



DEPARTMENT OF DEFENSE
HEADQUARTERS, JOINT TASK FORCE GUANTANAMO
APO AE 09522-9998

JTF-GTMO-CDR

14 May 2015

MEMORANDUM FOR

Office of the Chief Prosecutor, 1610 Defense Pentagon,
Washington, DC 20301-1610
Office of the Chief Defense Counsel, 1620 Defense Pentagon,
Washington, DC 20301-1620
Office of General Counsel, Department of Defense, 1600 Defense Pentagon,
Washington, DC 20301-1600
Director, Periodic Review Secretariat, 2521 South Clark Street, NC2/Room 8-02,
Arlington, VA 22202-9717

SUBJECT: Modification to Rules Regarding Detainee Legal and Periodic Review
Board Meetings

1. References:

- a. Commander, Joint Task Force (CJTF) Guantanamo. Order Governing communications and Defense Counsel Access to Detainees Involved in Military Commissions, 3 Mar 14.
- b. Joint Detention Group (JDG) SOP #11.
- c. Habeas Counsel Information Letter, 1 Feb 15.
- d. Periodic Review Secretariat Memorandum Attachment B: Private Counsel Procedures Applicable to the Periodic Review Board Process, 22 Jul 13.

2. This memorandum modifies certain procedures for scheduling and conducting Detainee Legal and Periodic Review Board (PRB) meetings at Joint Task Force Guantanamo (JTF-GTMO). Other than modifications noted herein, all other previously promulgated meeting rules and procedures specified in references (a) through (d) remain in effect. These modifications address health, safety and security concerns applicable to all Detainee meetings conducted in designated Camp Echo and Echo II meeting huts or Camp Delta Gold and Silver buildings, regardless of the purpose of the meeting.

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3. In general: Legal meeting hours change at Daylight Savings Time (DST) to adjust for changes in the Islamic prayer schedules. In 2015, DST begins on 8 March and ends on 1 November at 0200. Legal meetings for 2015 shall be scheduled as follows:

- 8 Mar – 31 Oct (Eastern Daylight Time): 0900 - 1230 & 1330 – 1630
- 1 Nov – 7 Mar (Eastern Standard Time): 0900 - 1130 & 1230 - 1630

4. Scheduling: Habeas counsel and PRB private counsel and personal representatives shall continue to schedule legal meetings and PRB meetings as outlined in references (c) and (d), respectively. Military Commissions defense counsel shall schedule all legal meetings as follows:

a. Requests for legal meetings may be made up to 60 days before the desired meeting date, but no later than 14 days before that date.

b. Special requests received within 14 days of the desired legal meeting date require Commander Joint Detention Group (CJDG) approval.

5. Required personnel at legal meetings: Either an attorney or paralegal must be present at each legal meeting. Requests for Defense Personnel other than an attorney or paralegal to meet with a Detainee alone requires a special request and will not be approved absent justification.

6. Conduct during legal and PRB meetings: The following rules apply to all Detainee meetings conducted in designated Camp Echo and Echo II meeting huts or Camp Delta Gold and Silver buildings, regardless of the purpose of the meeting.

a. Food and Drinks: Bottled water will be made available and may be brought into meeting spaces. Individual containers of coffee, tea, or juice may be brought into meeting spaces. Food of any kind, other than that provided by guard force personnel for Detainee consumption, is prohibited within meeting spaces.

b. Electronic Media: Tapes and other forms of electronic communications, including commercial movies, are not authorized within meeting spaces unless they are properly designated as Lawyer-Client Privileged Communications or Other Case-Related Material or are directly related to a PRB.

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c. Sleeping: No person attending a meeting within a JTF-GTMO meeting space may sleep. If guard force personnel observe any person sleeping during a meeting, the guard force will issue a warning. If anyone is observed sleeping during a meeting after a warning has been issued, the meeting will be terminated.

7. Code of Conduct: Failure to follow this memorandum, JTF-GTMO procedures, or staff instructions may result in termination of meetings and may subject the offending party to administrative action by CJTF, which may include barment from JTF-GTMO.

8. The point of contact for this matter is JTF-GTMO/SJA.



K.J. COZAD
Rear Admiral, U.S. Navy
Commander