

**Media Ground Rules for Joint Task Force Guantanamo (JTF-GTMO)  
Agree To Abide**

These Ground Rules are established to ensure protected information, including classified information and security procedures and systems are not compromised. These rules are also in place to protect the privacy and security of JTF-GTMO Troopers and detainees.

Media representatives must agree to and sign Media Ground Rules prior to being allowed access.

These Ground Rules apply to media sponsored by JTF GTMO for media visits to report on the JTF's mission. Ground Rules for media sponsored by the Office of the Secretary of Defense (OSD) to cover the Military Commissions are promulgated by OSD. Nothing herein purports to supersede Media Ground Rules published by Commander, Naval Station at Guantanamo Bay (NSGB), the host installation commander.

Failure to comply with ground rules or instructions of the Public Affairs escorts could result in restricted access on JTF GTMO controlled areas to include permanent expulsion or removal of the parent news organization from further participation in covering JTF-GTMO activities. Disclosure of classified information may subject the News Media Representatives (NMR) to criminal prosecution.

By signing, the News Media Representative is agreeing to abide by these restrictions while present at NSGB covering JTF GTMO operations and while being escorted by the JTF-GTMO Public Affairs Office (PAO).

For further information, please contact JTF-GTMO Public Affairs at 757-458-9927.

Please sign the following, acknowledging that you have read and understand these ground rules and procedures, and agree to abide by them.

Acceptance of ground rules for media visits to JTF-GTMO.

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Position \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Emergency contact information (Name and Phone number)

Name \_\_\_\_\_ Phone \_\_\_\_\_

I understand and will comply with the ground rules listed herein. I also understand that the U.S. Government assumes no liability or responsibility for my personal safety while on U.S. Naval Station, Guantanamo.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **A. Scope and Purpose of the Ground Rules**

1. These ground rules are established to protect operational security and to ensure the safety of personnel. They apply to media visits sponsored by JTF-GTMO and to all persons approved by JTF-GTMO PAO to come to the island as media, to perform a media function. The PAO will facilitate media access to information while safeguarding protected information and classified material consistent with Department of Defense (DoD) public affairs regulations.
2. JTF Guantanamo Public Affairs is responsible for the development and implementation of media ground rules for JTF-GTMO sponsored visits. Questions regarding implementation should be directed to the JTF GTMO PAO. These ground rules will be reviewed annually and updated as appropriate.
3. NMRs must agree to abide by ground rules as a condition of access. Failure to comply with ground rules could result in permanent expulsion of the NMR and/or removal of the parent news organization from further access to JTF-GTMO, as notated in section H. Permanent removal of a news organization may occur where there have been repeated violations by various NMRs affiliated with the organization, or there are indications that the organization does not intend to abide by the ground rules.
4. The receipt of this document does not guarantee media travel or access to JTF-GTMO. Permitted presence on JTF-GTMO does not imply unlimited access to personnel or facilities. Nothing in these ground rules affects criminal liability under any other provision of law.

## **B. Release Authority**

1. JTF PAO is the sole release authority for all military information contained in media (e.g., audio visual, photography, graphics, sketches, etc.) gathered or produced within JTF-GTMO controlled areas, including those under temporary JTF-GTMO control.
2. NSGB PAO is the sole release authority for installation information contained in all media (e.g., audio visual, photography, graphics, sketches, etc.) gathered or produced within the NSGB areas.
3. U.S. Naval Hospital Guantanamo Bay (USNHGB) PAO is the sole release authority for medical and other related or relevant information contained in all media (e.g., audio visual, photography, graphics, sketches, etc.) gathered or produced within the USNHGB areas of responsibility.

## **C. Protected Information**

1. Protected Information covers classified information, law enforcement, protective orders, and critical information, which is defined as: sensitive but unclassified information about friendly intentions, capabilities, and activities needed by adversaries to plan and act effectively against friendly mission accomplishment.
2. NMRs shall not publish, live stream on any social media platform, release, publicly discuss, or share items considered Protected Information for purposes of these ground rules gathered at JTF-GTMO, or in transit to or from NSGB on transportation provided by DoD (or other U.S. government entities) or civilian-contracted airlines providing transportation to NSGB.

3. While at NSGB, and in transit to and from JTF-GTMO, NMRs may be exposed to aspects of detention and base operations the disclosure of which must be avoided for reasons of national security, force protection, and compliance with international treaty obligations. JTF-GTMO has designated aspects of these operations whose disclosure is not permitted, and NMRs on JTF-GTMO will be required, as a condition of their visit, to safeguard this information deemed protected information.
4. A NMR will not be considered in violation of these ground rules for re-publishing what otherwise would be considered Protected Information, where that information was legitimately obtained in the course of newsgathering independent of any receipt of information while at JTF-GTMO, or while transiting to or from JTF-GTMO on transportation provided by DoD (or other U.S. government entities), or civilian-contracted airline companies (e.g. IBC) that fly into NSGB.

#### **D. JTF Media Tour Access**

JTF-GTMO will facilitate media visits outside of scheduled Military Commissions hearings when there is sufficient interest to warrant a media event. PAO will coordinate access to locations during media visits where news media representatives will be allowed to view and photograph areas and personnel in accordance with JTF Imagery Policy. A special photo badge is not required; media shall have PAO escorts at all times. JTF-GTMO will not permit access which could be considered to make the detainees objects of "public curiosity".

#### **E. General Photography and Audio Visual Limitations**

1. In the air and upon arrival at NSGB, NMRs are strictly prohibited from taking any photography or audio/video until they have received their official OPSEC brief by the JTF-GTMO PAO.
2. While on NSGB, and within JTF-GTMO, names and faces of uniformed JTF-GTMO military guard forces/and or troopers that are not one of the identifiable JTF senior leadership (JTF Commander, JTF Deputy Commander, JTF Command Senior Enlisted Leader, Joint Detention Group Commander, Joint Medical Group Commander, and the Director of Public of Affairs), are not authorized. Requests for interviews with other personnel must be approved and these personnel shall not be photographed or identified by real names. Interview requests with base residents, visitors, and guests must be coordinated through NSGB's Public Affairs Office and monitored by the authorizing command.
3. At no time is communication (verbal, written, or other) with a detainee allowed. Attempting to communicate with a detainee and photographing or taking video of a detainee's attempts to communicate with media are prohibited. If detainees become agitated at media presence, the media may be asked to leave for the safety and security of the detainees, NMR and the guard force.
4. At no time during a media visit shall a NMR take a photo or record audio/video of another individual without that person's knowledge and/or consent.
5. Imagery is considered property of the U.S. government until such imagery has been screened and approved for release. All permitted cameras with geo-tagging, wireless transmission, or location tracking capabilities must be disabled while within JTF-GTMO.
6. Photographs must be taken on a still or video camera that records media onto a removable storage device. This includes compact flash, SD cards, P2 cards, or any other type of removable storage device. The use of cell phones, smart phones, tablets, netbooks, Google Glass, and any smart device

that can automatically upload directly to the Cloud, Dropbox, or other internet-based storage services are prohibited while being used as a means to capture photographs or video within JTF-GTMO.

7. NMRs are not permitted to make phone calls within JTF-GTMO using Facetime, Skype, Facebook Messenger, Google Hangout or other forms of video chatting applications. Video chatting is considered a form of video recording and hinders operational security. On NSGB video chatting is permitted but must be in areas where nothing considered protected information is viewed in the background.
  
8. Photographs or video shall not be taken of the following:
  - a. Frontal facial views, profiles, ¾ views, or any view revealing a detainee’s identity.
  - b. Identifiable JTF-GTMO personnel, without consent.
  - c. Views of security protocols including security cameras, metal detectors, restraint systems, locks, keys, gates, reinforced doors, or other security measures.
  - d. Views of the airfield unless prior approval is given and any images are cleared by DoD prior to release, or of the perimeter fence-line, towers, FAA Radar, windmills or golf balls. Bunker facilities on either side of AV-34 on McCalla Hill.
  - e. John Paul Jones Hill (JPJ) with windmills: Photography shall not be taken at any point beyond Magazine Gate Five at the base of the JPJ Hill or as marked by “No Photography” signs.
  - f. The JTF-GTMO coastline between the Windmill Beach entry gate, east to Kittery Beach; includes views of security gate from beach and the tactical observation post from Kittery Beach.
  - g. Panoramic views (an unobstructed or complete view of an area) of JTF-GTMO camp facilities and facilities that reveal access roads, layout, security borders, or checkpoint locations: Checkpoint Roosevelt and Checkpoint Houston or observation post “New York.”
  - h. Views of fuel, water, electrical power or ammunition processing or storage facilities from within their enclosed boundaries including close-up views of valves, electrical power panels, fuel or water distribution pipes or fittings.
  - i. Views of antennas, RADAR or communications facilities or equipment.
  - j. Military convoys arriving or departing Office of Military Commission facilities or JTF-GTMO.
  - k. The media’s operational security in-briefing presentation, as images shown within it may show examples of what not to photograph.

#### **F. Operational Security (OPSEC) Review**

1. NMRs will submit all imagery taken within JTF-GTMO to security review. Media are responsible to ensure video imagery can be played to television or played back on camera. To this end, media members are responsible for providing compatible video format playback device for material review.
  
2. An OPSEC review of visual recordings will be conducted daily, or at a minimum prior to departure. All images and video are required to be screened prior to upload into any other device and prior to release.
  
3. During the OPSEC review, imagery that is determined to be in violation of these ground rules will be deleted or cropped to achieve compliance. For photographs, the NMR may request five (5) images per person per day be cropped by the OPSEC reviewer to meet security requirements. Cropping is defined as cutting off the parts of a digital photograph deemed to be in violation. Blurring,

smudging, fading, superimposing a black line or spot over certain parts of a photograph, or any other digital manipulation is not a substitution for cropping. Photos selected for cropping that cannot be cropped inside the camera itself will be moved from NMR's photo storage media (e.g., SD card) and saved onto a government provided computer or data transfer station. The original photo will be deleted from the NMR storage media and stored on the government provided computer until the final disposition of the photograph has been decided. The photos will then be cropped by a JTF-GTMO PA representative on the government provided computer, renamed, and saved back to the government provided computer. The newly created file will then be transferred back to the NMR storage device. There is no appeal of JTF-GTMO's proposed cropping; if the NMR disagrees with the proposed cropping, the cropped image will be deleted and the original photo may be appealed to the JTF-GTMO PAO.

4. For videos, the NMR must bring his or her editing equipment to NSGB. The NMR will edit video to meet security requirements in the presence of a JTF-GTMO PA representative. The video editing OPSEC review process should take no longer than 15 minutes per day per NMR video. Disputed sections of video must be edited and stored while the JTF-GTMO PA decision is being appealed. For NMR who do not have such video editing capability, approval or deletion are the only options.
5. If the NMR disagrees with the judgment of the JTF-GTMO PAO that the photograph or video image is in violation of these ground rules, the NMR may request that a copy of the image (in compatible format) be forwarded for appeal to the JTF-GTMO OPSEC Manager, who will have no more than 24 hours to review the photograph and render a final decision.

#### **G. Media Operations**

1. Media representatives must obtain the proper paperwork prior to departure for GTMO, including an approved SECNAV 5512, and personal identification documents.
2. NMRs will wear their organization's associated media badge upon arrival at NSGB; it must remain visible at all times per the NSGB Media Policy, unless inside a facility where a Detainee may be present and/or upon instruction from a JTF-PAO escort. It must be always be on their person until departure.
3. NMRs must be accompanied at all times except in quarters and the MOC or after-hours at the lyceum, restaurants, athletic gym, beaches, marina, or Navy Exchange stores. No photography or recording is allowed without a JTF-GTMO public affairs escort.
4. Dress code is business casual with close-toed shoes. The following support is provided during visits:
  - a. Transportation.
  - b. NMRs are responsible for meal costs; paid directly to the establishment. Use of galleys are permitted. Bring cash. Meal-times are scheduled and will follow the NMRs' itinerary as published. The NMRs will eat as a group at an agreed upon restaurant and shall not extend beyond 2200 hours. Liberty Centers, the Goat Locker, and Rick's are private establishments for the express use of personnel they are designed to service and are prohibited to media.
  - c. NMRs are permitted to stay at the Navy Lodge or NGIS Building AV624 on Leeward. Cost is to be paid directly to the facility. Room reservations are to be made by the JTF-GTMO PAO only. NMRs are not authorized to stay in private residences including NGIS East Caravella.
  - d. Emergency medical care, on a reimbursable basis.

- e. Notification of the sponsoring news organization if a NMR becomes seriously ill or injured. The responsibility for notifying next of kin of all correspondents who become seriously ill or injured is the responsibility of the sponsoring news agency.
  - f. Access to unclassified communications facilities as appropriate when available.
5. Media may conduct interviews in the Hangar Conference Room with prior coordination with the JTF-GTMO PAO representative.
  6. NMRs must travel with their U. S. passports or journalist visa and Entry Clearance Form, SECNAV 5512. Those who do not have a valid passport and an approved 5512 will not be permitted to travel nor be granted entry to NSGB. NMRs are encouraged to travel with sufficient cash, credit cards, copies of approved 5512, and immunization records. Weapons of any type are not authorized.

#### **H. Procedures for Enforcement of Ground Rules**

1. NMRs have an opportunity to challenge the designation of information as “Protected” where JTF-GTMO security personnel have so designated the information. A challenge to JTF-GTMO’s designation of information as Protected shall be submitted in writing and must identify with specificity (i) the protected information at issue, (ii) the reason(s) for believing the protected designation is not (or is no longer) valid, and (iii) any supporting documentation relevant to substantiating that claim. A decision on the NMR’s challenge will be rendered as promptly as the Commander’s time permits.
2. If JTF-GTMO PAO is notified by escorts or other DoD officials with substantiated evidence and believes that a NMR has violated these ground rules, it will, absent urgent circumstances, notify the NMR in writing of the concerns and provide the NMR an opportunity to be heard on whether a violation occurred and/or to present mitigating circumstances that bear upon any sanction, before taking any adverse action. An appeal of any adverse determination may be made to the Director of Public Affairs. The NMR’s access to the JTF-GTMO may be temporarily suspended while this process is underway. No final action will be taken to expel a reporter, deny access or impose any other adverse action unless (i) the Director of Public Affairs makes a finding that a material violation of protected information has occurred, or (ii) the PAO makes a finding that a material violation of the ground rules provisions relating to Operational Protected Information has occurred, or (iii) PAO, in consultation with the JTF Commander, makes a finding that a material violation of the ground rules has occurred.