



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

NAVSUPPACTNAPLESINST 5800.2H
N01J
27 JUL 2022

NAVSUPPACT NAPLES INSTRUCTION 5800.2H

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

Subj: RESTRICTED PERSONNEL PROCEDURES

Ref: (a) Uniform Code of Military Justice
(b) Manual for Courts-Martial (2019 Ed.)
(c) JAGINST 5800.7G of 15 Jan 21
(d) OPNAVINST 1620.6, Manual for the Administration of Regional Restriction Barracks

Encl: (1) Sample Restriction Order

1. Purpose. To establish guidance in accordance with references (a) through (d) for managing the Regional Restriction Barracks (RRB) onboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.
2. Cancellation. NAVSUPPACTNAPLESINST 5800.2G
3. Scope. This instruction applies to personnel onboard NAVSUPPACT Naples who are placed in a restricted status resulting from Non-Judicial Punishment (NJP) awarded under Article 15 of reference (a) or imposed at a Court-Martial (CM) proceeding. This instruction does not apply to individuals in pre-trial restriction or to those serving restriction at another location.
4. Responsibilities. Maintaining or providing an RRB is not a requirement for NAVSUPPACT Naples but is afforded as a service to the installation and tenant commands. NAVSUPPACT Naples reserves the right to deny RRB access at any time.
 - a. The RRB is located at NAVSUPPACT Naples Support Site Bachelor Enlisted Quarters (BEQ), building 2087, if rooms are available. This is the only approved location for the RRB due to the availability of the U.S. Naval Hospital Naples, Italy galley. Because BEQ space is limited, advanced coordination for the RRB is necessary.
 - b. Each command and detachment placing personnel into the RRB onboard NAVSUPPACT Naples is responsible for issuing the restriction order, managing their restricted personnel, and enforcing their restriction order, including but not limited to daily muster.
5. Procedures. All tenant commands and detachments requesting an RRB room will abide by the following procedures:
 - a. At least 24 hours prior to an NJP or CM that may result in restriction, requestors must submit a written request for an RRB room to the NAVSUPPACT Naples Housing Department with a copy to the NAVSUPPACT Naples Command Master Chief. Requests may be submitted via e-mail.

b. The officer awarding or imposing restriction will issue a restriction order. Enclosure (1) provides a sample restriction order.

c. Command placing personnel in an RRB room will ensure restricted personnel report to the RRB with a complete sea bag. The Leading Chief Petty Officer of restricted personnel will maintain 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 receipt of a restriction order and completion of sea bag inspection form, restricted personnel will be escorted to the RRB by their Chain-of-Command (COC). Daily management and ultimate responsibility for restricted personnel reside with their COC.

6. Action. Enclosure (1) is a standard restriction order and may be modified as deemed appropriate by the restricted personnel's COC. However, all restriction orders must be in substantial compliance with enclosure (1). The guidelines established in enclosure (1) are effective upon issuance.

7. 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).

8. 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.



J. W. STEWART *EC*

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

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

SAMPLE RESTRICTION ORDER

1610
Ser N01J/

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) NAVSUPPACTNAPLESINST 5800.2H, Restricted Personnel Procedures

1. At non-judicial punishment on [DD Month YYYY], you were awarded [XX] days restriction **beginning on [DD Month YYYY] and ending [DD Month YYYY].**

2. Your restriction limits and additional requirements are as follows:

a. You are restricted to the confines of U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, Support Site (Support Site) except when your presence is required on NAVSUPPACT Naples-Capodichino for the performance of your military duties with the advance permission of your Leading Chief Petty Officer (LCPO).

b. You are not permitted in any barracks or private dwelling, space except Support Site barracks room 115.

c. No guests are allowed in your assigned room.

d. You are not permitted to go to any Morale, Welfare, and Recreation facility, except the gym.

e. You are not permitted to go anywhere on base that sells alcohol except the Support Site and/or Capodichino Mini Mart. If you visit either location, you may only do so when escorted and with advance approval from your division Leading Petty Officer (LPO) or Leading Chief Petty Officer (LCPO).

f. If it is necessary for you to present to the Branch Health Clinic on Capodichino, your division LPO or LCPO will transport you to and from the clinic, unless it is a medical emergency. In case of a medical emergency, you must contact your Chain Of Command (CoC) after your condition stabilizes, so they can meet you at the medical treatment facility. You are not to leave the medical treatment facility until accompanied by a member of your CoC.

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

Enclosure (1)

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- 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 will be between work and extra duty or in the morning. You may travel to and from the gym unescorted by direct route only. Departure and return times must be logged by the [Desk Sergeant at Support Site Precinct].
 - d. Religious services must be coordinated in advance. You may travel to and from religious services unescorted by direct route only. Departure and return times must be logged by the [Desk Sergeant at Support Site Precinct].
 - e. You will be subject to 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 must be in accordance with the following guidelines:
 - a. You may not operate, enter, or ride in a privately owned vehicle.
 - b. You will don the full uniform of the day at all times between reveille at 0600, and taps at 2200. You are not permitted to wear civilian clothes **AT ANY TIME**. You may wear the Navy physical training uniform 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. You are not permitted to exchange duty with anyone during the term of your restriction. Changes in the work schedule that impact these orders must be verified by your LCPO or higher authority.
 6. Visitation will be coordinated through your Senior Enlisted Leader (SEL).
 - a. Use of social media, any personal cell phone, or alternate means of communication will be coordinated through your SEL.
 7. You will be released from restriction at 2200 the last day of restriction.
 8. You are hereby notified the above constitutes lawful orders and that any failure to comply will constitute a violation of the Uniform Code of Military Justice (UCMJ) and will subject you to disciplinary action.

[Officer imposing NJP]

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

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

MASN J. Q. DOE, USN / Date

Witness

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