

STMO "STUFF"

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From:

[Redacted]

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To:

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Date:

Fri, May 16, 2003 2:25 PM

Subject:

GTMO "STUFF"

Hello all.

Attached please find the most recent info sheets from HQ regarding your trip to gtmo. Additionally, the guy to coordinate your travel with in Miami is SA [Redacted] The "current" (and they do change rather frequently) contact person in CTD at FBIHQ is SA [Redacted] - phone number listed in the info sheet appears to stay the same.

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The info sheet states that lodging is \$12. In fact, for us it is zero dollars as we have an apartment that Miami pays for.

For the time being, we are not participating in the Ft Belvoir training as it appears to have taken a turn for the worse. Reading your books and talking to those who have gone before is probably just as good.

If I can help you in any way, please ask.

Sincerely,

[Redacted]

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CC:

[Redacted]

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-01-2004 BY 51573/ECB/ada/bv-04-4151

DETAINEES-2465

INFO FOR FBI PERSONNEL DEPLOYED TO  
GUANTANAMO BAY, CUBA (GTMO)

- ◆ Lodging is \$12.00 per day and should be charged to the Government Credit Card. You will be sharing a 2BR town home type apartment with up to three other people. There are two twin beds in each room. Each unit is furnished and fully equipped with a washer, dryer, fully equipped kitchen, cable television and a VCR. Per the Finance Division, you will not be able to flatline the lodging per diem because: these are government quarters; there are no civilian quarters available to you; and you are directed where to stay. Therefore, you are only permitted to claim the actual cost for lodging. The per diem rates for Cuba are \$26 for lodging and \$32 for meals.
- ◆ Per diem is <sup>33.00</sup>~~\$32.00~~ per day. There are a couple of small restaurants, a McDonald's and access to the chow hall on the base. Most transactions for meals are on a cash basis. There is an ATM on the base and a small bank which has a check cashing service. You are permitted to flatline the MI&E per diem.
- ◆ Case ID: 265A-MM-C99102; Title: GTMO - INTEL; Guantanamo Bay, Cuba; OO:MM; Major Case 188. Use MC 182 for TURK in order to get paid for O/T. Also, your T&A clerk must note that the work performed was part of Penttbomb.
- ◆ The TR# for travel to GTMO Bay, Cuba is [redacted] b2 -7
- ◆ Travel vouchers should be submitted to your ASAC for signature.
- ◆ When making flight arrangements fly into Ft. Lauderdale- Hollywood Intl. Airport.

Make hotel reservations at the Sheraton Hotel (954)920-3500, 1825 Griffin Road, Dania, FL (Primary) or the Hilton Hotel (954)920-3300 also on Griffin Road, Dania, FL (Back-up). Please make sure you stay in one of these two hotels, otherwise transportation to the Airport the morning of your flight to GTMO will not be available.

GTMO now uses a charter air service for standard rotations on and off the island. The Sheraton Hotel provides a shuttle and MM SA [redacted] helps to coordinate this and assist. If you have been instructed that you are to use this service you do not need to contact the carrier. FBIHQ and SA [redacted] coordinate this directly. You are asked to please be in the lobby of your hotel at 6:45 am where you will be met by SA [redacted] and taken directly to the jet port.

The Bureau plane departs on an as needed basis at 8:00am and returns at 4:00pm from GTMO. The flight usually departs from Ft. Lauderdale Executive Airport. You must be at the lobby of your hotel ready to be picked up no later than 6:45am on the morning of your flight. Pack only those items necessary. Each house has a washer/dryer so there is no need to pack a lot. There is a 45lb weight limit for your bag. This is

CANCEL  
6PM  
[redacted]  
[redacted]  
M.N.  
10/18/50  
DOKER  
NO TAXES  
[redacted]

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DETAINEES-2466

STANDARD OPERATING PROCEDURE ON THE HIGH SEAS

- ◆ If you are instructed to fly LYNX the following applies to you: LYNX Airlines, telephone number (954)772-9808, Fax number (954) 491-8361, departs Fort Lauderdale International Airport from lower level terminal 4 on Mondays, Wednesdays and Fridays at 7:30am and arrives at GTMO at 10:15am. If you have been instructed to fly LYNX Air, you must make your own reservations using your government credit card. Please note: make a one way reservation only. Should you encounter a problem with Lynx please try to coordinate with them through [redacted] at extension [redacted] also notify GTMO at FBIHQ at [redacted]. In addition, you will be required to make your own arrangements (Taxi Cab or Hotel Shuttle) to get to Fort Lauderdale International Airport the morning of your flight. Lynx Air also requires that their version of the LEO Flying Armed form be completed and returned to them prior to your arrival in Florida (the GTMO Task Force at FBIHQ has these forms). In addition, bring your hardcopy with you, just in case. b2 -1  
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- ◆ Directions to Ft. Lauderdale Executive Airport are as follows. I-95 to Commercial, West on Commercial to 21st Ave, turn right on 21st Ave., it's somewhat of a winding road. Turn right at the first intersection. Then turn left at the first intersection. Look for the Skytel Restaurant (telephone number 954-491-5234), address 5350 NW 21st Ave., Ft. Lauderdale, FL. FBI aircraft depart from behind the Skytel Restaurant. The most frequently used FBI aircraft is tail number [redacted]. b2 -8
  
- ◆ If the Turnpike is a better route for you exit at Commercial and go East bound to 21st Ave., turn left at 21st Ave. and follow the directions detailed above.
  
- ◆ The dress attire is business casual (in other words, no high heels). Dockers, khaki or cargo pants and a collared shirt, such as a polo type, is sufficient. Jeans and sneakers are only allowed on weekends and at night after interviews are completed. Irons are available. Washers and dryers are also available, ie there is no need to pack 30 pairs of socks. Bring your own alarm clock, you may also purchase one at the NEX.
  
- ◆ FBI SAs are allowed to carry their service weapons on the base as long as they are concealed. Fanny packs or a garment that covers the holster should be used.
  
- ◆ When you arrive at GTMO, you will be picked up by FBI personnel and brought via ferry to the other side of the island. You will be taken to the CBQ to check into your room and pick up linens.
  
- ◆ You will be taken to your rooms to get settled in and then taken to the SCIF to be photographed for an ID badge.
  
- ◆ You will arrive at the JIFF or Comm Center to be introduced to everyone and get familiar with where you will be working. You will be assigned to a "Tiger Team", meet with the

DETAINEES-2467

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other members of your team to be briefed on interview assignments, schedules, and procedures.

- ◆ At the JIFF, there is an IA assigned to handle all schedules re: interviews. The extension# is 3213. You are required to call in at that number to report the start of a new interview and completion of each interview.
- ◆ Agents are assigned an admin day to do paper work, and an off day. You may use your admin day or off days to do work but make sure it is reported to the IA doing the schedule at ext 3213. (This may change during the period when new detainees are scheduled to arrive.)
- ◆ Depending on what is going on at the time of your arrival, your first day will usually be a day to get settled in. You will want to go to the Navy Exchange (NEX) to buy food and anything you may need. It is a full service exchange that includes a hair salon, barber, movie rental, food court and a place to buy souvenirs and it is as well stocked as a Publix Supermarket, however, check expiration dates. They also accept credit cards and debit cards.
- ◆ At the Comm Center you have access to GroupWise in order to check your e-mail. You must also check out a radio for the day especially when utilizing one of the vehicles. Vehicles are not always readily available, so car pooling is necessary. Vehicles are charged out and returned when you're done. DSL Internet service is available as well.
- ◆ Full breakfast is served at the Naval hospital. The cost is \$1.65. Try and use small bills. Usually there are people who meet outside of the rooms and leave between 7:00 and 7:15 each morning for breakfast. Report to work after breakfast (no later than 8am).
- ◆ If you are planning to snorkel, or go to the beach, for your safety and protection, please advise someone where you will be (this excludes going to lunch, dinner, NEX, etc.) Always wear protective footwear when swimming in the ocean.
- ◆ If you have any problems while on the island, report them to the FBI Supervisor or the Admin Agent, who is stationed at the Comm Center. The extension for the Comm Center is
- ◆ This is an island, so protect yourself from bug bites and the sun. Sun block and bug spray items can be bought at the NEX.
- ◆ Please make sure you e-mail or call your T&A clerk with your times before the pay period ends.
- ◆ Telephone calls can be made back to the states from your rooms as well as the JIFF, but please do not abuse phone privileges by making lengthy calls. Be discreet in your

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DETAINEES-2468

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270 -1

television & conversations by not discussing classified information or your personal information over the phone.

- ◆ **DO NOT** utilize cell phones in GTMO, the Cuban government has the ability to clone your phone and it will be reflected in your monthly bill.
- ◆ The work schedule is 7a-7p during your TDY assignment, but may vary depending on the circumstances.
- ◆ There is an FBI Supervisor who you report to. The person you are replacing should have time to train you in your job assignment, and you will, in turn, train the person who replaces you.
- ◆ You will have an Orientation Briefing by the General usually the Wednesday after you arrive. He will go over the rules of the Base and answer any questions that you may have.
- ◆ Cameras are allowed, but there are restricted areas where photography is prohibited. Signs are posted in these restricted areas.
- ◆ Maid service for cleaning is available in your room on Mondays and Thursdays at 9am. Someone needs to be present before the cleaners can enter the room. They do not clean the bedroom areas unless specifically requested.
- ◆ Be considerate of your roommates. You will be living in an environment that you may or may not be used to, so being courteous goes a long way. Being flexible makes for a much better TDY.
- ◆ There are all kinds of activities that go on after work, and the beach is a favorite hang out on the weekends. There is a free movie theater that plays some of the latest and popular movies (it is outdoors, so bring your bug spray).
- ◆ Before departing GTMO, make sure your bedroom is clean and all used linens are returned for check out. Remember someone else will be occupying that space after you are gone, so be mindful as to how you would like to arrive to a new place and living quarters.
- ◆ Several returning interviewers have recommended the book The Arab Mind by Raphael Patai as an excellent primer on the predominant background and culture of the majority of detainees. Another frequently recommended book is Understanding Arabs by Nancy Nydel. Also recommended to read and review is the indictment for the East Africa Bombings. Although a few years old, much of the information is still valid. It provides an excellent background on Al-Qeida.

DETAINEES-2469

[Redacted]

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For any questions regarding your trip to GTMO please contact SA [Redacted]  
[Redacted] GTMO Task Force at FBIHQ [Redacted] first or SA [Redacted]  
[Redacted] or cell [Redacted] for an emergency arising in Ft. Lauderdale. Do not travel  
down to the island without first having personally coordinated your trip with the GTMO Task  
Force at FBIHQ, any changes in travel must be coordinated with the GTMO Task Force.

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Enjoy your TDY.

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