

## Annex L (Detainee Visitation) - Bagram Theater Internment Facility SOP (VTC)

1. (U) **PURPOSE:** This Annex serves to provide policy, procedures, and responsibilities for the Video Teleconference (VTC) room located at the BTIF. The visitation center will act as a means for authorized participants to interact with detainees. This Annex outlines the duties and guidelines of the guard force working at the VTC room.

2. (U) **APPLICABILITY:** This Annex applies to all personnel assigned, attached, OPCON, or TACON to CJTF-101.

3. (U) **MISSION:** To implement and run a detainee video-teleconferencing program that meets existing US policy in a manner consistent with legitimate operational and security constraints.

4. (U) **VISITATION STAFF:** The VTC will be staffed with seven guard force personnel, one S6 representative, and three CAT 2 Interpreters.

5. (U) **DUTY POSITIONS:** Duty positions and the assigned responsibilities described in this SOP are necessary for the effective operation of the VTC.

a. (U) **Translation:** One (1) interpreter per detainee will work with the guard force personnel to ensure no prohibited communication occurs. Interpreters are responsible for ensuring detainees understand the rules and monitoring communications to ensure detainee compliance. They will recommend termination of a visit when rules are violated. More interpreters may be required if multiple languages are spoken.

b. (U) **Guard Responsibilities:** Six (6) guard force personnel consisting of two (2) teams of three (3) personnel each will provide movement security from cells and then to the VTC.

(1) (U) Move detainees from cells to the VTC Room IAW BTIF SOP Annex E-7

(2) (U) Remain as guards inside VTC Room during the VTC.

(3) (U) Reverse movement procedures when the VTC is complete.

(4) (U) Guards will search the detainee prior to entering and exiting the VTC room.

(5) (U) Guards will ensure they are not in the view of the VTC camera.

(6) (U) Guards will secure high risk and maximum security detainees to the floor with a second set of leg restraints. Minimum and medium security detainees will have hand restraints removed. Leg restraints will remain attached on the detainee.

(7) (U) Ensure the detainee stays in the booth if the VTC is terminated early.

(8) (U) Take all direction from the NCOIC.

(9) (U) Eyes and Ears will be taken off and put back on in the VTC Room.

# Bagram Centcom 237

10 November 2007

000237

**Annex L (Detainee Visitation) - Bagram Theater Internment Facility SOP (VTC)**

**c. (U) NCOIC Responsibilities:** The NCOIC will stay inside the VTC room at all times.

- (1) (U) Ensure that detainees are searched prior to entering the room.
- (2) (U) Sanitize all booths prior to the detainee being secured in the booth.
- (3) (U) Ensure that detainees adhere to all VTC rules.
- (4) (U) Log all detainees in and out on DA Form 1594.
- (5) (U) Terminate calls if misconduct continues after one (1) warning.
- (6) (U) Warn detainees when two (2) minutes remain of the 20 minute VTC.
- (7) (U) Ensure all detainees are properly escorted and secured.

**d. (U) S6 Responsibilities**

(1) (U) NLT 0300Z Monday-Thursday (depending on the number of remaining visitors) all equipment will be set-up and a communication check conducted with ICRC.

(2) (U) Ensure calls are being recorded during each visitation.

(3) (U) Terminate calls when directed by NCOIC.

(4) (U) Assist the NCOIC by ensuring timelines are adhered to and that calls are terminated when 20 minutes is complete. Provide NCOIC with a two (2) minute countdown prior to termination of the visit.

6. (U) **ELIGIBILITY:** Participation in the VTC program is a privilege not an entitlement. All detainees who have been processed into general population are eligible to participate in the family visit program. Detainees in administrative segregation will be allowed to participate in a VTC. However, detainees in disciplinary segregation will not be removed from their cells and allowed to participate in a VTC without the approval of the TF Guardian Commander. Detainees will be allowed to participate in VTC visits once every 60 days.

**7. (U) OPERATING HOURS:**

The VTC will be operated from 0330Z to 0730Z and from 0930Z to 1130Z every Monday, for a total of 6 hours /day. Each visit will be 20 minutes in duration. If there are more visitors than allowed time the VTC will be set up again the following day. Additional VTCs will be conducted Tuesday-Thursday depending on the number of families that are waiting. ICRC will receive and register families on Sunday. Only families who have registered on Sunday will be permitted to participate that week.

**Bagram Centcom 238**

10 November 2007

000238

## Annex L (Detainee Visitation) - Bagram Theater Internment Facility SOP (VTC)

### 8. (U) ACTIVITIES OF DETAINEES RECEIVING A VISIT

**a. (U) Detainee Rules:** Detainees are not allowed to stand, touch the VTC, perform sexual acts, tamper with restraints, make obscene or volatile gestures, or act in a disruptive manner. If a detainee causes a disruption he will be warned one (1) time to stop the behavior. If the disruption continues his VTC will be terminated. The detainee will stay in his booth until the 20 minute time limit has elapsed. If the disruption is to the extent that it is causing issues with other booths then all VTCs for that iteration will be terminated.

**b. (U) Prohibited Communication:** Detainees will not be allowed to discuss operating procedures such as IR, BTIF layout, schedule of calls, other detainees in the facility, location of BTIF, or guard force TTPs within the BTIF during the VTC. Should the detainee discuss any of the items the rules in 8 (a) above apply.

### 9. (U) PROCEDURES FOR VISITORS

**a. (U) ICRC** will ensure visitors are informed on all rules and procedures for visitation.

**b. (U) Visitor Rules:** Visitors are not allowed to perform sexual acts or make obscene or volatile gestures. Termination rules in 8 (a) above apply.

### 10. (U) EMERGENCY ACTION PLAN

IAW BTIF SOP Annex C

### 11. (U) REGISTRATION AND REQUEST FOR EXEMPTION PROCESS

**a. (U) ICRC** will provide the ICRC liaison with a list of those detainees who have visitors NLT 1130Z on the Sunday before the visit.

**b. (U)** The ICRC liaison will forward the list to BTIF operations who will notify the ICRC liaison if any requested detainee is in disciplinary segregation. For all other detainees, the BTIF operations section will begin planning for the VTC visit.

**c. (U)** The ICRC liaison will provide the ICRC with a list of detainees that will not be available for a VTC visit due to disciplinary segregation as soon as possible after notification by BTIF operations.

**d. (U)** The ICRC may request an exception to policy that a particular detainee in disciplinary segregation be allowed to participate in a VTC. The ICRC will make such requests NLT than 1400Z on Sunday evening.

**e. (U)** The ICRC liaison will forward such requests to the BTIF Commander and Commander, TF Guardian. Approval authority for an exception to policy is Commander, TF Guardian.

<sup>L-3</sup>  
**Bagram Centcom 239**

10 November 2007

000239

**Annex L (Detainee Visitation) - Bagram Theater Internment Facility SOP (VTC)**

f. (U) The ICRC liaison will relay the Commander's decision to the ICRC and notify BTIF Operations of any detainees in disciplinary segregation that will be allowed a VTC visit.

g. (U) BTIF operations will create a schedule of what time each detainee will conduct the visit. The schedule will be sent to the ICRC for proper coordination.

Annex M (Confiscated funds) to CJTF-101 Detention Operations Standard Operating Procedures

1. References:

- a. Army Regulation (AR) 37-1, DFAS-IN, dated September 2000
- b. Army Regulation (AR) 190-8, Enemy Prisoners of War, Retained Personnel, Civilian Internees and other Detainees, dated 1 October 1997
- c. CENTCOM Memorandum, Disbursing Standing Operating Procedure #3 – Captured Enemy Currency, dated 14 October 2007

2. Purpose: To establish policy and procedures on how to account for and dispose of currency from detainees detained at the Bagram Theater Internment Facility (BTIF).

3. Policy and Procedures.

a. Policy.

(1) The BTIF Commander will impound all currency and negotiable instruments found on detainees while in U.S. custody.

(2) The BTIF Commander or his designee will report the capture of detainees who possess large sums of Allied/U.S. currency or negotiable instruments to appropriate intelligence authorities. The Commander, TF Guardian will appoint an investigating officer to determine if the detainee has a legal claim to currency in excess of \$10,000. The Detention Operations Judge Advocate will be the legal advisor to the Investigating Officer.

(3) The BTIF Commander, or his designee will store all negotiable instruments for safekeeping in accordance with AR 190-8, Enemy Prisoners of War, Retained Personnel, Civilian Internees and other Detainees. The BTIF Commander will mark, identify, and securely bound or package all captured currency and it will be stored in a secure area.

b. Procedures:

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g with other

valuables belonging to the detainee. To convert the currency, the unit commander completes a DD Form 1131 including the following:

- (a) Receiving office voucher number;
- (b) Receiving unit or theater internment facility or assignment;
- (c) Printed name, rank, title, and signature of receiving officer;
- (d) Name, and Internment Serial Number of each detainee by country of origin;

**Bagram Centcom 241**

Annex M (Confiscated funds) to CJTF-101 Detention Operations Standard Operating Procedures

(e) Listing of currency units impounded; and

(f) Amount of U.S. dollar equivalency.

(2) Once the investigation is complete, the BTIF Commander will forward to the Operating Locations (OPLOC) or Finance and Accounting Offices (FAO) a copy of the completed

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(3) The BTIF Commander will release captured currency determined to be obtained via legal means to the detainee's immediate family as soon as practicable. The BTIF Commander must receive written acknowledgement from the detainee and the detainee's family accepting the transfer.

(4) When detainees are transferred, the TIF Commander, or his designee, will complete the Statement of Credit Balance and will transfer the applicable balance Deposit Fund Account 21X6015 to the gaining facility's servicing OPLOC/FAO.

(5) The BTIF Commander, or his designee, will make final settlement for all amounts due detainees upon transfer to another country, repatriation, death, or escape. Provide the individual a written explanation explaining why the detainee's country is responsible for amounts due per Article 66 of the 1949 Geneva Convention. Return detainees articles and moneys taken from them that were being held for safekeeping.

4. POC for this memorandum is the Detention Operations Judge Advocate at DSN (b)(2)

**Bagram Centcom 242**

000242