



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 5800.2D

N01J

**7 MAY 2014**

NAVSUPPACT NAPLES INSTRUCTION 5800.2D

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 (MCM) United States (2012 Edition)  
(c) JAGINST 5800.7F (JAGMAN)  
(d) OPNAVISNT 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 on board U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.
2. Cancellation. NAVSUPPACT NAPLES INST 5800.2C.
3. Scope. Maintaining/providing a restricted barracks is NOT a requirement for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, 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 pretrial 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 NAVSUPPACT Naples to muster their restrictees will abide by the following procedures:
  - a. At least 24 hours prior to the NJP or CM which may lead to restriction, tenant commands must provide a written request for management of restrictee. Requests should be sent to the NAVSUPPACT Naples Staff Judge Advocate (SJA) and Command Master Chief (CMC), and may be submitted by e-mail.

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b. Upon adjudication of punishment, the newly restricted service member should be immediately escorted to the SJA Office or other serving legal office. The restrictee's escort should have a copy of the NJP or CM results for use in preparing the restriction order. A member of the SJA Office will brief the restrictee on the rules and guidelines contained in this instruction. A restriction order will be issued by the SJA, detailing the parameters of the restriction.

c. The restrictee must have a complete sea bag prior to reporting to the SJA Office. No restrictee will be accepted and issued restriction orders without a full sea bag. The restrictee's command will provide a copy of a completed sea bag inspection form. Appropriate forms and item list can be found at <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/UNIFORMS/UNIFORMREGULATIONS/Pages/default.aspx>.

d. Upon issuance of the restriction order, the restrictee will be turned over to the custody of their chain-of-command (CoC). Daily management and ultimate responsibility for restricted personnel lies with the individual restrictee's CoC. The NAVSUPPACT Naples Command Duty Officer and Assistant Command Duty Officer will coordinate restrictee musters as necessary. Additional management of restrictees must be coordinated in advance between the NAVSUPPACT Naples CMC and the CMC from the restrictee's CoC.

e. NAVSUPPACT Naples reserves the right to deny restricted berthing access at any times. All restrictees are berthed at NAVSUPPACT Naples Support Site Bachelor Enlisted Quarters, 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 galley for use by restrictees. Space is limited therefore proper coordination for restrictee berthing must be done in advance.

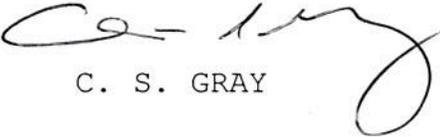
## 5. Action

a. All area commands and detachments requesting NAVSUPPACT Naples to muster their restricted personnel shall comply with this instruction. Questions should be directed to the NAVSUPPACT Naples SJA for interpretation.

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b. Enclosure (1) is a standard restriction order and may be subject to additions or modifications 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 the Uniform Code of Military Justice, violations of which may result in disciplinary action.



C. S. GRAY

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1610  
Ser N01J/  
[DATE]

SAMPLE RESTRICTION ORDER

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

To: Restricttee's Name, USN

Subj: RESTRICTION, EXTRA DUTY ORDERS

1. You have been placed on restriction for the following reason: [Non-Judicial Punishment (NJP) held on DATE; Court-Martial held on DATE].

2. Restriction was awarded at that [NJP/CM] for a period of \_\_\_\_\_ days. Your last day of restriction will be at: 2400 hours on \_\_\_\_\_.

3. You are hereby ordered to obey the following rules:

WORKING HOURS AND MUSTER TIMES

4. Working hours are as follows: Mon-Fri 0745 - 1600

5. You will muster at the following times at the Quarterdeck with a representative from your chain-of-command, NAVSUPPACT Naples Command Duty Officer (CDO) or Assistant Command Duty Officer (ACDO) on duty, unless otherwise directed:

<u>Monday through Friday:</u>	<u>Saturdays, Sundays &amp; Holidays:</u>
0630, 1600, 1715, 1800 2145	0630, 1000, 1300, 1600, 1715 1800, 2145

6. At 1600 Monday, Wednesday and Friday, you will muster in your physical training uniform. You may wear physical fitness clothing only during this time.

7. At 0630 and 2145 you will muster in full seasonal service dress uniform. All other musters will be in the uniform of the day. All Sunday and holiday musters will be conducted in the service dress uniform. At any muster, you may be subject to a personnel uniform and hygiene inspection.

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8. At 0630 you will muster at the restricted rooms. A room inspection will be conducted every morning at 0630 by the CDO, Senior Master-at-Arms (SMAA) or their designee. You will be escorted as a group to the quarterdeck and morning colors in the uniform of the day.

9. You will NOT be late for muster. Late arrival at muster is considered an unauthorized absence and a violation of Article 86 of the UCMJ.

10. Restricted personnel will remain at the muster until all restricted personnel are present.

11. You may not talk or loiter on the quarterdeck during your restriction period. Per the direction of the Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), Senior Master-at-Arms (SMAA) or their designee, you will stand at attention or parade rest only.

RESTRICTIONS OF MOVEMENT

12. The limits of your restriction are to the confines of U.S. Naval Support Activity, Naples, Italy, Capodichino and Support Site at Gricignano. You may not leave the base without permission of the CDO/ACDO/SMAA present.

13. You are not to be in and are not allowed to drive a private vehicle while on restriction. You may not operate an official vehicle but you may be a passenger in an official vehicle if performing official duties or with the permission of the CDO/ACDO/SMAA or their designee. For transportation between Capodichino and the Support Site, you may ride the government provided shuttle bus with the permission of the CDO/ACDO/SMAA and if escorted to and from the bus by CDO/ACDO/SMAA or their designee.

14. You will be assigned a bunk in one of the restricted rooms, and you will not be allowed in any other room while on restriction. No guests are allowed in the restriction rooms, including other restricted personnel.

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15. When not engaged in a work assignment or eating, you will remain in your room at all times.

16. The following establishments are off limits to you at all times: Navy Exchange (NEX), Commissary, Support Site Food Court, NEX Video, Subway, Bella Napoli Food Court and all other concessionaires and dining establishments. The NEX Mini-Mart and Barber Shop are off-limits without escort by the CDO/ACDO/SMAA or their designee during normal working hours. The NEX Mini-Mart will be used only for purchases of uniform items and toiletries.

17. Restricted personnel are required to be escorted to and from all scheduled appointments, ATM and classes by the CDO/ACDO/SMAA or their designee.

TOBACCO PRODUCTS AND SMOKING

18. During normal working hours, you ARE NOT ALLOWED the use of tobacco products.

19. Smoke breaks are only allowed after working hours between 1600 to 2145. You are allowed to smoke once an hour, on the hour.

20. You will be allotted a ten-minute window in which to smoke. You will check in and out with the CDO/ACDO/SMAA or their designee and use designated smoking areas.

21. You may NOT use the smoke deck outside BEQ 1.

22. You may NOT smoke after 2145 or before 0630

APPEARANCE

23. You are not permitted to have facial hair unless in possession of a properly approved "no-shave" authorization.

24. With the exception of physical fitness clothing while exercising, you may not wear civilian clothing.

25. If assigned a restriction vest, you must wear your restriction vest at all times.

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MISCELLANEOUS

26. You may have visitors on board only on Sundays and holidays between the hours of 1300 and 1500. All visitors will be logged into the Quarterdeck with the CDO/ACDO/SMAA or their designee and visiting will be conducted in the first deck lounge of the BEQ. No guests are allowed in the restricted rooms.
27. You may not make personal calls except in an emergency, or as authorized by the CDO/ACDO/SMAA or their designee
28. All cellular phones will be turned into the CDO/SMAA or their designee during the restriction period.
29. You may not use a computer during your restriction period except in the official performance of duties.
31. The consumption and/or purchase of alcoholic beverages is prohibited at all times while on restriction.
30. Carry-out food is not allowed in the restricted rooms.

**<<IF EXTRA DUTY IS ASSIGNED, THE FOLLOWING WILL BE ADDED>>**

EXTRA DUTY

31. You have been ordered to perform \_\_ days extra duty by the punishment you received at [CO's NJP date / CM date].
32. Your hours of extra duty are: 1800 through 2000. (Extra Duty will exclude Sundays and holidays and shall not be more than two hours per day outside normal working hours).
33. On weekends, you will report to CDO/ACDO/SMAA or their designee at 0800 for work assignments as pre-arranged by your chain-of-command or by the CDO/SMAA or their designee.

NAME  
By direction

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

\_\_\_\_\_  
(Signature of Legalman)  
Witness

\_\_\_\_\_  
(Signature of Restrictree)