



REPLY TO  
THE ATTENTION OF

**DEPARTMENT OF DEFENSE**  
HEADQUARTERS, JOINT TASK FORCE GUANTANAMO  
U.S. NAVAL BASE, GUANTANAMO BAY, CUBA  
APO AE 09360

JTF GTMO-CG

23 March 2004

MEMORANDUM FOR All Personnel Assigned or Attached to Joint Task Force Guantanamo Bay.

SUBJECT: GENERAL ORDER NO. 3

1. TITLE: Physical Security Inspection for Joint Task Force GTMO personnel departing the Joint Operations Area (JOA) via scheduled flights (i.e. Lynx, Sunshine, and AMC). Exceptions to this policy are: CITF, FBI, NAVBASE and CTC. These agencies will implement internal inspection procedures in compliance with this directive.
2. PURPOSE: To control classified and/or sensitive information and prevent the migration of classified/sensitive information, which if compromised, may threaten the national security of the United States or its allies outside of the control of JTF GTMO.
3. APPLICABILITY: This General Order is applicable to all U.S. military personnel assigned, attached, or under the operational control of JTF GTMO, and all U.S. civilian personnel serving with, employed by, or accompanying forces assigned or attached to JTF GTMO.
4. AUTHORITY: Title 50, United States Code, section 797 and Department of Defense Directive 5200.8.
5. PUNITIVE ORDER: This order is punitive. Persons subject to the UCMJ who violate this order either negligently or intentionally may be punished under Article 92, UCMJ, for violating a lawful general order, or receive adverse administrative actions or both. Civilians serving with, employed by or accompanying the U.S. armed forces in JTF GTMO are not only subject to all applicable federal laws, but may also face adverse administrative actions for violation of this General Order.
6. PROHIBITED ACTIVITIES: Transporting any classified or sensitive information, using any media (hard copy, electronic or photographic) outside JTF GTMO without appropriate authorization and protection. Those authorized to carry classified information will carry appropriate authorization, and ensure classified data is marked and transported in the appropriate manner. If any JTF GTMO personnel are unsure how to appropriately transport classified and/or sensitive information they should contact the JTF GTMO J2 at x3483 or 3643. (See Policy Memorandum #23, Security Procedures for Movement of Classified Information.)
7. INSPECTION PROCEDURES: All baggage will be inspected at the designated inspection area at scheduled times prior to departing flights. Persons covered by this General Order shall present themselves at McCalla Hangar for inspection. All computers (to include PDA's), memory sticks, or other data storage devices and non-commercial electronic media (rewritable

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CDs and DVDs) shall be delivered to the JTF GTMO J6 a minimum of 72 hours prior to the departure of any flight (direct questions regarding this to JTF GTMO J6, x3045). This media shall be screened and returned at the time of baggage inspection. Once the inspection is completed, personnel will be transported by JTF GTMO transportation to the Windward Ferry landing for transit to the Leeward side of the base. Inspected baggage will be loaded on a vehicle for transport to Leeward terminal to be loaded on the flight. Enclosure (1) provides a list of items that cannot be transported and a list of items, which are discouraged.

8. **INDIVIDUAL DUTY:** All persons subject to this General Order are charged with the duty to become familiar with this General Order. All personnel shall avoid action, whether or not specifically prohibited in this General Order, which might result in or reasonably be expected to create the appearance of a violation of this general Order or other law under the UCMJ, or which by its very nature might compromise the security of JTF GTMO. Any person that is found in possession of classified or sensitive material shall remain at JTF GTMO until an investigation is completed. Once an investigation is completed, only the Commander or the Chief of Staff, JTF GTMO may authorize departure from the JTF GTMO JOA.

9. **UNIT COMMANDER RESPONSIBILITIES:** Unit commanders and supervisors are to ensure that all personnel are briefed on the contents of this General Order, that personnel understand that they have a duty to report any violations of this order either to their supervisor or to the Staff Judge Advocate, and that it is posted on read boards in common areas throughout the unit.

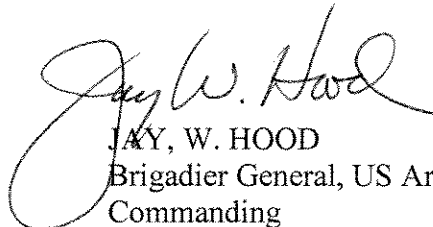
10. **EFFECTIVE DATE:** This General Order is effective immediately and inspection procedures will begin 3 May 2003. .

11. **EXPIRATION:** This General Order will expire when rescinded by the Commander, JTF GTMO.

12. **WAIVER REQUEST:** Requests to waive prohibitions of this General Order must be coordinated with the JTF Staff Judge Advocate and submitted through the JTF GTMO Chief of Staff to the Commander, JTF GTMO, for approval.

13. My point of Contact for this General Order is the J2, x3128.

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JAY, W. HOOD  
Brigadier General, US Army  
Commanding

Enclosure 1: Prohibited and Discouraged Material

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PROHIBITED MATERIAL

1. Undeveloped film
2. Drawings of Detainees
3. Detainee Pictures
4. Classified Literature

DISCOURAGED MATERIAL  
(Items that must be cleared by J-6)

1. Computers and laptop computers
2. Personal Data Assistants (PDAs)
3. Rewrite CDs and DVDs (i.e. media created by an individual)
4. Stick or Flash media (i.e., transferable memory)
5. Floppy discs
6. Zip drives
7. Digital cameras
8. USB storage devices
9. PCMCIA storage devices
10. Cellular telephones