



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5560.7C CH-1
N01J/N34
29 Jan 24

NAVSUPPACT NAPLES INSTRUCTION 5560.7C CH-1

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

Subj: TRAFFIC COURT PROCEDURES

Ref: (a) NAVSUPPACTNAPLESINST 11200.2B

Encl: (1) Revised Enclosure (2)

1. Purpose. To promulgate change transmittal 1 to subject instruction, reporting changes to Enclosure (2), Points Accumulation Warning Letter, paragraph 1.
2. Action. Update Enclosure (2), paragraph 1, of the basic instruction to add 'From' and 'To' dates, and to add '6 points for Parking and Moving violations during a 30-day period will result in the suspension of driving and parking privileges for a period of 30 days.'
3. Records Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).
4. 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, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

RANDAZZO.JOHN | Digitally signed by
LUCIAN.103546137 RANDAZZO.JOHN.LUCIAN.1035
461376
Date: 2024.01.29 10:13:12
+01'00'

J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurfacent.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

POINTS ACCUMULATION WARNING LETTER

(Date)

From: Traffic Court Magistrate, U.S. Naval Support Activity, Naples, Italy

To:

Via: Commanding Officer, (Member's Command)

Subj: WARNING OF POINT ACCUMULATION

Ref: (a) OPNAVINST 11200.5 (Series)

(b) NAVSUPPACT NAPLES INST 5560.7 (Series)

Encl: (1) Copy of Traffic Ticket

1. Per enclosure (1), you have accumulated a total of _____ points from _____ to _____ in one (1) calendar year. This letter is to serve as official notification of this accumulation. You are also advised that accumulation of 6 points for Parking and Moving violations during a 30-day period will result in the suspension of driving and parking privileges for a period of 30 days. Accumulation of 12 points within 12 consecutive months or 18 traffic points within 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year.

2. You may request an appearance at Traffic Court to dispute this letter by contacting the Traffic Court at DSN 626-1352 or COMM 081-568-1352.

(Traffic Court Clerk)

Enclosure (2)



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5560.7C
N01J/N3AT
15 SEP 2020

NAVSUPPACT NAPLES INSTRUCTION 5560.7C

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

Subj: TRAFFIC COURT PROCEDURES

Ref: (a) NAVSUPPACTNAPLESINST 11200.2A

Encl: (1) Traffic Court Charge Sheet
(2) Points Accumulation Warning Letter
(3) Suspension Letter

1. Purpose. To provide guidance and policy for the implementation and operation of the Traffic Court System as the installation enforcement authority for reference (a).

2. Cancellation. NAVSUPPACTNAPLESINST 5560.7B

3. Scope. The U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Traffic Court Magistrate operates at the direction of the NAVSUPPACT Naples Commanding Officer (CO). The Traffic Court Magistrate has jurisdiction over the on-base driving privileges of personnel permitted to drive onboard NAVSUPPACT Naples and its facilities. The Traffic Court System is a uniform administrative device for adjudicating alleged violations, administrative assessment of points for violations, and for the relocation of driving and parking privileges on the installation. Suspension of off-base driving privileges is an authority which rests solely with the CO. The Traffic Court Magistrate will issue points as appropriate using reference (a) and its authority. The CO may verbally modify this instruction as deemed appropriate on a case-by-case basis.

4. Information. The Traffic Court System will operate under the following guidelines:

a. Point Accumulation. The Traffic Court Clerk will maintain point accumulation in a database. Accumulation of 12 traffic points within 12 consecutive months or 18 traffic points in 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year. Points will be assessed in accordance with reference (a), enclosure (1). The CO reserves the right to modify all suspensions and points issuances. Personnel may appeal point accumulations or suspensions to the CO. Before an appeal will be considered, personnel must have appeared before the Traffic Court Magistrate. Appeals shall be submitted to the CO via the Staff Judge Advocate (SJA) and must be endorsed by the violator's chain of command. Appeals shall be in formal correspondence and should include all relevant documentation. All appeals must be submitted to the NAVSUPPACT Naples SJA within five working days, excluding weekends and holidays, after final adjudication of the violation. Forward all appeals to SJA_NSA_Naples@eu.navy.mil. Suspensions will remain in effect during periods of appeal unless a stay of suspension is granted by the CO.

b. Parking/Moving Violations. Accumulation of six points for parking and moving violations during a 30 day period will result in the suspension of driving and parking privileges for a period not to exceed 30 days. When a member accumulates six points for parking violations and moving violations in a period exceeding 30 days, the Traffic Court Clerk will generate a Warning of Points Accumulation Letter, as shown in enclosure (2), and forward to the member via their chain of command.

15 SEP 2020

c. Points Assessed. Points assessed against an individual shall remain in effect for a 24-month period. Expiration of suspension will in itself cause removal from the record of all points assessed which led to the suspension. Revocation is not altered by reenlistment.

d. Traffic Court. Upon receiving any traffic or parking ticket (DD Form 1408), the individual will be assigned a court date. Traffic Court will be held on Monday at 1300 at Capodichino Naval Base, Region Legal Service Office Court Room, Bldg. 442A/Admin II, Rm. 1095. Sign-up will commence at 1245 and secure at 1400. Appearance at Traffic Court does not necessarily mean points will be assessed. The assessment of points is a determination made by the Traffic Court Magistrate. If an individual cited for a violation is scheduled to be on Temporary Duty or approved leave on their assigned date, they may reschedule their Traffic Court date by calling the Traffic Court Clerk at DSN: 626-1352 or COMM: 081-568-1352 in advance of their travel. Individuals who do not appear at traffic court will be considered to have waived their right to dispute the alleged violation and the points attributed to that violation will automatically be assessed.

(1) Military members must appear in the uniform of the day. Civilian personnel must appear in appropriate attire.

(2) Traffic court records, files and proceedings will be maintained by the Traffic Court Clerk. All points will be entered into the official driving record database and maintained in strict confidence (enclosure (1)).

(3) Sponsors should appear with, or for, their dependents in cases where the dependent was cited. Conduct of dependents is the responsibility of the sponsor and could affect the driving privileges of their sponsor.

5. Accident Investigations. Upon the completion of an accident report, the report will be forwarded via the Traffic Court Clerk for the Traffic Court to determine point assessment.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

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, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



J.W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreura/cent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

15 SEP 2020

TRAFFIC COURT CHARGE SHEET

1. Individual verifying data:

Name: _____

Rank: _____

Command: _____

Court Date: _____

Location: _____

2. Acknowledgement of Traffic Court violations:

I, _____ understand that I am charged with the following violations:

Charge 1: _____ Ticket #: _____

Charge 2: _____ Ticket #: _____

Charge 3: _____ Ticket #: _____

Charge 4: _____ Ticket #: _____

3. Acknowledgement of rights/procedures relative to Traffic Court hearings. You are advised that Traffic Court is an administrative procedure and must not be confused with non-judicial punishment (NJP). Decisions at Traffic Court are final unless appealed per this instruction. Procedures for the appeal will be explained by the Magistrate on request. Any statement made by you in these proceedings may be used against you in further proceedings. By signing this document, you are not admitting any guilt or responsibility. This is only to advise you of the procedures and the charges against you.

Member's Signature

Traffic Court Magistrate

4. Disposition of Violations. You are advised that the following action was taken for each charge:

Charge 1: _____

Charge 2: _____

Charge 3: _____

Charge 4: _____

5. Action taken by Traffic Court Clerk:

- a. Results of the Traffic Court were entered on the individual's Cleoc driving record

(Day/Month/Year)

- b. A copy of this charge and disposition data sheet will be forwarded to the member's Command/Department Head.

POINTS ACCUMULATION WARNING LETTER

(Date)

From: Traffic Court Magistrate, U.S. Naval Support Activity, Naples, Italy

To:

Via: Commanding Officer, (Member's Command)

Subj: WARNING OF POINT ACCUMULATION

Ref: (a) OPNAVINST 11200.5 (Series)

(b) NAVSUPPACTNAPLESINST 5560.7 (Series)

Encl: (1) Copy of Traffic Ticket

1. Per enclosure (1), you have accumulated a total of _____ points in one (1) calendar year. This letter is to serve as official notification of this accumulation. You are also advised that accumulation of 12 points within 12 consecutive months or 18 traffic points within 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year.

2. You may request an appearance at Traffic Court to dispute this letter by contacting the Traffic Court at DSN: 626-1352 or COMM: 081-568-1352.

(Traffic Court Clerk)

Enclosure (2)

15 SEP 2020SUSPENSION LETTER

(Date)

From: Traffic Court Magistrate, U.S. Naval Support Activity, Naples, Italy

To: _____

Via: Commanding Officer, (Member's Command)

Subj: LETTER OF SUSPENSION OF ON-BASE DRIVING PRIVILEGES

Ref: (a) NAVSUPPACTNAPLESINST 11200.2 (Series)

(b) NAVSUPPACTNAPLESINST 5560.7 (Series)

Encl: (1) Copy of DD Form 1408

1. Per references (a) and (b), your on base driving and parking privileges are hereby suspended until **(ENTER DATE SUSPENSION EXPIRES)**. This letter is to serve as official notification of this suspension. Violations of this suspension can lead to additional administrative and/or disciplinary action. Page 2 of this enclosure is a receipt of acknowledgment that should be completed and returned to the Office of Staff Judge Advocate within two (2) business days of receipt of this letter.

2. You may appeal this suspension within 5 working days of receipt of this letter. Appeals must be submitted in formal correspondence to the Commanding Officer via the Staff Judge Advocate and must be endorsed by your (or your sponsor's) chain of command. You must have appeared before the Traffic Court Magistrate before any appeal will be considered. Submit your appeal and all relevant documents to SJA_NSA_Naples@eu.navy.mil.

3. Violations:

Date	VIOLATION/S	POINTS

(Traffic Court Magistrate)_____
(Staff Judge Advocate)_____
(Member)

Enclosure (3)

15 SEP 2020

5560
Ser N01J/

Date:

From:

To: Staff Judge Advocate, U.S. Naval Support Activity, Naples, Italy

Subj: LETTER OF SUSPENSION OF **ON-BASE/OFF-BASE DRIVING PRIVILEGES**

1. I acknowledge receipt of the Traffic Court Magistrate's letter detailing the administrative action taken as a result of traffic point accumulation.
2. I understand that my failure to comply with the conditions outlined in the letter noted above will result in additional administrative and/or disciplinary action.

Signature