NAVSUPPACT NAPLES INSTRUCTION 5800.2F

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PROCEDURES FOR RESTRICTED PERSONNEL

Ref: (a) Uniform Code of Military Justice
     (b) Manual for Courts-Martial (2016 Ed.)
     (c) JAGINST 5800.7F (JAGMAN)
     (d) OPNAVINST 1620.3

Encl: (1) Sample Restriction Order

1. **Purpose.** To establish guidance, per references (a) through (d), for management of personnel placed into a restricted status onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

2. **Cancellation.** NAVSUPPACTNAPLESINST 5800.2E.

3. **Scope.** Maintaining/providing a restricted barracks is not a requirement for NAVSUPPACT Naples, but is done as a service to the installation and tenant commands. This instruction applies to the restriction of personnel onboard NAVSUPPACT Naples. Specifically covered are personnel placed into a restricted status as Non-Judicial Punishment (NJP) imposed by an Article 15 hearing or as a sentence imposed by a Court-Martial (CM). This instruction does not apply to those individuals in a pre-trial restriction status or who are serving their restriction at another location. This instruction is a complete revision and should be read in its entirety.

4. **Procedures.** All tenant commands and detachments requesting a restricted barracks room from NAVSUPPACT Naples for their personnel who were awarded restriction by NJP or CM shall abide by the following procedures:

   a. At least 24 hours prior to the NJP or CM that may lead to restriction, tenant commands must submit a written request to NAVSUPPACT Naples for a restricted barracks room. Requests shall be sent to the NAVSUPPACT Naples Housing Department and shall copy the NAVSUPPACT Naples Command Master Chief (CMC). Requests may be submitted via e-mail.
b. Upon adjudication of punishment, the newly restricted service member must be issued a restriction order by the officer imposing NJP or the CM Convening Authority prior to being assigned a restricted barracks room. A sample restriction order is provided in enclosure (1).

c. Restrictees must have a complete sea bag prior to reporting to the barracks for restriction. The restrictee’s Leading Chief Petty Officer shall provide a copy of a completed sea bag inspection form. Appropriate forms and item list can be found at: http://www.public.navy.mil/bupersnpc/support/uniforms/uniformregulations/Pages/default.aspx.

d. Upon issuance of the restriction order and sea bag inspection, the restrictee shall be escorted to the restricted barracks by their Chain-of-Command (COC). Daily management and ultimate responsibility for restricted personnel lies with the individual restrictee’s COC.

e. NAVSUPPACT Naples reserves the right to deny restricted berthing access at any time. All restrictees are berthed at NAVSUPPACT Naples Support Site Bachelor Enlisted Quarters (BEQ), BLDG 2087, if rooms are available. The Support Site is the only approved location for proper berthing of restricted personnel due to the availability of the U.S. Naval Hospital, Naples, Italy, galley for restrictee use. Because BEQ space is limited, proper advance coordination for restrictee berthing is necessary.

5. Action

a. Each area command and detachment placing a service member into a restricted barracks room on board NAVSUPPACT Naples is responsible for issuing the restriction order, managing their restricted personnel, and enforcing the terms of the restriction order, including but not limited to daily musters.

b. Enclosure (1) is a standard restriction order and may be modified as deemed appropriate by the restrictee’s command. However, all restriction orders must be in substantial compliance with enclosure (1). The guidelines established in enclosure (1) are effective upon issuance.

c. Violation of enclosure (1), after it has been issued, is a violation of a lawful general order and is a punishable offense under reference (a), violations of which may result in disciplinary action.
6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPELESINST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT Naples web site:
https://www.cnic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
From: [Commander, CO, or OIC] [Command Imposing NJP]
To: MASN John Q. Doe, USN

Subj: RESTRICTION ORDERS ICO MASN JOHN Q. DOE, USN

Ref: (a) NAVSUPPACT NAPLES INST 5800.2E

1. Assigned restriction:

   a. At non-judicial punishment on [DD Month YYY], you were awarded 60 days restriction beginning on [DD Month YYY] and ending [DD Month YYY].

2. You are hereby notified that the restriction limits and additional requirements are as follows:

   a. The limits of your restriction are to the confines of U.S. Naval Support Activity Support Site (Support Site), except when your presence is required on Capodichino for the performance of your job or military duties with the permission of your Leading Chief Petty Officer.

   b. You are not permitted in any BEQ, BOQ, private dwelling, or other berthing space with the exception of your assigned bunk room. You are assigned to Support Site BEQ Room 115. No guests are allowed in your assigned room.

   c. You are not permitted to go to any MWR run facility on base, except the gym.

   d. You are not permitted to go anywhere on base that sells alcoholic beverages with the exception of the Support Site and/or Capodichino Mini Mart, while escorted, and with approval from your division Leading Petty Officer or Leading Chief Petty Officer.

   e. If it is necessary for you to go to the Branch Health Clinic on Capodichino, you shall be transported to and from the clinic by your division Leading Petty Officer or Leading Chief Petty Officer, unless it is a medical emergency. In the case of a medical emergency, you must contact your chain of command once your condition is stable, so that they can meet you at the medical treatment facility. You are not to depart the medical treatment facility until accompanied by a member of your chain of command.

   f. You are to be inside your assigned berthing between the hours of 2200 to 0600 daily. Reveille is 0600 workdays, 0700 on non-work days and holidays and Taps is at 2200.

Enclosure (1)
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3. You are hereby ordered to muster with the [Security Watch Commander/Patrol Supervisor at Support Site Precinct at the following times]

   a. Workdays: [0600, 1600, 1830 and 2045].

   b. Non-workdays (Saturdays, Sundays, and holidays): [0700, 0900, 1630, and 2200].

   c. **Physical training will be conducted with your division.** Gym time shall be between work and extra duty or in the morning. You may travel to and from the gym unescorted—direct route only. Departure and return times shall be logged by the [Desk Sergeant at Support Site Precinct].

   d. Religious times shall be coordinated in advance. You may travel to and from religious events unescorted—direct route only. Departure and return times shall be logged by the [Desk Sergeant at Support Site Precinct].

   e. You will be subject to a personnel and hygiene inspection at all musters. The 1630 muster on Sundays and Holidays will be conducted in the seasonal dress uniform of the day.

4. Your conduct while on restriction shall be in accordance with the following guidelines:

   a. You may not operate, enter, or ride in a privately owned vehicle.

   b. You are required to be in full uniform of the day at all times between reveille and taps. You are not permitted to be in civilian clothes AT ANY TIME. You may wear the Navy PTU when engaged in physical training.

   c. You are not to consume, purchase or have in your possession, alcoholic beverages of any kind at any time.

   d. Computer use is authorized for performance of professional development and Navy duties.

5. Restrictees are not permitted to exchange duty with any other person during the term of their restriction. Changes in the work schedule that impact these orders shall be verified by your Leading Chief Petty Officer or higher authority.

6. Visitation shall be coordinated through your Senior Enlisted Leader to include use of social media, any personal cell phone, or alternate means of communication.

7. You will be released from restriction at 2200 the last day of restriction.
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8. You are hereby notified that all the above constitute lawful orders and that failure to comply is a violation of the UCMJ and will subject you to disciplinary action.

[Officer imposing NJP]

1. I hereby acknowledge I have received a copy of this order and that I understand its contents. Further I recognize that per reference (a), this is a lawful general order and understand that my failure to abide by these directions may result in further disciplinary action under Article 92 of the UCMJ.

________________________________________________________________________

MASN J. Q. DOE, USN / Date

______________________________
Witness

Copy to:
NSA Naples CMC
[Command imposing NJP CMC]