will take place in the bays, the compound recreation yard, or the central recreation yard.

o. Camp 4 assigned personnel will not allow escort teams or medical teams to enter the inner Sally Port gate while central recreation is being conducted. If an escort or medical team shows up during central recreation they may wait in the Sally Port area until the central recreation yard is clear of all detainees, or the Camp 4 personnel may go retrieve the requested detainee and escort them to the Sally Port for transportation by the teams.

p. Camp 4 personnel will remain in a separate fenced in area from the detainees during central recreation. These areas include the Liberty Tower fenced in area, the Block Observer fenced in areas, or Sally Port 14. All Block Observer gates will remain secured and locked during central recreation. The Camp 4 Sally Port 14 inner vehicle gate will remain secured and locked during central recreation. The Liberty Tower outer main gate will remain secured and locked during central recreation.

q. Detainees at a minimum will wear the following while outside at central or compound recreation:

- (1) Shirt
- (2) Pants and /or shorts
- (3) Shower shoes or soccer shoes

r. The only detainee headgear authorized for wear outside of the bays is the issued prayer cap.

33-10. Central Shower/Bath Rules

a. Each bay will have 15 minutes of shower time in the central bathroom. If two bays are out together at recreation, then the shower time doubles to 30 minutes.

b. There will be no detainee showers for the morning prayer wash except in the case of uncleanliness caused by dreams. At 0400 hours detainees are given an opportunity to wash their hands, face, and feet before the morning call to prayer is played over the Camp 4 intercom system. This is a quick clean up for prayer only. The Block NCO may turn the water valve off after the 15 minute period has expired to prevent the detainees from taking advantage of the 15 minute period.. No more than two bay doors will be opened on one block at any given time.

c. MP Observers and Block NCOs will give one full bottle of shampoo per bay for shower. If two bays are in shower then two full bottles of shampoo will be given. Detainees will give the shampoo bottles back to the Block NCO or MP Observer when shower time is complete. No shampoo is allowed in the bays.

d. Detainees will not share shower or toilet stalls with other detainees.

e. Clippers will be issued twice a week during evening shower time on Mondays and Thursdays. The clippers will be returned to the Block NCO when detainees are finished.

f. Razors will be issued twice a week during day shower time on Tuesdays and Fridays. Block NCO's will count and hand out the razors to the detainees through the fence as they enter the central shower/bathroom. Razors will be returned to the Block NCO who will account for and inspect the razors for missing or altered blades as soon as the detainees exit the latrine. Detainees will hold up the razor so the Block NCO may inspect it, then drop the razors through the fence into a small trash bag as the Block NCO counts to make sure all razors are returned that were issued out.

g. At no time will razors or clippers be permitted inside the bays. Clippers may be used in the compound recreation area.

h. Detainees will clean up after themselves upon completion of using the central bathrooms. Detainees will sweep, mop, police up trash, and clean the central bathrooms daily. The bay responsible for cleaning will be determined according to the day/night shift shower, recreation, and chow rotation activities schedules.

i. Only clear or partial transparent style shower and toilet curtains may be used in Camp 4. This allows the cameras and observers to see movement behind the curtains for safety and accountability reasons.

j. The central shower/bathroom may be used as a temporary holding area for one bay at a time for block or bay searches for contraband or inventory of detainee Camp 4 issued items.

k. The only detainee headgear authorized for wear outside of the bays is the issued prayer cap.

l. At a minimum, detainees will wear the following items while outside:

- (1) Shirt
- (2) Pants and/or shorts
- (3) Shower shoes or soccer shoes

33-11. Mess Yard Rules

a. After ensuring all detainees on the block are secured in their bays, the Camp 4 Block NCO will place one set of food service containers and associated food items onto the compound yard picnic table or folding table. The Block NCO on each block will

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count all sporks for their detainees coming out to eat. Block NCOs will also count serving utensils. All bread twist ties will be removed from the bread bags. Camp 4 detainees are not limited to their servings on food items and drink. They are authorized to eat every food item and drink brought to them by food service.

b. After the Camp 4 personnel have set up the eating area on the block, they will secure the block main gate. The Block NCO will call Liberty Tower to open the bay doors to the bays designated on the shower, recreation, and chow schedule to come out and eat.

c. Two bays at a time on each block will be given 1 hour to eat their meals together at the compound area picnic table. They are responsible for cleaning up after themselves to include returning all eating utensils, serving utensils, and policing up all trash and passing it out the block main gate bean hole into the trash can on the other side. The Block NCO will account for all food service utensils and sporks.

d. After the first two bays on the block have eaten and cleaned up, they will return back to their respective bays. The remaining two bays will then be released to come out to the block mess area and eat for 1 hour. They will also clean up after themselves and return all utensils and trash. They will then return to their respective bays and secure their bay doors.

e. After chow has finished and all detainees on the block are locked back into their bays, the Block NCO will open the block main gate and bring all the food service containers and utensils outside of the block area to prepare them for pick-up by food service personnel.

f. A search of the mess area will then be conducted for any remaining trash, food, sporks, utensils, or food containers.

g. Chow drop-off times are as follows:

- (1) Breakfast 0615 hours
- (2) Lunch 1200 hours
- (3) Dinner 1800 hours

h. Chow pick-up times are as follows:

- (1) Breakfast 0830 – 0845 hours
- (2) Lunch 1400 – 1415 hours
- (3) Dinner 2000 – 2015 hours

i. Special meals for those detainees listed by the DOC, will be dropped off by food service personnel prior to the Camp 4 scheduled meal times. Any issues with special meals should be brought to the DOC's attention or contact food service via cell phone. Detainees are placed on a list to receive special meals through the recommendation of the base nutritionist.

j. Detainees at a minimum will wear the following items while at mess:

- (1) Shirt
- (2) Pants and/or shorts
- (3) Shower shoes or soccer shoes

k. The only detainee headgear authorized for wear outside of the bays is the issued prayer cap.

33-12. Bay Leader Duties and Responsibilities.

Bay leader bed assignment will be the closest to the MP observer booth.

b. Bay leader will receive directions and/or orders from the MP observer and/or Block NCO.

c. The bay leader is responsible to ensure bay doors remain secure each time a detainee enters or exits the bay.

d. Bay leaders will ensure all detainees assigned to the bay respect each other regardless of culture, language, and beliefs.

e. Bay leaders will explain to the detainees assigned to their bay in their native language all of the information or orders furnished to them by any Camp 4 personnel.

f. Bay leaders will bring up any detainee issues or concerns within the bay or block to the Block NCO or Block Observer.

g. If the bay leader becomes aware of any plans and/or actions for detainee disorder in the bay, block, Camp 4, or Camp Delta, they will bring this to the Block NCO or Block Observers attention.

h. The bay leader will inform the Block NCO or Block Observer of any medical issues or requests.

i. Bay leaders will greet and explain Camp 4 rules, policies, and procedures to all new arriving detainees assigned to their bays.

j. Bay leaders will meet with the Camp 4 NCOIC, JDOG Superintendent, and Deputy JDOG Commander once a month on a date determined and given to them by the Camp 4 NCOIC, to bring up any bay or block concerns or issues.

33-13. Laundry/Linen Exchange

a. Newly assigned Camp 4 detainees will be issued one complete set of white detainee clothing from S-3 prior to arrival to Camp 4. One complete set of white detainee uniform includes the following:

- (1) One white "smock" style shirt
- (2) One white crew neck T-shirt
- (3) One white pair of pants
- (4) One white pair of shorts

b. Detainees will also receive the following linen and Camp 4 issued items after arriving to Camp 4:

- (1) Two white bed sheets
- (2) Two colored blankets
- (3) One white pillowcase
- (4) One white medium size pillow
- (5) Two white medium size towels
- (6) One white small washcloth
- (7) One "traditional colored and styled" prayer rug

(8) One grey storage tub with lid

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- (9) One pair of soccer shoes
- (10) One of the following (chess, backgammon, or checkers set)
- (11) One deck of playing cards
- (12) One set of dominoes
- (13) One green "PT" mat
- (14) One set of hygiene items
- (15) Any items listed on the detainee's 508 form

c. S-4 supply will furnish Camp 4 with the requested amounts of pillows, prayer rugs, prayer mats, shower shoes, soccer shoes, grey storage tubs, games, and other detainee issued items.

d. S-4 laundry service will furnish Camp 4 with the requested amounts of complete white detainee uniforms, white towels, colored blankets, white sheets, and white washcloths. S-4 laundry service does not have a method for cleaning traditional style prayer rugs. Traditional style prayer rugs will be an expendable item, which may be thrown away after determined by the shift SOG to be unserviceable. In this case, another traditional style prayer rug will be issued to the detainee.

e. Detainees will be provided clean laundry and linen once a week and two clean blankets once a month by block according to the following schedule:

BLANKETS
(1) 1st Saturday of the month will be Victor Block
(2) 2nd Saturday of the month will be Whiskey Block
(3) 3rd Saturday of the month will be Yankee Block
(4) 4th Saturday off the month will be Uniform Block
(5) If there is a 5th Saturday in the month there will be no linen exchange on that day.

LINEN
Each block will receive clean linen and uniform exchange once a week on Sundays.

f. Block NCOs will obtain the clean laundry from between 0800-0930 the morning of laundry exchange from Liberty Tower.

g. Block NCOs will begin laundry exchange prior to detainee lunch.

h. Block NCOs will ensure all linen is exchange one detainee at a time on there block. Block NCOs will ensure the linen being turned in is in serviceable condition and separated into individual piles of serviceable and non-serviceable so non-serviceable linen is not washed and redistributed. All linen for

each detainee is a one-for-one exchange. Block NCOs will ensure each detainee receives the proper amount of linen being exchanged. Some detainees may wish to turn-in only certain items for exchange, therefore it is important the Block NCO does not give out more linen than is being turned-in. Non-serviceable linen will be bagged in large brown trash bags and marked appropriately and clearly as "BAD". Serviceable linen will be bagged in large brown trash bags as sets. Two complete sets of linen per brown trash bag only, unless there is an odd number of sets. Serviceable bags of linen will be placed neat and orderly inside the marked dirty linen storage bins next to the administrative building for pick-up on Monday mornings by the S-4 laundry service personnel. Non-serviceable bags of linen will be stacked neatly outside the administrative building for inspection by the Camp 4 NCOIC to determine damage extent and cause of damage. The Camp 4 NCOIC will then notify the JDOG SGM by e-mail on his findings as directed by the JDOG SGM.

i. Any ripped or torn detainee uniforms, sheets, blankets, towels, wash cloths, or pillow cases that are missing pieces or strips of material will subject the entire block to a shakedown search for the missing material.

j. Any left over clean laundry will be accounted for and placed in Liberty Tower.

33-14. Personnel and Detainees Cleaning Duties

a. MP cleaning responsibilities are to ensure their assigned areas of responsibility during shift is free of trash, floors are swept and mopped, ice chests are full, and water coolers are cleaned out and refilled.

b. This includes the fenced in observer areas, MP Observer booths, Block NCO booths, all internal and external areas within Liberty Tower and the Liberty Tower fence line, All areas within Sally Port 14, the Camp 4 break area, inside the administrative office, the fence line surrounding Camp 4, and the area between the administrative building and Camp 4 Sally Port.

c. SOGs will ensure prior to taking over shift and prior to being relieved from shift that all areas are cleaned up and ready for inspection. Camp 4 receives numerous visitors and tours. Camp Delta personnel walk past and around the Camp 4 perimeter daily. Camp 4 is a high visibility area and draws a lot of attention. Therefore, Camp 4 must remain clean and ready for inspection at any given time of the day or night. The SOG is overall responsible for making sure the all areas are cleaned.

d. Detainee's cleaning responsibilities will be all the areas within their compound recreation/mess yards fence line. This includes their bays, latrines, block central shower and the external block areas within the block yard fence. MPs will issue detainees proper cleaning supplies and ensure that the detainee's areas

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stay in a high state of cleanliness. Block NCO will utilize the bay leaders to make sure this happens. MPs will account for all cleaning supplies issued and make sure they are returned back to the Block storage locker. The last bay to shower for the day according to the recreation, shower, and chow rotation schedule will clean the central shower room at the end of the day prior to 2300 hours.

33-15. Radio Call Signs

- a. Uniform Block
 - (1) Block NCO will be called "Uniform Block"
 - (2) Block Observer will be called "Observer 1"
- b. Victor Block
 - (1) Block NCO will be called "Victor Block"
 - (2) Block Observer will be called "Observer 2"
- c. Whiskey Block
 - (1) Block NCO will be called " Whiskey Block"
 - (2) Block Observer will be called "Observer 3"
- d. Yankee Block
 - (1) Block NCO will be called "Yankee Block"
 - (2) Block Observer will be called "Observer 4"
- e. Liberty Tower
 - (1) Liberty Tower call sign will be "Liberty"
- f. Sally Port 14
 - (1) Sally Port 14 call sign will be "Sally"
- g. SOG of Camp 4
 - (1) SOG call sign will be "SOG 4"

33-16. Fire Evacuation Plan

- a. Camp 4 assigned personnel that see smoke and/or fire from a block/bay, or hear/observe an activated fire alarm will immediately report the incident to the Block NCO or SOG.
- b. The Block NCO or SOG will respond to the reported location with fire extinguishers and make an assessment of the situation from outside the block fence with help from the Block NCO, Block Observer, and Liberty Tower Operator monitoring the cameras to give the SOG spot reports on what they see.
- c. The SOG will make a timely determination as to evacuate the whole block or the bay effected.
- d. Liberty Tower will call the DOC by phone and keep them informed of the situation.
- e. If the SOG determines the fire can be put out by fire extinguisher, then the bay will be evacuated into the mess yard area of the block. The Block NCO will go into the bay after it has been evacuated while the SOG stays by the block main gate. If the fire cannot be put out, the entire block will be evacuated one bay at a time starting with the closest bay to the fire. Detainees will be evacuated to the ICRC yard and secured.
- f. If a fire is determined to be present by the SOG and the block needs to be evacuated, all the other blocks will go to lock down so the non-effected Block NCOs may go assist with the evacuation. The Block

Observers however, will remain at their posts on the non-effected blocks.

g. In case of a confirmed fire, Liberty will advise the DOC to call the JTF fire department and have the available QRF respond without gear to assist.

h. If a fire is detected, the Block Observer of the effected block will stand outside the observer booth area of the bay with the fire. The observer will relay information to the detainees from the SOG about the evacuation. The Block Observer will attempt to keep the detainees calm.

i. Sally Port 14 will control access and prepare to allow only the necessary personnel inside Camp 4 during lock down. These will include the QRF, medical personnel, fire department personnel, R&U, and DOC personnel. Sally Port will log entries as time permits.

j. Camp 4 has 6 fire extinguishers assigned. One water fire extinguisher is to be located in the Camp 4 administrative building. One water fire extinguisher is to be located in the bottom of Liberty Tower. Three water fire extinguishers are to be located in Sally Port 14. One PK chemical fire extinguisher is to be located in the top of Liberty Tower.

33-17. "OPERATION SNOWBALL"

- a. The Infantry QRF / IRF team immediately responds to the Camp 4 Sally Port in BDU's only. No equipment, knives, weapons, shields, or ammo will be used for self-harm incidents. Response time and speed is key to preventing fatality and safety issues within the camp. When the Sally Port guard sees the QRF team entering the Sally Port area they will immediately open the inner main gate allowing timely access to Camp 4. The Camp 4 Sally Port guard will direct the infantry to the appropriate block of the self-harm incident. The Block NCO inside the Block gate will direct the 5-6 Infantry soldiers to form a shoulder to shoulder barrier between the detainees in block compound rec and the block gate. The Infantry will stand there in a "normal, relaxed, non-aggressive" posture without saying anything as not to make the detainees defensive, angry, or aggressive. The Block NCO already standing there will talk calmly with the detainees reassuring them that the situation is under control and everything is OK. The QRF leader will respond to the appropriate block bay to assist the three (3) Block NCO's and the NCOIC inside the bay handling the self-harm incident.
- b. A detainee whom is "cut down" for a self-harm attempted hanging will be quickly but carefully removed from the bay the incident occurred in after being properly mobilized against further neck damage. The Camp 4 NCOIC will give all commands to the three Camp 4 Block NCO's and Infantry QRF squad leader caring the self-harm patient off the block into a safe area outside the block gates. They will begin first

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responder medical assessment and first aid for responsiveness, pulse, breathing, bleeding, preventing shock, head injuries, and mobilizing fractures or broken bones until medical personnel arrive in Camp.

c. When medical personnel arrive, the Sally Port guard will open the inner gate and direct them to the appropriate block and bay. Only gator(s) with stretchers may enter the Camp inner perimeter (one per self-harm incident). Gators without stretchers will stay outside the Camp 4 Sally Port area, parked out of the way of Camp 4 traffic. If an ambulance shows up at Camp 4, the Sally Port Guard will direct the driver to back into the Sally Port area. The ambulance may not go into the Camp 4 inner central area past the inner Sally Port gates. Once the ambulance is in the Sally Port the Sally Port guard will close both Sally Port outer gates and secure the Sally Port area. This will allow for the Sally Port guard to maintain security while having his 360-degree view obstructed by the ambulance being in the Sally Port. It will allow for patient loading later without compromising security. Once the patient is ready to be loaded into the ambulance, the Sally Port guard will open the inner Sally Port gates and allow medical personnel with the patient access to the rear of the ambulance for loading.

d. Once medical personnel have the patient loaded into the ambulance, the Sally Port guard will secure the inner Sally Port gates, walk around the ambulance, look under the ambulance, and then open the outer Sally Port gates to let the ambulance out of Camp 4. If the patient is on a gator with stretcher then have the ambulance leave the Sally Port area immediately to make room for the gator and then allow the gator with stretcher and patient out of Camp 4. Once the ambulance is out of the Sally Port, the Sally Port guard secures the outer Sally Port gates. Gators without patients will be allowed to exit next in a controlled manner followed by personnel exiting through the walk-in gate after a brief I.D. badge screening to maintain security, as not to lose accountability of detainees. The Sally Port guard will notify Liberty Tower of each detainee ISN that leaves Camp 4 on a gator or in an ambulance for self-harm or medical. Liberty Tower will write down the ISN's and notify the DOC by landline so they may update the DIMS system.

e. No detainees will be permitted in the Sally Port 14 during a self-harm incident. Escort Teams trying to bring a detainee back to Camp 4 during a self-harm incident will be told to stand by until the incident is over and a 100% physical detainee head count is conducted.

f. REACTION TIME: (a timeline of events)

(1) R = Block NCO puts out duress code "SNOWBALL" and information on

(a) All detainee movement in or out of Camp stops.

(2) R+10 sec Liberty Tower unlocks appropriate Block main gate.

(a) Liberty Tower verifying other block gates are secure.

(b) Any block in central rec is told to go into their block area.

(3) R+20sec

(a) All Block NCO's without central rec grab medical shears go to scene of incident.

(b) Sally Port guard opening both sides of outer gate.

(c) Observers for all blocks watch all bays for repeat incident or mass casualty.

(d) NCOIC notifies QRF / IRF team to respond immediately with no gear to Sally Port at Camp 4 for self-harm.

(4) R+25 sec

(a) Block NCO's in block going into the appropriate block.

(b) One Block NCO blocking detainees from exiting the block area where the self-harm occurred.

(c) NCOIC calls DOC gives details & requests medical, K-9.

(5) R+30 sec

(a) Block NCO and other Block NCO's headed into the bay.

(6) R+35 sec

(a) Infantry QRF / IRF headed into Sally Port.

(b) Sally Port unlocking inner sally gate.

(7) R+40 sec

(a) Block NCO's cutting down detainee in bay or getting non-involved detainees out of bay if not a hanging attempt.

(b) Infantry arriving at block

(c) NCOIC headed to block with "snowball" kit.

(8) R+45 sec

(a) Infantry forming a line in block rec area blocking the exit.

(b) Infantry squad leader going into bay.

(9) R+50 sec

(a) Block NCO's removing self-harm detainee from bay.

(b) NCOIC at block.

(10) R+55 sec

(a) Block NCO's, Infantry squad leader, NCOIC carry detainee out of block gate into central area.

(11) R+1 min

(a) Start detainee first responder assessment.

(12) R+65 sec

(a) QRF and Block NCO start leaving block rec area.

(13) R+70 sec

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- (a) All blocks secure, detainee first-aid started.
- (14) R+2 min
 - (a) DOC cameraman on site.
 - (b) Infantry QRF on-stand down by Sally Port 14.
- (15) R+2.5 min
 - (a) Medical at Sally Port gate
- (16) R+3 min
 - (a) Medical takes over detainee self-harm.
 - (b) Block NCO's report back to their blocks and continue normal operations and reassure other detainees.
- (17) R+4 min
 - (a) Ambulance on site at Sally Port backing in.
- (18) R+5 min
 - (b) Medics stabilize and move self-harm patient to Sally Port for transport to Fleet Hospital.

33-18. Gator Maintenance

- a. The Camp 4 gator vehicle will be washed and cleaned at least three times a week by the night shift personnel.
- b. The Camp 4 gator will be checked for an adequate supply of fuel nightly by night shift personnel and fueled as needed. Diesel fuel is located in the yellow hazardous material lockers located by the mess facility.
- c. Any damage sustained to the Camp 4 gator will be annotated on a sworn statement DA-2823 by the person causing or noticing the damage with a detailed description of the damage and/or how the damage was found or occurred. This statement will be turned into the Camp 4 NCOIC within 24 hours of the damage.

33-19. Logbooks

- a. Camp 4 logbooks will be inspected by each and every soldier or NCO assuming responsibility for a Camp 4 post. Each logbook will be signed for when each Camp 4 personnel assumes duty at each post. Any unauthorized markings or drawings on the Camp 4 logbooks will be reported to the SOG on duty and Camp 4 NCOIC. Camp 4 logbooks are legal Government documents subject to summoning for legal purposes or inspection. Any unauthorized markings or damage to a Camp 4 logbook will be treated as destruction of classified and/or secret Government documents. Any soldier or NCO assigned to Camp 4 who violates this order will be subject to UCMJ.
- b. As logbook sign out/in sheets are completely full or filled out, they will be given to the SOG on duty for filing inside the Camp 4 logbook sign out/in sheet binder.

33-20. Radio/Telephone Transmissions

- a. Any information transmitted by telephone or saber radio will not include classified/secret information. This includes, but is not limited to, ISN

numbers, detainee names, OPSEC information, Camp Delta or Camp 4 operations, Camp Delta or Camp 4 missions. Secret or classified information may be given by telephone if the telephone line is verified by the user, to be in secure mode by all/both parties on the line.

33-21. NIPR Account

- a. All Camp 4 personnel are authorized to establish a NIPR account through the approval of the Camp 4 NCOIC if they meet the J-6 requirements.
- b. Soldiers and NCOs assigned to Camp 4 may use the NIPR computer terminal located in the Camp 4 administrative building with verbal permission from the SOG on duty or Camp 4 NCOIC if it does not interfere with the Camp 4 mission. This is a Camp 4 privilege and not a right.
- c. The same JTF-GTMO and J-6 rules, policies and procedures apply. No soldier or NCO may transmit classified or secret information over the Camp 4 NIPR terminal.

33-22. Break Area

- a. The Camp 4 break area is located to the north side of the Camp 4 administrative building. This is the only authorized smoking area in the Camp 4 area of responsibility. The Camp 4 break area will be policed daily on both shifts to remove any trash, garbage, or cigarette butts.
- b. Garbage cans located within the Camp 4 break area will be emptied daily as needed.
- c. The Camp 4 break area is not a storage area for supplies or any other objects or materials.
- d. The Camp 4 break area may be utilized by other soldiers, NCOs, military and civilian personnel. However, it is Camp 4s responsibility to ensure the break area is clean.
- e. Camp 4 personnel utilizing the Camp 4 break area need to be aware of OPSEC when discussing information of a sensitive nature. Due to Camp 4s proximity to the outer Camp Delta fence, it is possible that passers by may hear conversations and information being discussed.

33-23. Block/Sally Port Storage Lockers

- a. There will be one storage locker per Camp 4 block and Sally Port. These storage lockers will be the responsibility of the Block NCO and Block Observer on duty at that block and the Sally Port Operator. Block/Sally Port storage lockers will have a supply inventory sheet posted on the inside of the locker door inside of a document protector. The supply inventory sheet will list all necessary supplies utilized by each block or Sally Port. Each Block NCO, Block Observer, and Sally Port Operator will stock the required amounts listed for each supply item by the end of each shift. Block cleaning supplies such as mops,

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mop buckets, brooms will be kept inside the block and Sally Port storage lockers when not in use. Wet mops will hang on the fence next to the storage lockers in a neat and orderly appearance until dry, then placed inside the storage lockers. For media/VIP tours all block supplies and materials around the Block NCO booth will be placed inside the block storage lockers.

33-24. P.A Intercom and Announcement System

a. The Camp 4 P.A. intercom and announcement system located in the top of Liberty Tower will not be used to play unauthorized CDs. The only authorized materials to be used in the CD player are approved "morning call to prayer", "daily call to prayer", and any other media approved by S-3 operations to support the Camp 4 mission.

b. The P.A. intercom and announcement system may be used by JIG/ICE, S-2, or S-3 approved agencies to relay messages to the Camp 4 detainees.

c. Camp 4 personnel may utilize the P.A. intercom and announcement system to relay information to individual bays or central baths as needed.

33-25. Detainee Movement from/To Camp 4

a. Detainees assigned to Camp 4 will only be placed in a two-piece restraint for normal movement around, to, and/or from Camp 4 to other Camp Delta areas, except for the following reasons:

(1) Movement to NAVBASE Hospital will require a three-piece suit.

(2) When a detainee becomes a safety risk for movement they will be placed in a three-piece suit.

(3) If a detainee becomes hostile or non-compliant they may be placed in a three-piece suit.

(4) If a detainee has to be restrained by an IRF team, they will be placed in flex cuffs or three piece suit.

(5) When requested by reservation personnel or JIG/ICE.

b. Escort teams arriving to Camp 4 to pick-up a detainee for movement will be asked for the detainee destination and reason for movement. If the escort team shows up with the improper restraint system they will be asked to return to Escort Control to retrieve the proper restraints before returning for detainee pick-up.

33-26. Medical Personnel/Medication Distribution

a. Corpsman, medical, escort teams and other non-Camp 4 personnel arriving at Camp 4 will park their gator by backing into an appropriate area not blocking access gates, doors, or other gators.

b. Medication distribution to detainees will take place after 0500 hours and before 2230 hours. Corpsman that show up for meds pass during the 2230 hours to 0500 hours period will not be granted access to Camp 4. Corpsman will utilize the Medical access gates located behind each block observer area on the

outer Camp 4 perimeter fence. Corpsman will give the Block Observer the following information:

(1) Team number, call sign, or rank/name

(2) Meds pass or sick call

(3) Bed number or ISN (if sick call)

c. Corpsman and non-Camp 4 personnel will not communicate with Liberty Tower on the Camp 4 frequency to release a magnetic or electric controlled gate.

d. Corpsman and medical personnel will log in to Camp 4 by their appropriate radio call sign or team number. If a Corpsman or medical personnel do not have a call sign or team number they will log in by rank and last name.

e. Corpsman and medical personnel will not enter or be allowed to walk around Camp 4 freely. All non-Camp 4 personnel must be escorted everywhere within the Camp 4 perimeter by a Camp 4 assigned MP.

f. MPs will verify a detainee has taken their medication, if orally, by making the detainee open their mouth and move their tongue around as to check all areas for hidden medications. All MPs will make detainees open their hands before leaving the meds pass bean hole area to ensure no medications that are to be taken orally are being hidden.

g. Psych personnel will be escorted while in the Camp 4 perimeter. However, while a psych Corpsman is conducting a meeting or interview with a detainee, the MP will give enough privacy to allow normal conversation but still be close enough to maintain a safe environment.

33-27. Assigned Personnel Duty Uniform

a. All Camp 4 assigned personnel will wear the BDU uniform worn IAW AR 670-1 while on or off duty in the Camp 4 area.

b. The Camp 4 duty uniform is BDU's and soft cap, combat boots, trouser belt, brown t-shirt, under garments, MP whistle (worn centered with hung by the attached clip on the left breast BDU pocket), an authorized style watch, authorized style sunglasses (optional), camelback hydration system (optional), black ink pen, a current JTF badge, a current Camp Delta badge, assigned weapons cards (if issued), JTF meal card, JTF ROE/RUF card, a current Military I.D., and USSOUTHCOM Human Rights Standing Orders card.

c. Backpacks will not be allowed in the Block Observer areas. Backpacks may be stored in the Block storage lockers, Liberty Tower, and Sally Port storage locker. This includes any bags or containers used to carry personal gear into the Camp 4 perimeter.

d. Backpacks and personal equipment will not be stored inside the Camp 4 administrative building. This includes any TA-50 or military equipment belonging to

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or signed for as individual equipment or gear not belonging to Camp 4.

33-28. Detainee Movement Operations (DMO)

a. S-2/3 will notify the Camp 4 NCOIC of detainees who are outbound.

b. Outbound detainees will be removed from their assigned bays and be placed together in a segregated area away from other detainees not listed on the DMO list.

c. Detainees identified for DMO operations will be verified by comparing I.D. wristbands and I.D. cards to ensure the correct detainee is moved.

d. Two new wristbands will be issued to each detainee on the DMO list, but held by the Camp 4 NCOIC for safekeeping. One white wristband with detainees ISN number and one green wristband with the detainees information and picture.

e. The Camp 4 NCOIC will request a flexible tape measure from the JDOG S-4 to measure each DMO detainee for DMO clothing (pants, shirt, shoes). This list will be turned into JDOG S-3 operations.

f. JAG will complete all paperwork requirements, voice printing, fingerprinting, and release paperwork. The ICRC yard will be used for detainees in Camp 4 that need to meet with JAG to complete the necessary paperwork.

g. S-2/JIG/ICE will select one or more DMO detainees to go to Camp 1, 2, and 3 to say goodbye to the other detainees.

h. Camp 4 DMO detainees listed for outbound operations will receive a feast at Camp 4 (dinner time) the night prior to departure. The Camp 4 NCOIC will request a list of foods and drinks from the detainees selected for DMO. This list will be taken into consideration for the items they wish to receive for the feast.

i. Detainees selected for DMO will be awoken 3 hours prior to DMO time. Those detainees will be allowed to shower/shave at that time. After the shower, DMO detainees will be issued their DMO clothing and will turn-in all Camp 4 issued linen, uniforms, and equipment. DMO detainees will then be issued a MRE for breakfast and be given time to eat. Camp 4 personnel will assist the DMO detainees in proper wear and fitting of the clothing. Any fitment issues will be brought up to the S-4 or DMO OIC/NCOIC.

j. The Camp Delta chaplain will visit with the DMO detainees to issue new prayer beads, prayer cap, and Qurans.

k. After the DMO bus has arrived, it is backed in and parked inside the Camp 4 perimeter and Sally Port 14 gates are secured. No armed escorts will enter Camp 4 with weapons. The DMO detainees will be restrained (handcuffs only) and loaded one at a time

onto the DMO bus by escort teams. Once all the detainees are loaded on the bus the bus will enter Sally Port 14 and be searched under, over, and around. Camp 4 will conduct a 100% physical headcount and notify the DOC of the new Camp 4 count.

33-29. Duress and IRF Codes

a. The duress code is a simple distinguishable word or phrase used during normal conversation to alert other Camp Delta personnel that another Camp Delta or Camp 4 military or civilian person is under duress. This code will be changed as needed to ensure integrity of the code or when the code has been compromised. The duress code will be listed on the Camp 4 manning roster and briefed at each guard mount. The DOC will be notified of the Camp 4 duress code word or phrase. The duress code will also be written on the Camp 4 administrative building dry erase board for reference.

b. The IRF code is a simple distinguishable word or phrase used when a detainee issue arises out of non-compliance of MP orders or hostile actions by a detainee or group of detainees warrants a security force to assemble for the safety or protection of any personnel to include detainee against detainee. The IRF code will be listed on the Camp 4 manning roster and briefed at each guard mount. The DOC will be notified of the Camp 4 IRF code word or phrase. The IRF code will also be written on the Camp 4 administrative building dry erase board for reference.

c. Upon receiving the duress code, the Camp 4 SOG will do the following:

(1) Notify the DOC, identify and give the location of the person in duress

(2) Liberty Tower notify all other Camp 4 personnel and a medical team

(3) Have Liberty Tower notify the Camp 4 NCOIC of the situation

(4) Secure any detainees in the Camp 4 recreation yard and all other common areas into their bays

(5) Notify the Infantry SOG to advise the Infantry towers and assemble QRF teams at Sally Port 14, give the IRF code and location via channel 3 and request K-9 units

(6) Take positive control of the situation until QRF, IRF, S-3 OIC and medical teams arrive.

(7) Take appropriate action with available resources to protect life, limb, or government property (apply levels of force and ORE/RUF policies and procedures)

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Chapter 34

Commissions

34.1 Quick Reaction Force (QRF) Teams

1. MP and Infantry elements secure the commissions building. Infantry provides an exterior QRF element.

a. Infantry provides a Show-of-force around the exterior perimeter of the commissions building, to prevent unwanted personnel from entering the facility.

b. The MP Reaction Team will provide assistance to the MP Security Team when unauthorized intrusion occurs in the A/O to protect U.S. forces, civilians, and detainees.

2. Requirements

a. In the event the MP Reaction team cannot handle the situation inside the commissions building The INQRF must be able to react to a disturbance in the commissions building within three minutes.

b. The IN element will maintain a Command Post (CP) in the bunker next to the commissions building, and must man this CP 24 hours per day.

c. This QRF will maintain radio communication with the Infantry PL and the Security Force OIC.

d. An OIC/NCOIC (E7 or above) will be prepared to lead the QRF at all times.

e. The MP OIC will contact the QRF CP via SABRE radio, landline, or runner when the QRF is required.

3. Notification Procedures

a. Security Force OIC will initiate QRF to react to a threat within the commissions building.

b. The soldier who receives this message will immediately notify the QRF OIC/NCOIC and then alert the QRF element.

c. The PL or the Platoon Sergeant, whomever is not leading the reaction squad, will immediately report to the Company CP that the QRF has been alerted.

d. Once notified to react, the QRF reaction squad will don the riot control gear and secure assigned weapons for delivery.

e. Once prepared, the QRF squad will stand in formation and prepare to enter the commissions building.

f. The IRF representative will provide the QRF element a SITREP of the disturbance before entering the commissions building.

g. Once the disturbance is quelled, the QRF will relinquish command back to the MP OIC and re-deploy to the CP to conduct a back brief.

4. Ammunition Numbers and Accountability

a. The Platoon Sergeant of the QRF will visually inspect and count for the following ammunition prior to his element assuming duty as the QRF.

b. The Platoon Sergeant will also conduct a physical count of all ammunition daily while assigned to the QRF.

c. The QRF will have the following ammunition on hand at all times:

- (1) 48 12-gauge area non-lethal rounds.
- (2) 48 40-millimeter point non-lethal rounds.
- (3) 48 40-millimeter area non-lethal rounds.
- (4) 48 M84 stun grenades.

5. Uniform: lethal/Non lethal

a. Lethal: BDUs, Kevlar, Body Armor, Protective Mask (carried), Assigned Weapon (if designated), Camelback, ID Card and Dog Tags, Camp Delta Badge, and the ROE card in left breast pocket (dated 30 Nov 02).

b. Non lethal: BDUs, riot control gear consisting of face shields attached to the Kevlar, non-ballistic shin guards, body shield, baton, Camelback, ID Card and Dog Tags, Camp Delta Badge, and the ROE card in left breast pocket (dated 30 Nov 02).

34.2 Disturbance in the courtroom

a. In the event of any type of disorder, immediately lock down the courtroom. No one will exit the facility until the situation is resolved, or unless order to do so by the presiding judge.

b. The MP OIC or SOG will notify the MP Reaction force

c. The primary staging area for response personnel is outside side the front entrance of the commissions building.

d. *Disturbances:*

(1) Upon detection and/or notification of a disturbance, the OIC or SOG takes the following actions using all available guard personnel in the area of the disturbance:

(a) Immediately handcuffs the detainee.

(b) Notifies the MP Reaction Force Team and if necessary request assistance.

(c) Segregate the detainee from the rest of the courtroom.

(d) If order by the presiding judge move the detainee-to-detainee holding room. The detainee will be placed in a three-piece suit and secured to the floor via eyebolt.

(e) Use only the force necessary and practical under the circumstances to subdue the detainee.

(f) Guard personnel in other areas will secure their area, notify the SOG, and remain at their posts unless otherwise directed by the SOG.

(g) All personnel (guards will not leave there assigned posts upon receiving the alert unless specifically ordered to do so).

(d) As soon as possible, notify the IN PL, CO, DOC, and the JDOG commander.

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(4) In the event that a the detainee becomes unruly or fails to comply with orders, the SOG will take the following action:

- (a) Isolate the detainee and if directed by the presiding judge clears all personnel from the area.
- (b) Immediately handcuff the detainee.
- (c) Attempt to counsel and reason with the detainee. If this fails, inform the detainee that necessary force will be used to control him/her. Guards will use the minimum amount of force necessary to subdue the detainee. Once the detainee has been subdued, he will be placed in his holding room. He will be shackled in a three-piece suit and all items that might be used by the detainee to cause damage to property, themselves, or others will be removed.

34.3 Medical Emergency

1. A medical emergency is any condition likely to result in lasting bodily harm if treatment is delayed until Sick Call the next day. Some examples of emergencies are severe cuts, burns, broken bones, unconsciousness or injuries resulting in temporary unconsciousness, asthmatic attacks, repeated vomiting, high fever or sudden changes in long standing conditions causing intolerable discomfort.

b. A medical emergency condition does not exist when an individual has a cold, flu, headache, single episode of vomiting, missed medication call, upset stomach or muscle aches (not caused by trauma)

c. The Detention Hospital will be consulted for medical emergencies during the commissions' process.

d. A Corpsman along with first responder bag. Corpsmen supervising detainees will possess a CPR physical barrier for mouth-to-mouth resuscitation and a pair of rubber gloves.

e. OIC/ SOG will:

(1) Immediately notify corpsman when a detainee is in need of medical care.

(2) Render first aid within their trained capability.

f. OIC will:

(1) Notify the Detention Hospital and medical personnel.

(2) Notify the DOC.

g. The corpsman will immediately render treatment to the detainee.

(a) Call 911.

(b) Treatment will continue until the ambulance arrives.

(c) The courtroom will be cleared of all non-security and medical personnel.

(e) Once the ambulance arrives the detainee will be stabilized and prepped for transport. Prior to leaving the commissions building the detainee will be

shackled in a three-piece suit and if possible covered with a blanket to hide the three-piece suit.

(f) The MP escort team will accompany the detainee in the back of the ambulance for security during the ride to NAVBASE hospital.

(g) The detainee will be taken to the NAVBASE hospital and put into the DACU unit.

(h) The MP Detainee escort team will stay with the detainee during treatment unit relieved by another escort team.

34.4 Fire

a. Fire alarms:

(1) A person discovering a fire, regardless of type or size will immediately alert all personnel by pulling the fire alarm or cause to be alerted all personnel in the commissions building and adjacent buildings and then report the fire.

(2) The OIC or SOG will then notify the GTMO Fire Department by telephone (911).

(3) Smoke alarms going off shall cause an immediate evacuation of the building and reporting to the GTMO Fire Department the same as if a fire were discovered.

b. Action after giving a fire alarm:

(1) Secure the detainee with handcuffs (handcuffs will be placed behind his back).

(2) Notify the IN PL of the fire inside the commissions building.

(3) The media, family members, and non-security personnel will exit the building first.

(4) The detainee will then have flexi cuffs put on his feet.

(5) The MP detainee escort team will then pick the detainee up one holding the upper part of his body and the other holding the feet. The remaining MP force will help with the detainee movement to the bunker.

(6) They will carry him out the front of the building to the IN CP (bunker at AV31).

(7) Once at the bunker he will be placed in a three-piece suit and secured.

(8) MP Escort Team will stay with the detainee inside the bunker and the IN will secure the outside of the bunker.

(9) When the OIC receives the all clear, he informs the MP Escort team to prep the detainee for movement.

(10) The detainee is taken out of the three-piece suit and has his hands handcuffed behind his back.

(11) The MP Escort Team along with the IN will walk the detainee back to the commissions building.

(12) Once in the commissions building the detainee will go directly to the detainee holding area where he will be placed in a three-piece suit and secured to the eyebolt.

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(13) Detainee will remain secured until the presiding judge calls for the detainee to the courtroom.

(14) In the event that the commissions building is on fire or the presiding judge cancels the rest of the days presiding the detainee will be taken back to Camp Echo.

34.5 Bomb Threat

1. Staff members who receive a telephonic bomb threat will:

- a. Cease all radio communications, signal for MP security personnel to verbally communicate the bomb threat.
- b. Without alerting the caller, signal another staff member about the telephonic bomb threat. Have him/her notify Security OIC.
- c. Keep the caller on the line, as long as possible.
- d. Complete JTF GTMO Bomb Threat Data Card. Obtain as much information as possible on the caller and the bomb.
- e. Discuss the incident only with personnel who have a need to know (NAVBASE Security).

2. Staff members who receive a written or verbal bomb threat will:

- a. Cease all radio communication, inform security personnel to verbally communicate the bomb threat to the OIC and the Infantry Platoon Leader.
- b. Security personnel will immediately notify OIC.
- c. Protect any written note and/or detain the messenger.
- d. Discuss the incident only with personnel who have a need to know (NAVBASE Security).

3. OIC. The OIC will notify the bailiff to notify the Presiding Officer of the Bomb Threat/Incident.

4. Evacuation. If the Presiding Officer determines that an evacuation is warranted. Security OIC will

- (1) Notify the IN OIC of the bomb threat inside the Commissions Building.
- (2) Send one soldier to JTF HQ building to call 911.
- (3) Supervise evacuation of the media, family members, and non-security personnel. They will be told to exit the building going out the front door, proceeding to the McCalla Hanger. MP's will control the exit to prevent a rush to the doors. MP's will be the last to exit out the front door, providing assistance to anyone who may need it.
 - a. IN OIC will:

(1) Orders his forces to provide a corridor of security from the south end of the Commissions Building to the bunker.

(2) Empty designated Jersey barriers by pulling the water plug, to allow the emergency vehicles access to the Commissions Building if they need it.

(3) Instruct his forces to provide additional manning to the MP detainee escort team, all others will go down the hill to McCalla hanger.

b. NAVBASE will send fire truck, ambulance and an MWD (Ordinance) team. All vehicles will use the Northern entrance (by the JTF HQ) and stage by the JTF HQ.

c. The MP detainee escort team will:

(1) Secure the detainee with handcuffs (hands will be placed behind his back).

(2) Pick up the detainee one holding the upper part of his body and the other holding the feet.

(3) Carry detainee out the south exit doors of the Commissions Building to the Bunker (AV31), traveling between the IN forces arrayed as in a corridor.

(4) Once inside the bunker, he will be placed in a three-piece suit and secured.

5. When the OIC receives the all clear from the Presiding Officer:

a. The MP detainee escort team removes the three-piece suit and handcuffs the detainees' hands behind his back.

b. IN and MP's move the detainee back the same way he was moved out.

c. Once in the Commissions Building, the detainee will be taken to the detainee holding area where he will be placed in a three-piece suit and secured to the eyebolt.

d. Supervise return of the media, family members, and non-security personnel. They will be told to return to the building through the front door. MP's will control the movement, screening all personnel as they enter the building using the same procedures as any other time people enter the building.

6. In the event that a bomb is discovered in the Commissions Building, and/or the presiding officer cancels the rest of the days' proceedings. The detainee will be taken back to Camp Echo. The OIC will call for the Detainee Transport Vehicle once it is safe to move the detainee out of the bunker.

34.6 React to an Ambush along the convoy route

1. During detainee escort movement to the commissions site the following actions will occur if a threat presents itself:

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- a. OIC immediately notify JOC by primary and/or alternate means of communication. JOC will notify OIC whether to continue to commissions site or return to Camp Echo.
- b. Drivers immediately execute defensive driving techniques to get all vehicles out of the ambush site.
- c. Lethal weapons carriers immediately place well aimed shoots at the hostile threat in accordance with the Rules of Engagement.
- d. Detainee escorts move detainee to floor of vehicle to minimize risk to the detainee.

34-7. Information Not Covered By The Camp 4 SOP

a. Any information, rules, regulations, policy, or procedures not covered by the Camp 4 SOP will be referred to in the current Camp Delta SOP for guidance. Any information, rules, regulations, policy, or procedures not covered by either Camp 4 SOP or Camp Delta SOP will be referred to JDOG S-3 Operations for guidance.

34-8. Camp 4 Forms found in Appendix C of Camp Delta SOP

- A. Camp 4 Manning Roster
- B. Camp 4 Dayshift shower, chow, and recreation activities schedule (example)
- C. Camp 4 Nightshift shower, chow, and Recreation activities schedule (example)
- D. Camp 4 Post Orders
- E. Camp 4 Discipline Matrix
- F. Camp 4 General Rules (detainee copy)
- G. Camp 4 Bay Rules (detainee copy)
- H. Camp 4 Recreation Yard Rules (detainee copy)
- I. Camp 4 Chow Yard Rules (detainee copy)
- J. Camp 4 Central Bath Rules (detainee copy)
- K. Camp 4 Guard Mount Messages Sheet
- L. Bay Leader Responsibilities (detainee copy)
- M. Camp 4 Block NCO checklist

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Appendix A

References

Section I

Required Publications

Geneva Conventions for the Protection of War Victims, 12 August 1949

Military Order of November 13, 2001 – Detention, Treatment, and Trial of Certain Non-Citizens in the War Against Terrorism (Federal Register, Volume 66, No. 222, pages 57833 – 57836)

AR 190-8

Enemy Prisoner of War, Retained Personnel, Civilian Internees and Other detainees, 01 OCT 97

AR 190-11

Physical Security of Arms, Ammunition, and Explosives, 12 FEB 98

AR 190-12

Military Working Dogs, 30 SEP 93

AR 190-13

The Army Physical Security Program, 30 SEP 93

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties, 12 MAR 93

AR 190-16

Physical Security, 31 MAY 91
AR 190-22
Searches, Seizures, and Disposition of Property, 1 JAN 83.

AR 190-29

Misdemeanors and Uniform Violation Notices Referred to US Magistrates or District Courts, 1 MAR 84

AR 190-30

Military Police Investigations, 1 JUN 78

AR 190-40

Serious Incident Report, 30 NOV 93

AR 190-45

Law Enforcement Reporting, 20 OCT 00

AR 190-47

The Army Corrections System. 15 AUG 96

AR 190-51

Security of Unclassified Army Property, 30 SEP 93

AR 195-1

Army Criminal Investigation Program, 12 AUG 74

AR 195-2

Criminal Investigation Activities, 30 OCT 85

AR 195-5

Criminal Investigations, Evidence Procedures, 28 AUG 92

AR 210-174

Accounting Procedures for Prisoners' Personal Property and Funds, 17 SEP 86

AR 385-40

Accident Reporting and Records, Army Accident Investigation Reporting, 1 NOV 94

AR 385-64

Ammunition and Explosive Safety Standards, 1 FEB 00

AR 700-81

DOD Dog Program, 5 MAY 71

FM 3-19.40

Military Police Internment/Resettlement Operations, 01 AUG 01

FM 19-20

Law Enforcement Investigations **27-10**

The Law of Land Warfare, 18 JUL 1956, Change-1, 15 JUL 76

DA PAM 190-12

Military Working Dog Program, 30 SEP 93

JTF-GTMO ROE/RUF

30 NOV 02

OPNAVINST 5530.13B

Department of The Navy Physical Security Instruction For Conventional Arms, Ammunition, and Explosives, 05 JUL 94

GTA 5-8-12

25 FEB 99

STP 19-95C14-SM-TG

MOS 95C

INTERNMENT/RESETTLEMENT SPECIALIST

26 March 99

Messages, HQDA, DAMO-ODL

14 DEC 94

Subject: Review for Legal Review/Opinion—Use of Oleoresin Capsicum Pepper Spray for Correctional Purposes.

MOU Concerning the U.S. Naval Brig at Guantanamo Bay Cuba, 7 MAR 02.

MOU Concerning Investigation Responsibilities of the NAVBASE Command Investigations and Joint Detention Operation Group, Camp Delta Detention Facility MPI Section

MOU Concerning Naval Criminal Investigative Services (NCIS)/Military Police Investigation (MPI) Section Investigative Responsibilities at the Joint Task Force Guantanamo (JTF GTMO) Camp Delta Detention Facility

Detention Hospital “Care of the detainee With Self-Injurious Behavior” SOP

Fleet Hospital 20 SOP for Hunger Strikes, Drinking Strikes, and Re-Feeding

27 MAY 02.

Enclosure 1: Enclosure 1-4 (FPCON Alpha-Delta) to Tab-D (Random Anti-terrorism Measures) to Appendix-2 (Anti-terrorism) to Annex-C (Operations) to JTF-GTMO Anti-terrorism Force Protection Plan (AT/FPP).

E-mail from JDOG CDR re: Policy Guidance, Procedures for Use of Aerosol Restrain (OLEORESIN CAPSICUM) 21 JUN 02.

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Map: Map Series, Cuba 1:25000 Guantanamo, TPC
Series E824S, Sheet 3025II, Edition 1-DMA
Guantanamo
Naval Hospital GTMO Mass Casualty Plan,
NAVHOSPGTMOINST 3440.1C
Madigan Army Medical Center Emergency
Preparedness Management Plan, current.
Arizona Triage System, Responding to an MCI: EMS
Guide

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DA Form 508

Report Of/Or Recommendation For Disciplinary
Action

DA Form 509

Inspection Record Of Prisoner In Segregation

DA Form 1594

Daily Staff Journal or Duty Officer's Log

DA Form 2062

Hand Receipt

DA Form 2823

Sworn Statement

DA Form 3997

Military Police Desk Blotter

DA Form 4137

Evidence/Property Custody Document

DA Form 5513

Key Control Register And Inventory

CD-RU01

Repair And Utility Work Order

CD-JDOG S-201

Significant Activities Sheet

CD-S301

Detainee Behavioral Tracking

CD-S302

Chaplain Requests

CD-S303

Detainee Confiscated Items

CD-S304

Detainee Inventory Form

CD-S305

Camp Delta Contractor Escorts

CD-S306

Detainee Discipline History

CD-S307

Camp Delta Headcount

CD-S308

ICRC Checklist

CD-S309

ICRC Interview Request

CD-S310

ID Band Or Card Request Form

CD-S311

India Block Max Security Log

CD-S312

November Block Max Security Log

CD-S313

Oscar Block Max Security Log

CD-S314

Medical Appointments

CD-S315

Detainee Daily Medical Requests/Complaint Form

CD-S316

Permanent Movement Sheet

CD-S317

Reservation Checklist

CD-S318

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CD-S320

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GTMO Form 508-1

Notification of Status For Positive Behavior Reward
Program

CD-S321

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CD-S322

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CD-S323

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CD-S330

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CD-S332

Triage Checklist

CD-S333

Shower and Exercise Schedule

Linen and Uniform Exchange Schedule

CD-S334

Individual Detainee Refusal Tracking Record

CD-S335

Daily Detainee Medical Requests/Complaints

CD-S336

Weekly and Monthly Due Outs

CD-S337

Block NCO Checklist

CD-S338

Level 5 and Medical Entitlement Form

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CD-S339

Notification Matrix

CD-S340

Guard Mount Manning Roster

CD-S341

Inspection Record of Prisoner in Segregation

JTF-GTMO Bomb Threat Data Card

Camp Delta Guard Force Shift After Action Review

Standard Intelligence Reporting Form

J4/JLSG Warehouse Expendable/Consumable Request Form

Non-Expendable/Consumable Request Form

Section III

Abbreviations

AAR

After Action Review

CI

Comfort Items, Counter Intelligence

CINC

Commander in Chief

CITF

Criminal Investigation Task Force

CJDOG

Commander, Joint Detention Operations Group

COMSEC

Communications Security

CTC

Counterterrorism Cell

C2

Command and Control

DL

Detainee Library

DMPC

Detainee Mail Processing Center

DO

Duty Officer

DOC

DOC

DOCEX

Document Exploitation

DRS

Detainee Reporting System

DTF

DOCEX Template Format

DTG

Date Time Group

DV

Distinguished Visitor

EC

Evidence Custodian

EEFI

Essential Elements of Friendly Information

ETA

Estimated Time of Arrival

FBI

Federal Bureau of Investigation

FPCON

Force Protection Condition

GWOT

Global War On Terrorism

HMMWV

High Mobility Multipurpose Wheeled Vehicle

HQDA

Headquarters, Department of the Army

IAW

In Accordance With

ICE

Interrogation Control Element

ICRC

International Committee of the Red Cross

ID

Identity

IMD

Internee Management Database

INTREP

Intelligence Report

INTSUM

Intelligence Summary

IRF

Immediate Reaction Force

ISN

Internment Serial Number

JDOG

Joint Detention Operations Group

JIIF

Joint Interagency Interrogation Facility

JIG

Joint Intelligence Group

JOA

Joint Operational Area

JOC

Joint Operations Center

JTF

Joint Task Force

JTF-GTMO

Joint Task Force - Guantanamo Bay, Cuba

JPRC

Joint Personnel Readiness Center

MG

Machinegun

MMS

Mail Management System

MI

Military Intelligence

MMS

Mail Management System

MOD

Medical Officer of the Day

MPH

Miles Per Hour

MRE

Meals Ready to Eat

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MTS
Mail Transmittal Sheet
MWD
Military Working Dog
NAI
Named Areas of Interest
NAVBASE
Naval Base
NAVSTA
Naval Station
NCA
National Command Authority
NCIS
Naval Criminal Investigation Service
NCO
Non Commissioned Officer
NCOIC
Non Commissioned Officer in Charge
NDRC
National Detainee Records Center
NLW
Non-Lethal Weapons
OML
Order of Merit List
OC
Oleoresin/Capsicum: Pepper Spray
OIC
Officer in Charge
OPORD
Operations Order
PA
Physician's Assistant
PBO
Property Book Officer
PL
PL
PMCS
Preventive Maintenance, Checks, and Services
POC
Point Of Contact
PS
Processing Section
PSU
Port Security Unit
QRF
Quick Reaction Force
RAM
Random Anti-Terrorism Measure
ROI
Rules of Interaction
ROE
Rules Of Engagement
RUF
Rules for Use of Force
R&U

Repair and Utility
SBF
Support-By-Fire
SECDEF
Secretary of Defense
SHU
Special Housing Unit
SIGACT
Significant Activity
SIR
Serious Incident Report
SIRF
Standard Intelligence Reporting Form
SOG
SOG
SPOTREP
Spot Report
SSO
Special Security Officer
STU
Secure Telephone Unit
THREATCON
Threat Condition
TR
Transmittal Record
T-SCIF
Top-Secret Compartmented Information Facility
UCMJ
Uniform Code of Military Justice
USAF
United States Air Force
VIP
Very Important Person

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SHOWER AND EXERCISE SCHEDULE

Cell Block	Shift	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings
		Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #
A-Block	Exercise	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48
<i>A Week</i>	Shower	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36
<i>B Week</i>	Shower	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48
B-Block	Exercise	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48
<i>A Week</i>	Shower	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36
<i>B Week</i>	Shower	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48
C-Block	Shower/Exercise	1-12	13-21	22-31	32-42	48-48/1-5	6-14	15-24	25-34	35-46	47-48/1-7	8-17	18-27	28-39	40-48
D-Block	Shower/Exercise	D1-D8	D9-D16	D17-22	DA1-DA17	D1-D8	D9-D16	D17-22	DA1-DA17	D1-D8 (L1)	D9-D16 (L1)	D17-D22 (L1)	DA1-DA17 (L1)		
E-Block	Exercise	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48
<i>A Week</i>	Shower	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36
<i>B Week</i>	Shower	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48
F-Block	Shower/Exercise	8-17	18-27	28-37	38-48	1-10	11-21	22-31	32-41	42-48/1-3	4-14	15-24	25-34	35-44	45-48/1-7
G-Block	Exercise	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48
<i>A Week</i>	Shower	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36
<i>B Week</i>	Shower	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48
H-Block	Exercise	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48	1-24	25-48
<i>A Week</i>	Shower	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36
<i>B Week</i>	Shower	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48	1-12	25-36	13-24	37-48
I-Block	Shower/Exercise	1-8	9-16	17-24		1-8	9-16	17-24		1-8	9-16	17-24			

LINEN AND UNIFORM EXCHANGE SCHEDULE

Cell Block	Shift	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings
		Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #
A-Block		1-8	9-16	17-24	25-32	33-40	41-48								
B-Block		1-8	9-16	17-24	25-32	33-40	41-48								
C-Block		1-8	9-16	17-24	25-32	33-40	41-48								
D-Block		D1-D16	D17-DA17												
E-Block		1-8	9-16	17-24	25-32	33-40	41-48								
F-Block		1-8	9-16	17-24	25-32	33-40	41-48								
G-Block		1-8	9-16	17-24	25-32	33-40	41-48								
H-Block		1-8	9-16	17-24	25-32	33-40	41-48								
I-Block		1-8	9-16	17-24											

Note 1: A week is the first week of implementation for shower and exercise, B week being the second. After that, the weeks will alternate so each detainee receives the same number of showers. You can contact the DOC to find out which week the block is currently in.
Note 2: Detainees that are Level 1's and currently not on a Level 1 block will get the privileges according to their level **NOT** the block level.

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SHOWER AND EXERCISE SCHEDULE

	Shift	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings
Cell Block		Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #
K-Block	Shower/Exercise	1-12	13-21	22-31	32-41	42-48/1-5	6-14	15-24	25-34	35-46	47-48/1-7	8-17	18-27	28-39	40-48
L-Block	Shower/Exercise	1-13	13-22	22-32	32-42	42-48/1-6	6-15	15-25	25-35	35-47	47-48/1-8	8-18	18-28	28-40	40-49
M-Block	Shower/Exercise	1-14	13-23	22-33	32-43	42-48/1-7	6-16	15-26	25-36	35-48	47-48/1-9	8-19	18-29	28-41	40-50
N-Block	Shower/Exercise	1-8	9-16	17-24		1-8	9-16	17-24		1-8	9-16	17-24			
O-Block	Shower/Exercise	1-9	10-18	19-27	28-36	1-9	10-18	19-27	28-36	1-9	10-18	19-27	28-36		
P-Block	Shower/Exercise	1-10	11-21	22-31	32-41	42-48/1-3	4-14	15-24	25-34	35-44	45-48/1-7	8-17	18-27	28-37	38-48
Q-Block	Shower/Exercise	1-10	11-21	22-31	32-41	42-48/1-3	4-14	15-24	25-34	35-44	45-48/1-7	8-17	18-27	28-37	38-48
R-Block	Shower/Exercise	1-10	11-21	22-31	32-41	42-48/1-3	4-14	15-24	25-34	35-44	45-48/1-7	8-17	18-27	28-37	38-48
S-Block	Shower/Exercise	1-9	10-18	19-27	28-36	1-9	10-18	19-27	28-36	1-9	10-18	19-27	28-36		
T-Block	Shower/Exercise	1-8	9-16	17-24		1-8	9-16	17-24		1-8	9-16	17-24			

LINEN AND UNIFORM EXCHANGE SCHEDULE

	Shift	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings	Days	Swings
Cell Block		Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #	Cell #
K-Block								1-8	9-16	17-24	25-32	33-40	41-48		
L-Block								1-8	9-16	17-24	25-32	33-40	41-48		
M-Block								1-8	9-16	17-24	25-32	33-40	41-48		
N-Block								1-8	9-16	17-24					
O-Block								1-8	9-16	17-24	25-32	33-36			
P-Block								1-8	9-16	17-24	25-32	33-40	41-48		
Q-Block								1-8	9-16	17-24	25-32	33-40	41-48		
R-Block								1-8	9-16	17-24	25-32	33-40	41-48		
S-Block								1-8	9-16	17-24	25-32	33-36			
T-Block								1-8	9-16	17-24					

Note 1: Detainees that are a different level than the block they are on follow the shower and exercise schedule for the level they currently on

CAMP 1

BLOCK SUPPLY REQUEST LIST

	ISO MAT	SOCCER BALL	PLAYING CARDS	BACKGAM MON	CHESS	CHECKERS	TOOTH BRUSH	TOOTH PASTE	SHAMPOO	SMALL SOAP	LARGE SOAP	SHOWER SHOES	GLOVES	TRASH BAGS	SHAVING CREAM	MASKS	GATORAID	TOILET PAPER	PAPER TOWELS	RAZORS	CUPS	EAR PLUGS	ALCOHOL WIPES	
A Block																								
B Block																								
C Block																								
D Block																								
E Block																								
F Block																								
G Block																								
H Block																								
I Block																								

DETAINEE SUIT REQUISITION

Block: _____

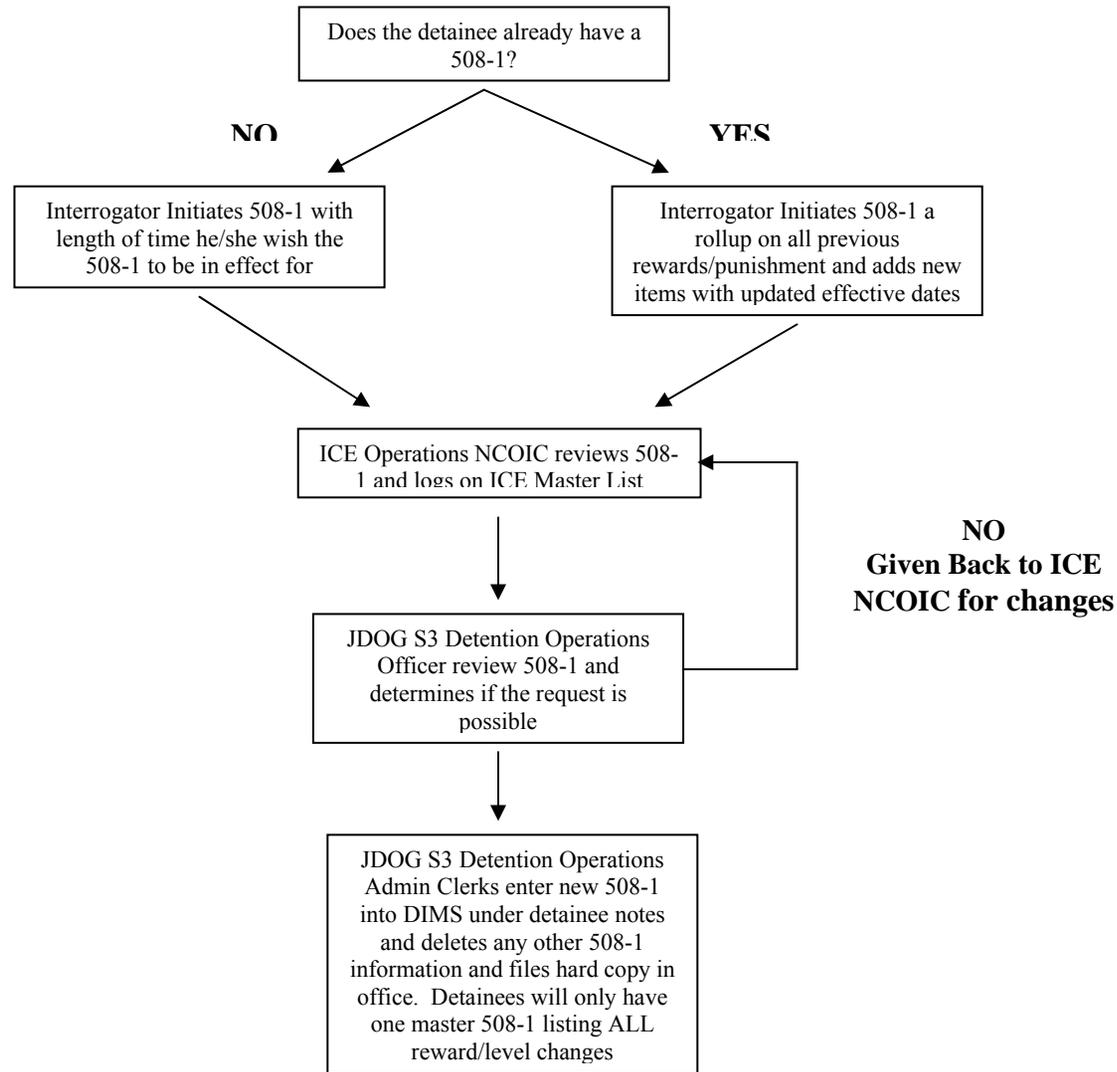
	Size	Qty	Size	Qty	Size	Qty
Pants	2XL		XL		L	
Shirts	2XL		XL		L	
Shorts	2XL		XL		L	
T-Shirts	2XL		XL		L	
Towels						
1/2 Towels						
Sheets						
Wash Clothes						

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CAMP 2/3
BLOCK SUPPLY REQUEST LIST

	ISO MAT	SOCCER BALL	PLAYING CARDS	BACKGAMMON	CHESS	CHEKERS	TOOTH BRUSH	TOOTH PASTE	SHAMPOO	SMALL SOAP	LARGE SOAP	SHOWERSHOES	GLOVES	TRASH BAGS	SHAVING CREAM	MASKS	GATOR AID	TOILET PAPER	PAPER TOWELS	RAZORS	CUPS	EAR PLUGS	ALCOHOL WIPES
K Block																							
L Block																							
M Block																							
N Block																							
O Block																							
P Block																							
Q Block																							
R Block																							
S Block																							
T-Block																							

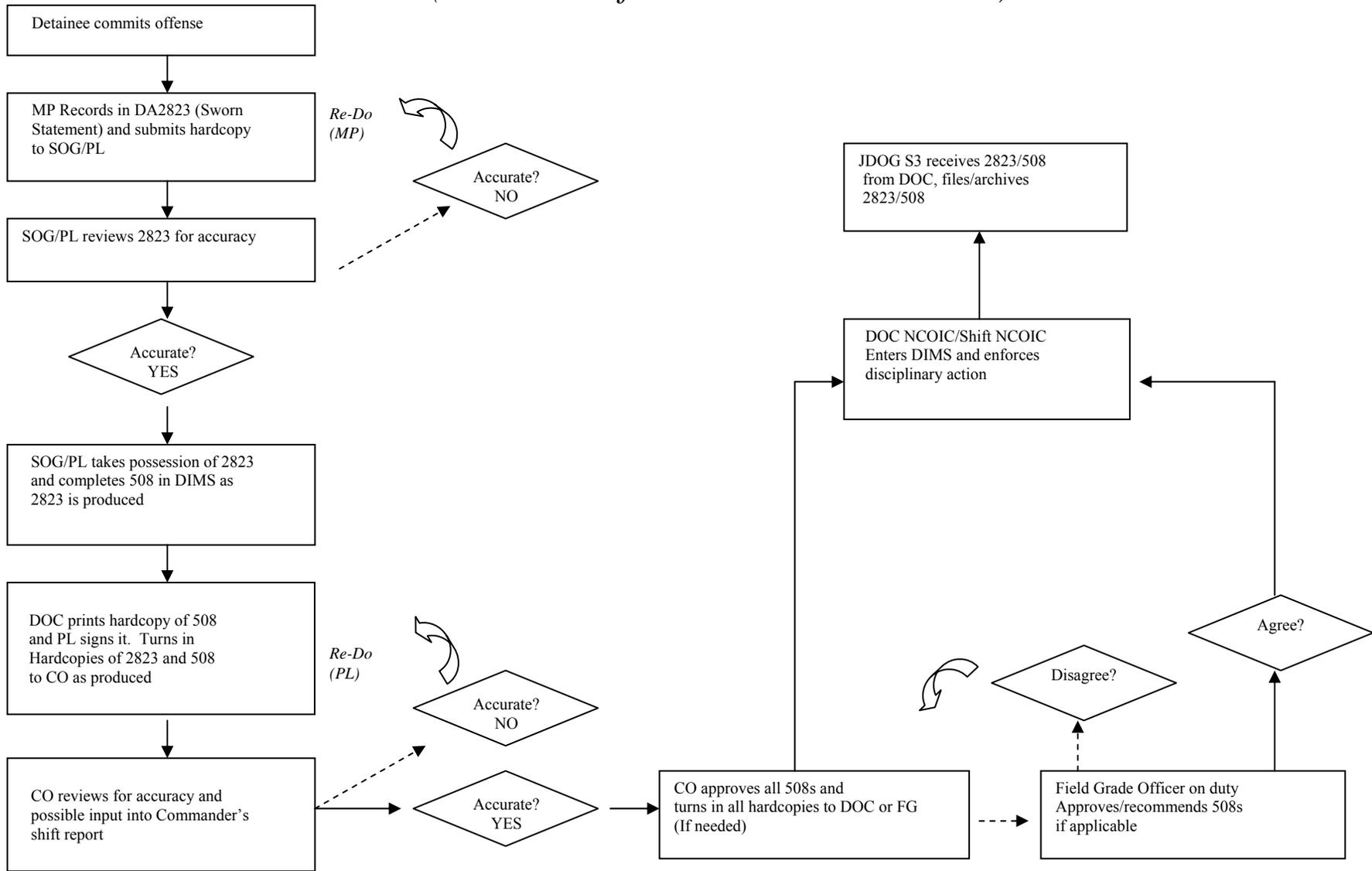
DETAINEE SUIT REQUISITION						
Block: _____						
	Size	Qty	Size	Qty	Size	Qty
Pants	2XL		XL		L	
Shirts	2XL		XL		L	
Shorts	2XL		XL		L	
T-Shirts	2XL		XL		L	
Towels						
1/2 Towels						
Sheets						
Wash Clothes						

508-1 Process



508 Process

(Estimate Enforcement -- 2 to 4 Hours)



JDOG 508 PROCESS 01 JAN 04

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DETAINEE MOVEMENT AND DISCIPLINE MATRIX			
	<i>If last offense was 31 or more days ago</i>	<i>If last offense was between 15-29 days ago</i>	<i>If last offense was 14 or less days ago</i>
MOVEMENT FOR LEVEL 1 DETAINEES			
<i>Category I Offense</i>	Remain at a level 1 Block	Remain at a level 1 Block	Move the detainee to a level 2 Block
<i>Category II Offense</i>	Move the detainee to a level 2 Block	Move the detainee to a level 2 Block	Move the detainee to a level 2 Block
<i>Category III Offense</i>	Move the detainee to a level 3 Block	Move the detainee to a level 3 Block	Move the detainee to a level 3 Block
<i>Category IV Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
<i>Category V Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
MOVEMENT FOR LEVEL 2 DETAINEES			
<i>Category I Offense</i>	Remain at a level 2 Block	Remain at a level 2 Block	Move the detainee to a level 3 Block
<i>Category II Offense</i>	Move the detainee to a level 3 Block	Move the detainee to a level 3 Block	Move the detainee to a level 3 Block
<i>Category III Offense</i>	Move the detainee to a level 3 Block	Move the detainee to a level 3 Block	Move the detainee to a level 4 Block
<i>Category IV Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
<i>Category V Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
MOVEMENT FOR LEVEL 3 DETAINEES			
<i>Category I Offense</i>	Remain at a level 3 Block	Remain at a level 3 Block	Remain at a level 3 Block
<i>Category II Offense</i>	Remain at a level 3 Block	Remain at a level 3 Block	Remain at a level 3 Block
<i>Category III Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
<i>Category IV Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
<i>Category V Offense</i>	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block	Move the detainee to a level 4 Block
DISCIPLINE¹			
<i>Category I Offense</i>	Loss of CI 3 days	Loss of CI 4 days	Loss of CI 5 days
<i>Category II Offense</i>	Loss of CI 4 days	Loss of CI 5 days	Loss of CI 5 days
<i>Category III Offense</i>	Loss of CI 5 days, Segregation 5 days	Loss of CI 5 days, Segregation 10 days	Loss of CI 10 days, Segregation 15 days
<i>Category IV Offense</i>	Loss of CI 5 days, Segregation 10 days	Loss of CI 10 days, Segregation 15 days	Loss of CI 10 days, Segregation 20 days
<i>Category V Offense</i>	Loss of CI 10 days, Segregation 15 days	Loss of CI 15 days, Segregation 20 days	Loss of CI 20 days, Segregation 25 days
NOTES:			
1. If the detainee commits multiple offense and two or more of those offenses require Segregation time, add 5 days to loss of CI and Segregation days for each additional offense			
2. Any discipline requiring an increased use of force (OC Spray or IRF) will be immediately reported IAW the notification matrix			
3. The President's Military Order date 19 November 2001 states that humane treatment means the detainee will be afforded adequate food, drinking water, shelter, clothing, and medical treatment. The detainees will also be allowed the free exercise of religion consistent with the requirements of detention and detained IAW such other conditions as the SECDEF prescribes			
4. Medical personnel are responsible for detainees if Basic Issue Items must be removed from a detainee's cell to ensure the health, safety, and security of and detainee			
5. Basic Issue Items (1 blanket, amputee bucket, flip-flops, ISO mat, detainee uniform (shirt & pants), surgical mask, camp rules and 1 towel (large) are NOT considered Comfort Items and will not be taken for disciplinary reasons			
6. When a detainee commits an offense his time at his level will be reset to zero, levels will also be reset when the detainee comes out of Segregation			
7. As per CJDOG any detainee who throws there drinks at the MP Guards will receive ONLY water with their meals for 30 days and will be documented with a 2823 and 508			

CD-S328 01 JAN 04PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

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LIST OF OFFENSES

OFFENCE	CATEGORY
Provoking words and gestures	I
Possession of contraband (food, ect)	I
Unauthorized communication	I
Flooding of cell block	I
Failure to follow camp rules	II
Failure to follow MP instructions	II
Damage to property, failure to return property	II
Tampering with locks and or restraints	III
Possession of a key	III
Throw water/food on or at MP (battery)	III
Throw water/food on or at detainee	III
Throw/spit body fluids on /at detainee	III
Exposure of sexual organs for sexual gratification	III
Act hostile or threatening to a detainee	IV
Act hostile or threatening to MP/MWD	IV
Possession of dangerous contraband (shank)	IV
Attempted escape	IV
Bribery/attempted bribery of U.S. personnel	IV
Sexual relations	IV
Fighting	IV
Possession of drugs or alcohol	IV
Simple assault	IV
Throw/spit body fluids on /at MP (battery)	V
Aggravated assault of a MP	V
Aggravated battery on a detainee	V
Aggravated battery of a MP	V
Escape	V
Indecent assault	V
Hitting/kicking a detainee	V
Hitting/ Kicking a MP	V
Inciting a disturbance	V

<p>Please use the following format when completing Disciplinary Reports</p> <p>Detainee's current level Date of last offense Category of current offense Detainee movement and Discipline Matrix requirements</p> <p>Example: Detainee is currently a Level Two Last offense was 9/16/03 Category II offense Move to a level 3 block Loss of CI x 4 days, Segregation x 10</p>	<p align="center">Approval Path for 508's</p> <p align="center">If 508 does not recommend Segregation time or movement from Camp 1 to Camp 2/3</p> <p align="center">Platoon Leader On Duty Company Commander</p> <p align="center">If the 508 recommends Segregation time or movement from Camp 1 to Camp 2/3</p> <p align="center">On Duty Company Commander DCJDOG (Reviewed by Field Grade On-Duty First)</p>
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CD-S325 01 FEB 04

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MCI TRIAGE CHECKLIST			
Group	Triage Category	Send to this Treatment Team Location	Mode of Transportation
Military	Immediate	Naval Hospital	Naval Hospital Ambulance
Military	Delayed	Naval Hospital	Naval Hospital Ambulance
Military	Minimal	Joint Aid Station	Any Available Military Vehicle
Military	Expectant	Chow Hall Tent	Litter Bearer/Detention Hospital Ambulance
Detainee	Immediate	First 6 to Naval Hospital, All Remainder to Detention Hospital	Detention Hospital Ambulance or Litter Bus
Detainee	Delayed	Detention Hospital	Detention Hospital Ambulance or Litter Bus
Detainee	Minimal	Delta Medical Clinic	Walked by MP Escort or Available Gators
Detainee	Expectant	Old Chow Hall	Litter Bearer/Detention Hospital Ambulance

CD-S332 01 DEC 03

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BLOCK NCO CHECKLIST

Block	Shift	Block NCO	Unit	DTG
	<input type="checkbox"/> Days <input type="checkbox"/> Swings <input type="checkbox"/> Mids			
Task				
	Check key control log (serial numbers)			
	Receive initial brief from off-going Block NCO			
	Upon assuming post, conduct a count by cell number and Alpha Roster (Ensure empty cells are empty)			
	Conduct physical security check of cell block, showers recreation yard (looking for contraband)			
	Inventory block equipment found on block hand receipt and snowball kit. Both items MUST be signed and inventoried before releasing off-going shift			
	Release off-going shift once block is in order and head count is correct			
	Call in on-coming head count			
	Update block manning on DIMS			
	Inventory supplies, send soldiers to draw shortages within first hour of shift			
	Conduct shower and exercise for detainees in accordance with the shower and exercise matrix (DO NOT USE DIMS SCHEDULE), cells must be searched and inventoried on form CD-S304 (Detainee Inventory Form)			
	Conduct linen exchange in accordance with the matrix			
	Conduct detainee chow and ensure that all items are removed and detainee chow refusals are logged into DIMS under "DETAINEE REFUSAL"			
	Enter all request for ICRC, medical, JIFF, etc in DIMS under "DETAINEE REQUESTS" or "DETAINEE SICK CALL"			
	Conduct at least three random cell search (except MIDS)			
	Log all visitors in the DIMS journal			
	Conduct functionality inspections of empty cells to ensure all cell are working properly, if cells are Inop log in DIMS under cell maintenance (by clicking on the cell # and imputing the proper comments)			
	Conduct blanket exchange in accordance with the SOP (Chapter 6-12) and is to be accomplished on Days			
	Find out which detainee wish to fast for the following week (Fridays on Swing) and turn paperwork in to the DOC			
	Complete all necessary paperwork (DA 2823 and DA 4137) and turned into the SOG/PL			
	Call in off going head count			
	Conduct out-brief to incoming Block NCO; review significant events and activities			
	Inventory keys and sign over cell block to on coming Block NCO			
	Turn-in Block NCO Checklist to SOG after completing shift			
Inspect		Inventory	Account	
Physical Security of Cells, Bean Holes, Shackle Doors Recreation and Shower Areas Inside/Outside of Block Clean		2 Sets - 3 Piece Suits w/ Locks & Keys Key Control Log Confiscated Property DA 4137 Evidence/Property Custody Document	Detainee Files Detainee in Correct Cell Physical Head Count Out-Brief from Off-Going	

CD-S337 01 DEC 03

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FIRE NOTIFICATION CHECKLIST			
EVENT	NOTIFICATION METHOD	REMARKS	STATUS
Notify 911	X-911	Notify 911 Emergency Services of situation and request Fire Department support.	
Notify Camp Delta Medical	Land Line	Notify medical of situation and request assistance: Delta Clinic-3261 Delta Block- 3341 Fleet-3037	
Initiate DA Form 1594	N/A	Initiate Staff Journal to record all actions associated with fire	
Lock down of Camp	SABRE Channel 3 & 8		
Notify On-Duty Company Commander	SABRE	Respond to fire scene and determines the need for evacuation	
Notify PL Camp-Affected	Verbal or SABRE From DOC	Fire Site NCOIC	
Notify PL Camp not affected	Verbal or SABRE From DOC	Traffic Control	
Notify Infantry SOG	X-3152 or SABRE Channel-10 (Snapper) or grey phone, call for SOG	Additional Security at Fire Site if needed	
Notify Escort Control	SABRE	o All contractors and ICRC members are escorted out of the facility o Once completed all escort teams report to DOC for assignments	
Notify Sally Ports	SABRE	Advise about incoming emergency vehicles	
Notify Interpreter OIC	SABRE or Land Line	Request for additional interpreter support if needed	
Notify Joint OPNS Center (JOC)	5037 Secret Phone 5038	Notify JOC of the situation and request additional Emergency Services if needed	
Notify Chaplain MAJ Odean	Verbal or H: 8651	Camp America Chaplain's office	
Notify JDOG OPNS Officer MAJ Ziegenmeyer	W: 3577 H: 8667	Must respond immediately IAW this SOP	
Notify JDOG Commander COL Cannon	W: 3521 H: 8213 C: 8-4208	Must respond immediately IAW this SOP	
Notify DJDOG Commander LTC Young	W: 3242 H: 8138 C: 84055	Must respond immediately IAW this SOP	
Notify Superintendent SGM Mendez	W: 3132 H: 8096 C: 8-4402	Must respond immediately IAW this SOP	
Record of Detainees Leaving Camp	N/A	Note in implemented Staff Journal	

CD-S322 01 FEB 04

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MCI NOTIFICATION MATRIX

EVENT	NOTIFICATION METHOD	REMARKS	STATUS
Announce to all Camp Delta of MCI	SABRE Channel 3 & 8	"Attention camp delta, attention camp delta, a mass casualty incident has occurred on (______). (Location) Initiate MCI Procedures. All Non-emergency communication will be by landline" (x2)	
Lock down of Camp	SABRE Channel 3 & 8		
Initiate DA Form 1594	N/A	Initiate Staff Journal to record all actions associated with MCI	
Notify Camp Delta Medical	Land Line	Notify medical of situation and request assistance: Delta Clinic-3261 Delta Block- 3341 Fleet-3037	
Notify 911	X-911	Notify 911 Emergency Services of situation and request Fire Department support. Note: Inform if there is a fire or not	
Notify JIIF MP NCOIC	SABRE from E/C	JIIF NCOIC in all buildings must stop all JIIF Activities	
Notify PL Camp-Affected	Verbal or SABRE From DOC	MCI Site NCOIC	
Notify PL Camp not affected	Verbal or SABRE From DOC	Traffic Control	
Notify Infantry SOG	X-3152 or SABRE Channel-10 (Snapper) or grey phone, call for SOG	Additional Security at MCI Site	
Notify Escorts	SABRE	Must respond immediately IAW this SOP	
Notify Interpreter OIC	SABRE or Land Line	Must respond immediately IAW this SOP	
Notify Joint OPNS Center (JOC)	5037 Secret Phone 5038	Notify JOC of the situation and request additional Emergency Services if needed	
Issue Warnord to stand-by company	Land Line	CPT Hunter-463rd MP (CP) 3150 (H) 8639 1SG Haskins (H) 8633 CPT Woodley-661st MP (CP) 3538 (H) 8378 1SG James (H) 8378 CPT Anderson-216th MP (CP) 3197 (H) 8214 SFC Robertson (H) ---8238 CPT Crane-258th MP (CP) 3486 (H) 8216 1SG Funderburk (H) 8216 CPT Lane-273rd MP (CP) 3205 (H) 8013 1SG Adams-Jones (H) 8062 CPT Love-217th MP (CP) 3372 (H) 8665 1SG McCurdy (H) 8646	
Notify Chaplain MAJ Odean	Verbal or H: 8651	Camp America Chaplain's office	
Notify JDOG OPNS Officer MAJ Ziegenmeyer	W: 3577 H: 8667	Must respond immediately IAW this SOP	
Notify JDOG Commander COL Cannon	W: 3521 H: 8213 C: 8-4208	Must respond immediately IAW this SOP	
Notify Superintendent SGM Mendez	W: 3132 H: 8096 C: 8-4402	Must respond immediately IAW this SOP	
Record of Detainees Leaving Camp		Note in MCI implemented Staff Journal	

CD-S339 01 FEB 04

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Repair and Utilities (R&U) WORK ORDER REQUEST

Contractor Work Order # _____

R&U Work Order # _____

Date Submitted # _____

EMERGENCY:

1/2 Hr Response

ROUTINE:

1-5 Days

PRIORITY:

**THIS FORM MUST BE COMPLETED TO ENSURE A PROMPT AND
ACCURATE RESPONSE, PROVIDE AS MUCH DETAIL AS POSSIBLE AND
DO NOT LOCATION AND PROBLEM BLANK**

Unit/Office of Requestor: _____

Date: _____

Time: _____

POC Name/Rank: _____

POC Phone: _____

Location of Work: _____

Detailed Description Of Work To Be Done: _____

Diagram Of Work To Be Done (Size, Distances, Etc) Use Reverse Side If Needed: _____

R&U Use Only

Remarks: _____

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BASIC ISSUE ITEMS

	LEVEL-1	LEVEL-2	LEVEL-3	LEVEL-4
Required items for detainee possession (unless taken for medical/psychology reasons - must be approved for removal by medical officer or psychologist)				
Blanket	1	1	1	1
Bucket (for amputees)	1	1	1	1
Flips Flops	1	1	1	1
ISO Mat	1	1	1	1
Koran	1	1	1	1
Orange Suit, top & bottom	1	1	1	1
PT Shorts	1	1	1	1
Surgical Mask	1	1	1	1
Camp Rules	1	1	1	1
Towel (Large)	1	1	1	1

COMFORT ITEMS

	LEVEL-1	LEVEL-2	LEVEL-3	LEVEL-4
Items authorized for detainee possession as a reward for positive behavior				
Additional Toilet Paper Upon Request	Yes	No	No	No
Bar of Soap (Small)	N/A	1	1	0
Bar of Soap (Regular)	1	0	0	0
Additional Blanket	1	1	0	0
Chess/Checker Boards	1	0	0	0
Earplugs	1	1	1	0
Intel Directed Reading Material or Pictures	As Required	As Required	As Required	As Required
Mail (# allowed to keep in cell)	20	15	12	0
Mattress	1	1	1	0
Books/Magazines from Library	1	0	0	0
Pen and Paper to be Returned at End of Shift (Doesn't apply to ICRC Visits)	Yes	No	No	No
Perfume/Oil	3	2	1	0
Playing Cards	1	1	0	0
Prayer Beads	1	1	0	0
Prayer Cap	1	1	1	0
Salt Packets	5	4	3	0
Sheet	1	1	1	0
Styrofoam Cup	2	1	1	0
Toothbrush	1	1	1	1
Toothpaste	1	1	1	1
Additional Towel (Large)	1	1	0	0
T-Shirt	1	0	0	0
Washcloth	1	1	1	0
Water bottle (No Top)	0	1	0	0
Water bottle (With Top)	1	0	0	0

Note 1: The JIG Commander determines quantities above the minimum level; however, at no time will detainees on 'Intel' blocks receive less than Level 4 detainees, unless requested by the JIG Commander and approved by CJTF or his designee.

Note 2: Detainees housed in 'Intel' blocks will have varying quantities of Comfort Items (CI), which are determined by the JIG Commander. Each "Intel" detainees CI above a level one will be documented on a GTMO Form 508-1.

Note3: Only items that a detainee gets to keep during a lost of CI is the items listed under the heading **BASIC ISSUE ITEMS**, all other items will be taken and stored in the detainee's box.

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AUTHORIZED/UNAUTHORIZED ACTIVITIES¹

	LEVEL-1	LEVEL-2	LEVEL-3	LEVEL-4
Detainee activities authorized as a reward for positive behavior				
Reading Koran	YES	YES	YES	YES
Reading authorized materials	YES	NO	NO	NO
Allowed to save MRE to eat later ²	YES	NO	NO	NO
Authorized playing cards	YES	YES	NO	NO
Authorized other games	YES	NO	NO	NO
Authorized soccer ball in exercise yard	YES	YES	NO	NO
Talking to detainees in adjacent cells without yelling ³	YES	YES	YES	YES
Talking to detainees in adjacent exercise yard without yelling ³	YES	YES	YES	YES
Performing personal hygiene in cell with authorized/issue items	YES	YES	YES	YES
Shower authorized per week	4	3	3	3
Performing approved exercises in cell	YES	YES	YES	YES
Authorized periods in exercise yard per week (30mins Level 1, 20mins Level 2-4)	7	3	3	3
Drying clothing/towels/washcloths by hanging in cell window, must be removed when dry	YES	YES	YES	YES
Sheets or blankets may be used for privacy while detainee is using the toilet. However it may not be tied more than half way up the cell height.	YES	YES	YES	YES
Hanging the items off the cell walls	NO	NO	NO	NO
Wearing of towel/blanket on head in place of prayer cap	YES	YES	YES	NO
Hanging of the Koran in surgical mask of the side of the cell	YES	YES	YES	YES
Blanket exchange monthly	YES	YES	YES	YES
Mounted mirror in shower for shaving (MP SEARCH MIRROR IS NOT TO BE GIVEN)	YES	YES	NO	NO
Cold water after exercise	YES	NO	NO	NO
<p>Note 1: This figure indicates the maximum/minimum activities authorized, based on the classification level of the detainee. In individual cases, activities not authorized for detainee can be requested, using GTMO Form 508-1, on behalf of that detainee for exhibiting extraordinarily positive behavior, the JDOG S3 must approve all such requests.</p> <p>Note 2: If authorized based on level, detainee is allowed to keep UNOPENED MRE'S items after meal time, but must consume within 24 hours</p> <p>Note 3: Detainees are NOT ALLOWED to yell or talk to detainees in other blocks. Detainees in recreation yards are NOT ALLOWED to talk or yell to detainees in non-adjacent recreation yards or blocks.</p>				

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DETAINEE BEHAVIORAL TRACKING																		
Block	Shift	Block Level					Block Sergeant	Date/Time Group										
		1	2	3	4	Intel												
DETAINEE BEHAVIOR ASSESSMENT																		
ISN	Cell	Speaks English	Cooperative	Hostile	Aggressive	Spits/Throws at MPs	Failure to Comply	Threatens MPs	Provoking Words & Gestures	Demonstrates Leadership	PT in Cell	Refused Medication	Refused Shower	Refused Exercise	Requests Psych	Requests Medical	Refused Meals	Cross Block Commo
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NOTIFICATION OF STATUS FOR POSITIVE BEHAVIOR REWARD PROGRAM

(The information provided below supports positive or negative rewards for discipline or Intelligence in relation to a detainees behavior).

DETAINEE'S ISN

DATE:

REASON FOR NOTIFICATION

DISCIPLINE (JDOG)

REWARD (Positive Behavior) (JDOG)

REWARD GIVEN (JIG)

REWARD TAKEN (JIG)

TYPE OF NOTIFICATION

VERBAL

WRITTEN *(Attach Copy)*

AUDIO TAPE *(Provide Location Of Tape In Remarks)*

OTHER *(Explain In Remarks)*

INTERPRETOR USED

YES

NO

REMARKS:

RANK/FULL NAME *(Witness)*

RANK/FULL NAME *(Individual Notifying Detainee)*

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