



DEPARTMENT OF THE NAVY

U.S. NAVAL STATION
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NSGBINST 5530.2A
N00P
6 Mar 2018

U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 5530.2A

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: CONTROL OF PHOTOGRAPHY

Ref: (a) NTTP 3-07.2.3
(b) OPNAVINST 5530.14E
(c) OPNAVINST 3120.32C
(e) 18 U.S.C. 792-799

Encl: (1) Restricted Area Escort Brief

1. General. Military and civilian personnel, including guests and visitors, are allowed to bring photographic equipment aboard the U.S. Naval Station Guantanamo Bay, Cuba (NSGB) subject to restrictions.

2. Cancellation. NAVSTAGTMOINST 5530.2.

3. Purpose. To establish policy and procedures for controlling photography on NSGB to include, but not limited to: artists, sketchers, amateur draftspersons, television crews, and aviators.

4. Applicability. This instruction applies to all personnel onboard NSGB without regard to rank, nationality, or military status. Sponsors of visitors are responsible for the conduct and actions of their guests. This instruction is a lawful punitive order enforceable under the Uniform Code of Military Justice (UCMJ). This instruction also may be enforced via administrative measures including but not limited to restriction from specified locations, revocation of entry approval, and debarment.

5. Definition of Photography. Photography is using any device to capture realistic images of existing objects to a storage medium; usually film, videotape, or digital file. This includes color, black and white, self-developing, infrared, and transparency (slide) films. Also included are electronic (digital) images recorded on magnetic media, floppy disks, camera phones, memory chips, smart phones or tablets, or other electronic storage methods using equipment capable of capturing a visual image. Photographs or images that have been duplicated using conventional photographic techniques, copy machines, scanners, or electronic file duplication are subject to the same controls as the original photographs. It does not include trade, label making, printed circuit manufacture, or other applications using photosensitized materials to duplicate existing non-photographic documents.

6. Responsibility

a. **Commanding Officer (CO).** The CO is responsible for controlling official and unofficial photography within his/her jurisdiction, regardless if the photographers are Department of Defense (DOD), news media, or private citizens.

b. **Security Officer (SECO).** Per reference (a), the SECO is responsible for enforcing this instruction.

c. **Public Affairs Officer (PAO).** The PAO is responsible for coordinating all official photography aboard NSGB.

7. Photography. All pictures taken aboard NSGB shall follow directions and conditions specified herein. Per references (a) through (e), no person shall take photographs of any government, military, Naval unit, or its equipment without permission of the CO, and then only of the objects for which permission was specifically given.

a. Media Sponsored Photography. All personnel required to take photographs or sketching of restricted and non-restricted areas in the performance of their official duties shall notify NSGB PAO of their request, via the Department Head (DH) or Officer-in-Charge (OIC) owning the facility. The only exception to this policy shall be Naval Criminal Investigative Service (NCIS), Naval Security Forces (NSF), and Fire Department personnel who, in the performance of official duties, may take photographs without notification.

(1) Responsibility of marking, storing, and controlling photographs rests with the personnel taking the photography. Photography will be limited to places and purposes authorized by the NSGB PAO. In addition, all lost or misplaced cameras will be reported immediately to NSF at extension 4105.

(2) Due to the unique on-going mission at NSGB, all cell phones with a camera that are issued to personnel for use in official duties shall have the camera feature disabled prior to issuance from ISD/LMR.

b. Recreational Photography. Personnel and visitors taking photographs while in a liberty status, off-duty, or not in official performance of duties are required to follow all photography restrictions in this instruction. Questions should be directed to NSGB PAO.

8. Escorting Officials. Officials escorting individuals approved by the CO to use photographic equipment in or near restricted areas shall ensure the captured images are screened by NSGB PAO, NSGB OPSEC Manager, and NSGB Security Manager. The escorting official shall:

- a. Have a clear understanding of what is to be photographed before escorting the individual into the restricted area.
- b. Conduct a restricted area escort briefing.
- c. Coordinate with NSGB PAO, NSGB OPSEC Manager, and NSGB Security Manager regarding the screening and release of photographs.

9. **Enforcement.** Every person aboard NSGB is required to report any violation of this instruction if observed. However, actual enforcement of this policy is tasked to NSF and NCIS.

a. Tenant Commands, DHs, and OICs:

- (1) Shall contact NSF whenever there is a violation of this instruction at extension 4105.
- (2) Shall not search, open, view, or examine any photography or equipment.

b. NSF Shall:

- (1) Initiate an Incident Complaint report (ICR), if applicable.
- (2) Apprehend and search all violators, if applicable.
- (3) Search, open, view, and examine any photography or equipment.
- (4) Notify NCIS if photographs are in violation of this instruction and complete OPNAV 5580/22 Evidence Custody Document receipt and provide the owner of seized equipment a copy.

10. **Unauthorized Photography.** Per reference (d), whoever violates this instruction by taking pictures in a restricted area may be fined or imprisoned not more than one year or both, and be subject to administrative or disciplinary action.

a. In the event a person engaged in photography is in violation of this instruction and is apprehended (or detained), the film/electronic storage disc shall be confiscated by NSF or NCIS for review. NSF and NCIS are the only authorized entities to seize and inspect cameras, film, digital media, or other reproduction media. Action taken in the case of offenders shall be as follows:

- (1) All military personnel are subject to disciplinary action as deemed appropriate by the NSGB, Commanding Officer.
- (2) Civilian personnel shall be reported to NCIS.

All civilian commercial photographers shall be informed that the retention of negatives, prints, electronic storage devices, or the publishing of photographs is in violation of this instruction and that failure to deliver negatives, prints or electronic storage devices to the proper authority upon demand may render them liable to prosecution under reference (e).

(3) Photography shall not be taken of the following:

(a) Classified facilities, equipment, or material.

(b) John Paul Jones Hill (JPJ Hill). Photography will not be taken at any point beyond Magazine Gate Five at the base of JPJ Hill or as marked by a "No Photography" sign.

(c) Any installation security assets which divulge Tactics, Techniques, or Procedures (TTP). This prohibition does not include static displays/assets. Photography showing the identity of NSF members requires written release by the member.

(d) Detention Facilities.

(e) Entry Control Point (ECP) and procedures associated with processing personnel, baggage, cargo, etc., on NSGB. Restriction includes photography of force protection, anti-terrorism, physical security screening, vetting, and associated TTPs designed to protect the installation and its residents.

(f) Ships docked at piers or industrial facilities in and around the piers, unless specifically authorized by ship's CO or ship's master.

(g) The Naval Computer and Telecommunications Area Master Station (NCTAMS) Atlantic satellite dishes located at Building 2145.

(h) Perimeter security surveillance cameras, radars, and other facilities and equipment which support installation security. Federal Aviation Administration (FAA) radar domes are not included in this restriction.

(i) Within the security perimeter of the power generation, desalination facilities, compounds including power substations, water storage, and water distribution.

(j) Interior spaces containing command, control, communication, computers, or intelligence equipment or operations directly or indirectly supporting the installation safety and security. The following areas are included, but not limited to: NSF Headquarters (HQ) Marine Corps Security Force Company HQ, Naval Ordnance and Weapons Storage Magazines, Bulkeley Hall, Building 833, and Joint Task Force HQ.

(k) Within the security perimeter of bulk fuel storage areas and supporting distribution points, to include refueling piers, valve alignment, and fuel line junction points.

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(l) Migrants (protected, undetermined, or other status). Authorization to photograph can only be granted by Department of State and/or Department of Homeland Security. Unless written authorization is provided by the U.S. Stated Department, photos of protected migrants, refugees will not be allowed. For all other categories of migrants and refugees photographs will not be permitted unless written permission is granted by Homeland Security.

(m) Any area marked restricted or no photography allowed.

11. Review Responsibility. The Public Affairs Officer is overall responsible for the annual review of this instruction.

12. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAVINST 5210.8.



D.C. CULPEPPER

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RESTRICTED AREA ESCORT BRIEFING & RESPONSIBILITIES

RESTRICTED AREA ESCORT BRIEFING

My name is _____. I will be your escort official during your visit into this restricted area. Any hand carried items shall be approved and inspected by me before entering the restricted area. You shall not bring weapons of any kind, cameras, including cell phones or other electronic media capturing devices (unless prior approval has been authorized by the department head responsible), alcohol, illegal drugs, or other illegal or prohibited items into this area. During the visit, you shall stay within close proximity to me. Do not walk away from me while inside this area; if you do, Naval Security Forces (NSFs) may remove you from the area and transport you to a safe location. Do exactly what they tell you and do not resist. Furthermore, by accepting the terms and conditions of this statement all personnel will be held responsible for any violation listed above.

In the unlikely event an emergency should occur while we are present inside the restricted area, we will stay where we are unless under immediate danger. If an evacuation is ordered, remain calm and follow the instructions of those in charge. If we become separated during your visit, go to the nearest Naval Station personnel and advise the individual that you are under escort and became separated from me.

This concludes by briefing. Do you have any questions?

ESCORT RESPONSIBILITIES

1. Upon entering the restricted area ensure the escort signs the visitor(s) into the visitor log and sign them out upon departure.
2. An authorized escort shall stay with the visitor(s) at all times while in the restricted area. An authorized escort is anyone who is on the Entry Authority Listing (EAL).
3. Any security risks/violations shall immediately be reported to NSF dispatcher: 4105 or emergency 911.