



DEPARTMENT OF DEFENSE  
JOINT TASK FORCE GTMO  
GUANTANAMO BAY, CUBA  
APO AE 09360

REPLY TO  
ATTENTION OF

JTF-GTMO-J2

24 March 2004

MEMORANDUM FOR All Personnel Assigned to Joint Task Force GTMO

SUBJECT: Policy Memorandum #18, Security Procedures for Movement of Classified Information

1. References:

- a. E.O. 12958, Classified National Security Information, 17 Apr 95
- b. DoD Regulation 5200.1-R, Information Security Program, Jun 86
- c. JTF-GTMO J2 Briefing, Special Instructions for Classified Material Couriers, 12 Oct 03
- d. JTF-GTMO J2 Memorandum, JTF-GTMO Courier Certification, 12 Oct 03

2. Purpose: In accordance with references (a) through (d), this memorandum sets policy for safeguarding information within the JTF. It directs commands and tenant agencies that handle classified information aboard the Naval Base Guantanamo Bay, Cuba to enact these procedures to ensure proper storage, handling, transfer, and overall control of classified information within the command. This command must ensure that all reasonable and prudent measures are taken to prevent the compromise of classified information through negligent, improper, or indifferent security procedures.

3. Movement of classified material in JTF-GTMO will primarily be accomplished by authorized classified computer systems (such as via JWICS or SIPRNET email). Hand carrying of classified information is highly discouraged.

4. In those instances where classified information must be hand carried, the following procedures will be followed:

- a. Couriers must receive a courier briefing (Ref c) and be in possession of a valid Courier Card/Memo (Ref d).
- b. Classified material must be properly wrapped or contained in accordance with Refs c and d (i.e., in a courier pouch)

JTF-GTMO-J2

SUBJECT: Policy Memorandum #22, Security Procedures for Movement of Classified Information

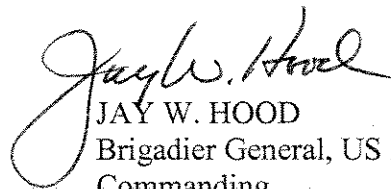
c. When required, couriers will offer briefcases or pouches for external inspection by authorized security personnel. The courier card/memo will also be offered.

d. Security screening personnel will detain anyone who is (or who is suspected to be) hand carrying classified materials improperly or without authorization.

e. Departure with classified material from the confines of US Naval Base Guantanamo is not authorized without specific prior permission. This can be requested through your local or unit security manager to the J2.

5. Subordinate commands and tenant agencies that handle classified material are responsible for ensuring their personnel are aware of and are following these procedures.

6. My point of contact for this memorandum is J2, x3432.

  
JAY W. HOOD  
Brigadier General, US Army  
Commanding