UNITED STATES OF AMERICA	)	
	)	**Prosecution Response To Scheduling Order: 39a Session On Closure and Motion to Close the Courtroom for Specified Testimony**
v.	)	
	)	
Manning, Bradley E. **PFC, U.S. Army,** **HHC, U.S. Army Garrison,** **Joint Base Myer-Henderson Hall** **Fort Myer, Virginia 22211**	))))))	**<u>Enclosure 2</u>** **31 January 2013**
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Enclosure 2 - Battle Drill Checklists

Close Courtroom Battle Drill

Task: Close the Courtroom to Publish Classified Information

Conditions: TC or DC desires to publish classified information or hear classified testimony. The MJ has previously published guidance advising all spectators of the need to clear the courtroom for classified sessions.

Standards: Courtroom is closed to all spectators. Required information is published to authorized parties only. MOC and Theater connections securely severed.

TASK STEPS AND PERFORMANCE MEASURES:

1. Bailiff makes the closure announcement to the gallery.

2. MP advises DES inner cordon guards that the courtroom has been closed.

3. MPs physically clear the courtroom of all personnel.

4. MP and one escort search and clear spectators from the building.

5. Court Security Officer disengages the audio and video feed cables to the MOC and the theater.

6. MP post as guards outside the courtroom entrances.

7. Operations LA verifies the audio and video feed cables to the MOC and the theater have been severed and reports status to Court Security Officer.

8. Accused is escorted to waiting area.

9. All remaining authorized personnel will store cell phone in the lock box outside the courtroom.

10. Court Security Officer verifies that only authorized personnel re-enter in the courtroom based on security badges and the MJ instructions.

11. Government and Defense security experts verify that only authorized personnel remain in Government and Defense trailers, and report their status to the Court Security Officer.

12. Court Security Officer retrieves classified information and equipment from courtroom safe, as necessary.

13. Court Reporter switches to the classified recording equipment.

14. If digital information is to be displayed, Court Security Officer retrieves the classified laptop from the courtroom safe and Court Reporter connects the laptop to the display port at his station.

15. Court Security Officer completes closed hearing checklist and hands it to the Court Reporter for inclusion in the record.

16. (At next recorded session) TC announces on the record, "This portion of the Court-Marital hearing is classified _____ (*state highest expected classification level*)."

Open Courtroom Battle Drill

Task: Open the Courtroom for Unclassified Use

Conditions: Classified hearing portion has been completed. Military Judge has ordered the courtroom opened. The Trial Counsel has announced the highest classification level of the preceding session on the record.

Standards: Courtroom is opened to all spectators. MOC and Theater connections restored.

TASK STEPS AND PERFORMANCE MEASURES:

1. If digital information was displayed, the Court Security Officer will disconnect the classified display laptop.

2. Court Reporter stops recording and switches to the unclassified recording equipment.

3. Court Security Officer secures all originals of any classified documents and the classified recording laptop in the MJ drawer of the courtroom safe.

4. Court Security Officer secures all classified material from the TC in the TC drawer of the courtroom safe, including classified notes.

5. Court Security Officer secures all classified material from the DC in the DC drawer of the courtroom safe, including classified notes.

(PAUSE UNTIL MJ COMPLETES THE UNCLASSIFIED SUMMARY)

6. Court Security Officer reviews the MJ unclassified summary for classified material.

7. Court Security Officer secures all classified material not in use by the MJ in the MJ safe, including classified notes.

8. Court Security Officer locks the courtroom safe.

9. Court Security Officer completes open hearing checklist and hands it to the Court Reporter for inclusion in the record.

10. MJ gives the order to open the courtroom.

11. The TC Support Paralegal calls the POC numbers at the MOC and the theater to notify the feed will be restored in 5 minutes.

12. Bailiff advises DES personnel that the courtroom has been opened.

13. Escorts post in the courtroom.

14. After 5 minutes, the TC Support Paralegal calls the POC numbers at the MOC and the theater to verify the all devices are off.

15. Court Security Officer engages the external audio and video feed.

16. (At next recorded session) TC announces on the record, "This portion of the Court-Martial is unclassified."

Closed Hearing Checklist

All spectators have been cleared out of the courtroom.	
All remaining personnel possess a valid, SJA-issued security badge.	
All trailers with a courtroom feed have been checked by the Government and Defense security experts.	
Guards are posted outside courtroom entrances.	
Classified recording equipment is in place and operational.	
Audio and video feed to the MOC and the theater has been severed.	

Signed _____ Time _____ Date _____

Open Hearing Checklist

Classified display laptop (if used) is disconnected and secured.	
Secured all classified material from the MJ Support Paralegal.	
Secured all classified material from the TC.	
Secured all classified material from the DC.	
MJ unclassified summary contains no classified information.	
Secured all classified material from the MJ.	
The courtroom safe is locked.	
Unclassified recording equipment is in place.	

Signed _____ Time _____ Date _____