



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY  
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NAVSUPPACTNAPLESINST 5100.11E

N35

4 Oct 24

NAVSUPPACT NAPLES INSTRUCTION 5100.11E

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

Subj: TRAFFIC SAFETY PROGRAM

Ref: (a) DoDI 6055.04, DoD Traffic Safety Program  
(b) OPNAV M-5100.23H, Navy Safety and Occupational Health Manual, Chapter 36  
(c) CNIC M-5100.1, Base Operating Support Safety Services Manual  
(d) OPNAVINST 5102.1E, Navy Safety Investigation and Reporting Manual  
(e) NAVFAC P-300, Management of Transportation Equipment  
(f) NAVSUPPACTNAPLESINST 1754.7B, Supervision of Minor Children  
(g) NAVSEA SW020-AG-SAF-010, Navy Transportation Safety Manual for Ammunition, Explosives, and related Hazardous Materials  
(h) NAVSEA SW020-AF-HBK-010, Motor Vehicle Driver and Shipping Inspector's Manual for Ammunition, Explosives and Related Hazardous Materials

Encl: (1) Traffic Safety Program  
(2) Fact Sheet: NSA Naples Inst 5100.11E – Traffic Safety

1. Purpose. To establish standards and procedures for implementing the Navy Traffic Safety Program (TSP) at U.S. Naval Support Activity (NSA), Naples.

2. Cancellation. NAVSUPPACTNAPLESINST 5100.11D

3. Scope. This instruction applies to all personnel operating motorized vehicles on NSA Naples, Italy, installations per references (a) through (h). Failure to comply with these provisions may subject violators to disciplinary action under the Uniform Code of Military Justice (UCMJ) or adverse administrative action such as suspension or revocation of installation driving privileges and/or tax-free privileges.

4. Applicability. This instruction is applicable to all military personnel at all times, on or off duty, all DoD civilian personnel operating a vehicle performing their assigned duties, all persons in or on a government owned, leased, or rented motor vehicle, and all persons operating a motor vehicle on a NSA Naples controlled installation.

5. Action. Compliance with this program is effective immediately.

6. Records Management

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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).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NSA 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 is 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

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## Traffic Safety Program

1. Background. The primary goal of the NSA Naples Traffic Safety Program is to prevent motor vehicle related mishaps and the resulting injuries, fatalities, and property damage through a comprehensive and dynamic traffic safety program that applies risk management and mitigation strategies in support of force preservation, optimization, and operational readiness.

2. Responsibility. Safety is a measure of how invested we are in our mission and our shipmates. Leaders at every level must endeavor to ensure their personnel are consummate professionals in order to effectively and safely operate in all we do, both on and off duty. Compliance with the references safeguards against complacency and deviant or risky behavior. Personal responsibility and accountability play a key role towards prevention of mishaps, especially with respect to traffic related mishaps.

### 3. Traffic Safety Core Requirements – Private Motor Vehicles (PMV)

a. PMV four wheel (PMV4) and PMV two wheel (PMV2) operator qualification. All personnel, active duty or civilian, operating PMV4 or PMV2s on NSA Naples installations will be properly trained, licensed, insured, and possess current vehicle registration. Members will maintain current and up to date credentials for the type and class of vehicle they operate. Questions regarding PMV4 and PMV2 licensing are to be referred to the NSA Naples Motor Vehicle Registration Office (MVRO).

(1) All PMV4 and PMV2s will be registered with the NSA Naples MVRO. Coordination with MVRO for PMV sales, transfers, and/or prior to departing NSA Naples on Permanent Change of Station Orders is required.

b. All personnel, when operating or riding in PMVs, must be seated in designated seating positions with seatbelt fastened (not including PMV2) while the vehicle is in motion.

c. Child safety and booster seats are required and usage will be consistent with applicable U.S. and host-nation child safety seat laws with respect to a child's height and weight.

d. Pets will be restrained to remain within the vehicle when in motion.

e. Cellular Phones and Personal Electronic Devices (PED). Cellular phones/PEDs will not be used by vehicle operators on NSA Naples installations unless the vehicle is safely parked. Additionally, wearing of portable headsets, earbuds, or similar listening devices while operating a motor vehicle is prohibited.

### 4. Traffic Safety Core Requirements – Government Owned Vehicles (GOV)

a. All personnel, active duty, reserve, or civilian participating as GOV drivers or passengers will occupy a designated seating position and wear a seat belt while:

(1) On or off DoD installations.

(2) Operating a GOV or government funded rental vehicle.

b. The senior occupant of any GOV must be responsible for ensuring enforcement of proper use of safety restraints and will not permit operation of any vehicle until all passengers are wearing the restraint system specified for the type vehicle. If the senior occupant cannot be determined, the driver will be responsible for enforcement of proper use of safety restraints.

c. Passengers of buses on or off DoD installations without seat belts are exempt from the requirement.

d. Tobacco use is prohibited in GOVs.

e. Drivers will not eat while actively operating a GOV.

f. Cellular Phones and PEDs. Paragraphs 3(a) and 3(e) are germane and apply to GOV use.

5. Traffic Safety General Requirements

a. Vehicle driving time

(1) Official Duty Driving

(a) Per references (a) and (b), no one attached to NSA Naples may drive or require another person to drive more than a total of 10 hours in a 24-hour period. A 14-hour duty day, including driving and all other duties, will be the maximum allowed unless required under exceptional conditions. Waiver to these limits may only be approved by the Commanding Officer, Executive Officer, or Officer-In-Charge after a formal risk assessment has been conducted. Operators will follow host-nation guidelines if more restrictive.

(b) Travel Risk Planning System (TRiPS). To assist operators and supervisors in determining drive times, the Army has developed TRiPS for DoD personnel. TRiPS provides an online assessment via a step-by-step worksheet calculating travel route times and distances. TRiPS also provides the risks associated with the trip and produces a pdf document that can be forwarded to one's supervisor for review. TRiPS can be used for personal planning, extended off-duty, and authorized leave periods at: <https://trips.safety.army.mil>.

(c) Drivers carrying explosives or other hazardous cargo will comply with 49 CFR 395, and references (g) and (h).

(2) Off-Duty Driving. Active duty personnel will adhere to defined liberty limits and regulations while in a leave or liberty status. The use of TRiPS is highly encouraged in conjunction with the Risk Management process when extended driving is expected.

b. Influence of Alcohol and Drugs. NSA Naples has a zero tolerance policy for driving under the influence of alcohol or drugs. The host-nation Blood Alcohol Content (BAC) limit to be considered driving under the influence is 0.05 BAC. Additionally, open alcoholic containers

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inside a PMV for use by either drivers or passengers are prohibited onboard NSA Naples installations.

c. Radar and Laser Detection Devices. Use of radar and laser detection devices in motor vehicles is prohibited aboard NSA Naples installations.

d. Traffic Safety Orientation. All newly assigned personnel are required to receive a local area/host-nation traffic safety orientation within 30 days of arrival. This is accomplished by attending the NSA Naples Area Onboarding (AO) brief. The AO brief will provide personnel and dependents training and guidance for obtaining the Allied Forces Italy (AFI) driving license, and describe factors that commonly lead to traffic-related mishaps. Often times local mishaps are due to maneuvering narrow roadways, unfamiliarity with signs and directions, avoiding road hazards (e.g. pot holes), parking in confined spaces, and unanticipated driving actions by local nationals. The AO brief also includes information regarding local driving conditions, hazards, regulations, laws, and the legal consequences and penalties for impaired or distracted driving.

e. Traffic Safety Briefs. Per reference (b), supervisors will ensure traffic safety briefs are provided to all personnel prior to any holiday period, foreign port visits, return from deployment, seasonal change, or when traffic-related mishaps warrant additional training. These briefs may be formal or informal and will reinforce and supplement information provided in the AO brief.

f. All military members under the age of 26, per reference (a), must receive 4 hours of traffic safety training within 12 months of entering the Navy. This training will convey to incoming personnel the profound responsibility associated with operation of a PMV, Navy expectations for responsible vehicle operation, and the significant impact PMV fatalities have on naval operational readiness. If this training has not been completed at service schools or initial assignment commands, military members will attend the Automobile Association of America Driver Improvement Program (AAA/DIP) training provided quarterly by the NSA Naples Safety Office, or complete the online Defensive Driving modules (1, 2 & 3) provided by the Naval Safety Command within 90 days of arrival.

6. Motorcycle (PMV2) Requirements. Motorcycle (to include scooters, three wheel trikes, mopeds and any other motor driven two wheeled, street legal vehicle) riding is inherently more hazardous than driving an automobile. These hazards are exacerbated by local road/traffic conditions, customs, and courtesies. The following are additional mandatory requirements for safety of personnel registering and/or operating on NSA Naples installations:

a. All active duty personnel that desire to operate a motorcycle/scooter must formally notify their chain of command, making sure that the command's Motorcycle Safety Coordinator, Mentor, or Motorcycle Safety Representative (MSR) is informed.

b. Command/Departmental/Divisional MSR will identify all personnel who operate motorcycles/scooters within their command and comply with the requirements of this instruction. MSRs will ensure that all riders requiring mentorship are enrolled into a mentorship program developed by each tenant command to meet the needs of their riders under local conditions.

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c. Per references (a) and (b), commands will ensure all active duty motorcycle/scooter operators are provided the opportunity to attend required training during normal duty hours and will not be charged leave. Civilians and family members may attend classes on a space available basis. Local National (LN) employees may attend classes on a space available basis, but are required to comply with Italian regulations with respect to training and licensing requirements.

d. All military and civilian motorcycle/scooter operators must comply with all host nation licensing and equipment requirements as directed by the Central MVRO. All personnel who register a motorcycle/scooter with the NSA Naples MVRO must first obtain a letter of authorization from the NSA Naples Safety Office, Traffic Safety Program Manager, located on the first floor of Admin III, room 153, Capodichino. To obtain this letter the authorized registrant must provide a valid motorcycle license/endorsement or proof of a motorcycle safety course certificate of completion for the operator. Additionally, proof of the year, make, model, cubic centimeters, and Vehicle Identification Number of the motorcycle/scooter to be registered will be provided. Owner/Operators will complete Level II Basic Rider Course 2 (BRC2) or Advanced Riders Course (ARC) within 60 days of initial registration.

e. Those desiring to become a motorcycle/scooter operator that do not have a stateside motorcycle endorsement are required to complete the Motorcycle Safety Foundation BRC. BRC is a two-day course which includes approximately three hours of online computer-based training, five hours of classroom instruction, and 10 hours of motorcycle riding with range exercises and a skills test. When successfully completed the applicant can purchase and register a motorcycle/scooter after obtaining the required authorization letter from the NSA Naples Traffic Safety Program Manager.

f. Those desiring to become a motorcycle/scooter operator for rental purposes who do not wish to purchase and/or register a motorcycle must complete the BRC. After successful completion of the BRC, individuals may obtain a letter from the NSA Naples Traffic Safety Program Manager authorizing MVRO to issue the "A" endorsement for motorcycle/scooter on the AFI Driver's License. Endorsements must not violate any host nation or other command agreements, regulations, or orders. Overseas PMV2 operators issued AFI Driver's License or endorsements to ride in Italy are advised that these certificates or endorsements may not be valid nor accepted outside of Italy.

g. Enterprise Safety Applications Management System (ESAMS) accounts are required for all NSA Naples area motorcycle/scooter operators, with current contact information, to enable training compliance, reporting, and to schedule the appropriate courses. Upcoming BRC and ARC courses can be located on the ESAMS website under "Classroom Training" under the "My Tools" drop down menu link. For assistance with ESAMS record creation, check-ins, transfers, and class scheduling contact the NSA Naples Safety Office at DSN: 314-626-2414, or e-mail: M-NA-NSA-SAFETY@us.navy.mil.

h. The requirements delineated above are for two-wheeled motorcycle/scooter operation only. There is no Level I or II training available at NSA Naples for three-wheeled trikes or four-wheeled street legal quads. Operators of these vehicles will need to obtain an operator's license from their current state of residence prior to registering the vehicle with MVRO.

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i. PMV2 - Personal Protective Equipment (PPE)

(1) Per references (a) and (b), military members will properly wear PPE at all times while riding a motorcycle. Non-military operators will wear PPE while on Navy installations.

(a) Head Protection. The helmet must be a properly fitted and positioned on the head, fastened under the chin, and meet Economic Commission of Europe (ECE) 22-05, SNELL Memorial Foundation, or the U.S. Department of Transportation standards. "Motorini" and half-helmets must not be worn when riding a motorcycle. Italian traffic law requires the helmet to be a minimum of 5/8 for motorcycles meaning the hard outer shell must cover the ear.

(b) Eye protection designed for motorcycle operators (impact or shatter resistant safety glasses, goggles, wrap around glasses, or face shield) will be worn. A windshield, sunglasses, or standard eye wear alone are not considered proper eye protection.

(c) Foot protection which is sturdy (preferably leather or motorcycle specific riding footwear) and covers the ankle, feet, and toes will be worn while the vehicle is in motion.

(d) Protective Clothing. Riders and passengers will wear a long sleeved shirt or jacket, long trousers, and full-fingered gloves constructed of abrasion resistant materials. It is highly recommended to wear clothing with impact-absorbing padding and material as well as brightly colored or reflective materials.

(2) LN employees, LN contractors, and LN guests must wear a helmet, and comply with local Italian regulations.

7. Personal Transportation Devices (PTD)

a. Use of motorized (electric, gas, etc.) or human powered scooters, skateboards, roller-skates, roller-blades, Segway, unicycles, and other similar equipment are considered PTDs and will only be used in approved areas on Navy installations. Per reference (b), PTDs, motorized scooters, skateboards, and similar equipment will not exceed 15 miles per hour and will not be operated on Navy owned or controlled roadways. The use of these devices will always comply with the manufacturer's guidance and all applicable federal, state, local, and host-nation laws or regulations.

b. PTD approved areas include designated skate parks and roadways within Housing on Support Site only.

(1) PTD operators will adhere to general "rules of the road" guidelines. For example; traveling on the right side of the road, and obeying all traffic signals and signs.

(2) Pedestrians, which include walkers and runners, have the right-of-way on sidewalks and crosswalks. PTD operators will slow down and yield the right-of-way to any pedestrian, and will give an audible signal before overtaking ("on the left") and passing any pedestrian. PTD

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operators will not interfere with pedestrian traffic and will exercise good judgment to ensure the safety of all personnel.

(3) PTD operators will not park a PTD in a manner that impedes the normal movement of pedestrian or other traffic, or where such parking is prohibited by official traffic control devices.

c. PTD PPE. Head protection is required while operating a PTD. At a minimum, a properly fitted bicycle helmet with a fastened chinstrap will be worn (preferably as recommended by the manufacturer) at all times while operating a PTD. Helmets must meet ASTM F1447, Snell b-95, or other host nation standard for bicycle helmets. PTD operators are highly encouraged to wear additional clothing, padding, or eye wear to prevent injury.

d. Prohibited activities while operating a PTD are:

(1) Operating a cellular phone or other hand-held device.

(2) Consuming alcoholic beverages or operating a PTD under the influence of alcohol or other substances that could impair cognitive ability and skillset.

## 8. Bicycles and other Pedal-Driven Vehicles

a. Bicycles are considered:

(1) A two-wheeled vehicle having a rear drive wheel that is solely human-powered.

(2) A two or three-wheeled vehicle with fully operable pedals and an electric motor of less than 750 watts (1 h.p.) whose maximum speed on a paved level surface, when powered solely by such a motor while ridden by an operator who weighs 170 pounds, is less than 20 mph.

b. Cyclists will comply with local installation and host nation laws and regulations. Cyclists shall ride with the flow of traffic, in single file, and obey the rules of the road (e.g. speed limits, traffic signs, etc.). Sidewalk use is prohibited.

c. Bicycle PPE. All military members will wear an approved, properly fitted helmet with a fastened chinstrap when riding a bicycle. Others will wear an approved helmet while on a Navy installation. Helmets must meet the requirement of the Consumer Product Safety Commission (CPSC) 16 CFR 1403.

d. Cyclists will ensure bicycles are in proper operating condition to include the required safety equipment. For operations between official sunset and sunrise a white light on the front of the bicycle visible from 500 feet and a red light on the rear of the bicycle visible from 600 feet is required. During conditions of reduced visibility (e.g. rain) it is recommended to have lighting "on".

## 9. Pedestrian Safety



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a. Operators of vehicles, PTDs, and bicycles need to be aware of pedestrian traffic and recognize they have the right-of-way. Where available, pedestrians will use the sidewalk and refrain from walking in the street. Crosswalk use is mandatory and pedestrians will check the roadway prior to entering intersections and crosswalks to ascertain personal safety. If no crosswalk is available, crossing at the nearest intersection is recommended. Jay-walking is prohibited aboard NSA Naples installations.

b. Walking/Jogging/Running is prohibited in parking garages and ramps used by motor vehicles. Walkers/joggers/runners must remain cognizant of all traffic, and to increase awareness when sidewalks are unavailable for use, face the oncoming flow of traffic.

c. When operating a vehicle out in the host-nation community, vigilance is encouraged for pedestrian awareness as traffic flow, visibility, and local customs may present inherent challenges.

## 10. Traffic Safety Awareness

### a. School Zones

(1) Operators of vehicles, PTDs, and bicycles need to be aware of school zones, both on and off installation, and the respective traffic restrictions, speed limits, and parking restrictions when zones are active.

(2) Parents will refer to the respective school website and adhere to the modified traffic pattern during times to drop off and pick up children. Appendix A, Support Site School Zone Traffic Pattern, is an infographic depicting the modified school zone traffic pattern. It is imperative to be cognizant of one's surroundings with respect to children in the area to ensure their safety as well as the location and movement of other vehicles so as not to impede the orderly flow of traffic.

(3) Parents will not park vehicles and/or leave them unattended while transiting the traffic pattern during drop off or pick up of children. Drop off or pick up of children should be done expeditiously, but safely.

b. Listening Devices. Per reference (b), members are prohibited from wearing portable headphones, earphones/earbuds, cellular hands-free devices, radios, recording devices, or other portable listening devices while operating a vehicle, PTD, cycling, running, jogging, or walking on roadways and streets. Listening devices impair recognition of emergency signals, alarms, announcements, and the approach of emergency vehicles.

c. Reflective Clothing. Between the hours of official sunset and sunrise, and/or during times of reduced visibility, pedestrians/joggers/runners and PTD operators and cyclists are required to wear high visibility/reflective clothing (vest, belt, or arm band). Pet walkers are also encouraged to ensure their pets are easily visible.

11. Safety Standards for Department of Defense Motor Vehicles. Foreign manufactured commercial vehicles purchased, leased or rented for use by NSA Naples organizations must meet all applicable safety requirements of the host nation, and pass a safety inspection annually. Reference (b) provides the minimum systems and components to be inspected.

12. Traffic Safety Council. The traffic safety council provides recommendations for improvement plans to mitigate recognized hazards identified by receiver self-assessments and coordinates with receiver to communicate unacceptable risk findings. Each command designates a council member and council members meet quarterly to discuss and disseminate information, analyze traffic mishaps, discuss traffic and motorcycle safety training, identify hazardous locations, track deficiencies, and work with local officials to resolve traffic safety problems of mutual concern.

a. NSA Naples Executive Officer (XO) chairs the traffic safety council. The Traffic Safety Council meets (minimally) quarterly, often in conjunction with the Safety Council meeting.

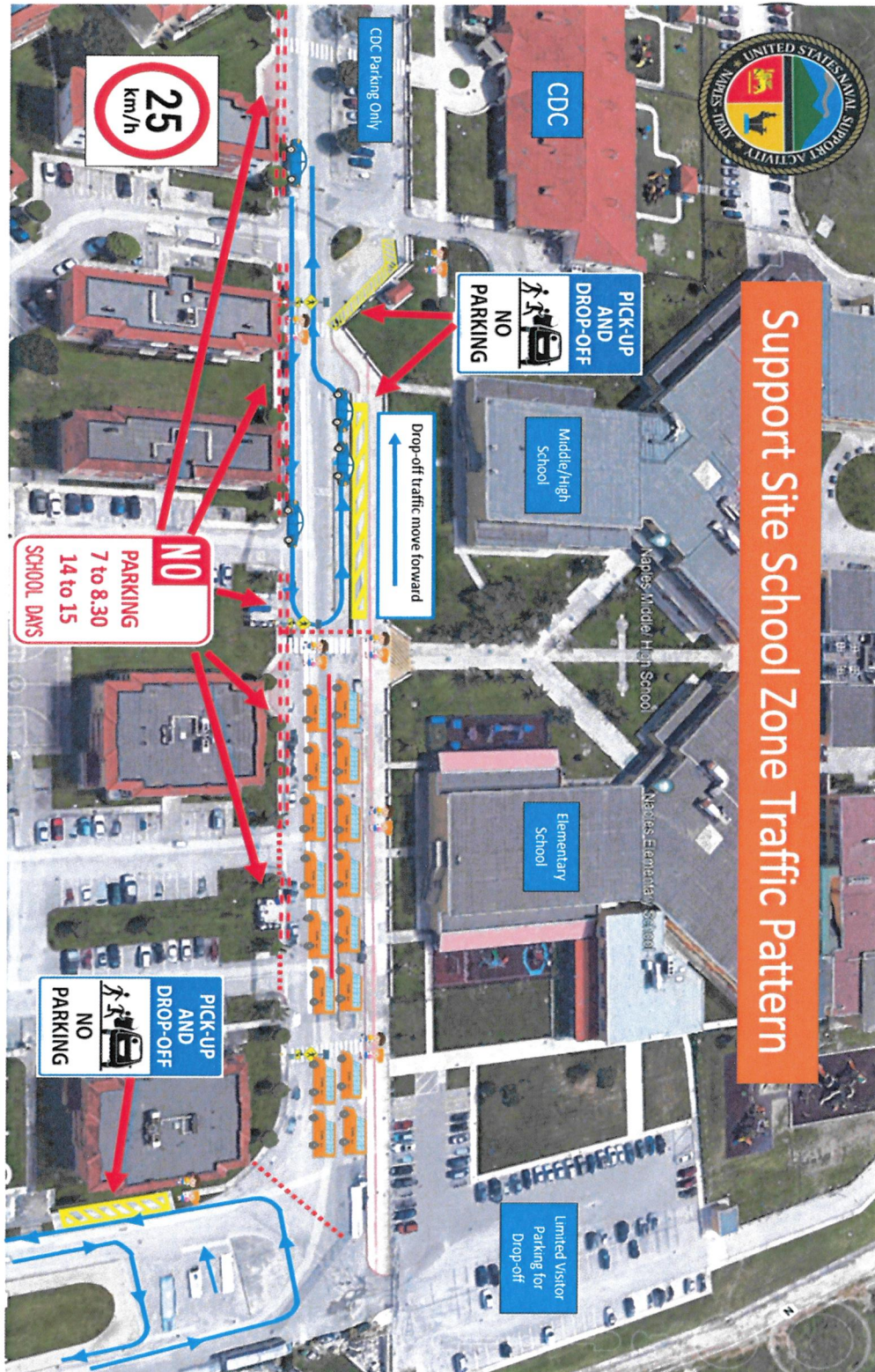
(1) The Traffic Safety Council Members by position are:

- (a) Public Works Officer
- (b) Security Officer
- (c) Traffic Safety Program Manager
- (d) Fire and Emergency Services
- (e) Medical
- (f) Moral, Welfare, and Recreation (MWR)
- (g) Traffic Engineer (if available)
- (h) Tenant/Supported Command Representatives

b. Minutes of the Traffic Safety Council will be generated for Commanding Officer review and signature, and will be disseminated appropriately and maintained on file.

Appendix A

Support Site School Zone Traffic Pattern







NSA Naples Safety Department  
**Fact Sheet: NSA Naples Inst 5100.11E - Traffic Safety**

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**BLUF**

NSA Naples Instruction 5100.11E, Traffic Safety Program, is a significant revision and provides guidance for the safe operation of Private Motor Vehicles and Government Owned Vehicles, personal transportation devices, and in the capacity as pedestrians.

**Who needs to know?**

Active Duty, civilian workforce, Local National government workforce & contractors, and dependents

**What you need to know – key points**

- Core Safety Requirements for Private Motor Vehicles (PMV)
  - PMV operators will be properly trained, licensed, insured, and possess vehicle registration.
  - PMV occupants will have seat belts fastened while vehicle is in motion.
  - Child safety and booster seats are required.
  - Pets will be restrained within vehicle while in motion.
  - Personal Electronic Devices (PED) will not be used unless parked. Listening devices (headphones, earbuds, etc.) are prohibited.
- Core Safety Requirements for Government Owned Vehicles (GOV)
  - Seat belts worn on or off DoD installations, as well as in a government funded rental vehicle.
  - Senior ranking occupant is responsible for enforcement of restraints.
  - Tobacco use in GOVs is prohibited.
  - PEDs will not be used unless parked.
- General Safety Requirements
  - Official Duty driving of no more than 10 hours per 24-hour period. 14-hour duty day maximum.
  - Recommend use of Travel Risk Planning System (TriPS) for driving itinerary and risk assessment.
  - Off-duty driving adherence to defined liberty limits while in a leave/liberty status.
  - Zero tolerance policy for driving under the influence of alcohol/drugs. Limit is 0.05 BAC in Italy.
  - All newly assigned personnel to receive traffic safety orientation brief; accomplished at AO briefing.
  - Traffic Safety Briefs (active duty) required prior to holidays and seasonal change.
- PMV2 (two wheel/motorcycle)
  - All current and prospective motorcycle/scooter riders are required to meet with the NSA Naples Traffic Safety Manager for administrative and training requirements.
  - Training is required if desiring to rent a motorcycle/scooter.
  - Personal Protective Equipment (PPE) will be worn at all times operating motorcycles/scooters.
- Personal Transportation Devices (PTD): scooters, skateboards, etc.
  - Not to exceed 15 mph (25 kpm) on base, and will adhere to general "rules of the road" guidelines
  - Pedestrians have the right of way on sidewalks and in crosswalks
  - Helmets are required while operating a PTD (anything with wheels).
  - Cyclists will comply with installation and host nation laws/regulations. Lighting required between hours of sunset and sunrise.
- Pedestrian and Traffic Safety Awareness
  - Support Site School Zone has a modified traffic pattern during times to drop-off and pickup children. School Zone Traffic Pattern infographic is provided in Appendix A of the instruction.
  - Pedestrians will use sidewalks. If no sidewalk is available, face the oncoming flow of traffic.
  - Listening devices (e.g. headphones, earbuds, etc.) are prohibited on roadways
  - Reflective clothing required between the hours of sunset and sunrise. Remember visibility of pets.
  - Traffic Safety Council convenes quarterly in conjunction with the Safety Council.

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