



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1620.1
N00
6 Dec 2021

NSTC INSTRUCTION 1620.1

From: Commander, Naval Service Training Command

Subj: RESTRICTION OF PERSONNEL

Ref: (a) Manual for Courts-Martial (2019 Edition)
(b) NAVPERS 15665J U.S. Navy Uniform Regulations

Encl: (1) Order to Restriction

1. Purpose. To establish regulations and policies for restricted personnel attached to Naval Service Training Command (NSTC), per references (a) and (b).

2. Policy. Service members in a restricted status will comply with the following:

a. Proceed directly to Naval Service Training Command (NSTC) Master-at-Arms (MA) for processing upon receipt of orders to restriction. Restriction begins the moment punishment is imposed and terminates on the final day after the first muster of that day. Following Non-Judicial Punishment (NJP), the NSTC MA will escort the restricted personnel to the Legal Department for further processing.

b. The NSTC MA will escort restricted personnel to Bachelor Enlisted Quarters (BEQ) 6301 for assignment of a room.

c. Restricted personnel will wear a restriction badge at all times.

d. Restricted personnel will possess a complete Sea Bag in accordance with Table 1-1-1 of reference (b).

e. Civilian clothes are not authorized. The NSTC MA will conduct an inspection of personal effects in the restricted personnel's possession to ensure that weapons, contraband, or other items prohibited by this instruction are removed. Any items of contraband found after check-in will be confiscated and will not be returned until restriction terminates.

f. Possessing personal electronic devices (with the exception of a non-radio alarm clock), cards, games, or entertainment items of any sort is prohibited and shall remain locked in the restricted personnel's permanently assigned room. The key of the permanently assigned room will be maintained in the BEQ office by BEQ staff and made available for emergency phone calls or as authorized within this instruction. Reading materials are not authorized with the following exceptions:

(1) Religious material.

(2) Work material if approved by the Officer in Charge and properly safeguarded for Personally Identifiable Information (PII) and security concerns.

(3) Military training materials.

(4) Books from the Chief of Naval Operations' reading list as provided by the Leading Senior Chief Petty Officer.

g. Restricted personnel will be escorted and marched between all locations outside the BEQ by a BEQ staff member or a Sailor designated by the BEQ staff. At no time are the Quarterdeck personnel authorized to act as an escort. The BEQ staff will log each transfer of escort and record the name of the designated escort.

h. Restricted personnel will be present at all musters in complete uniform of the day. Unauthorized absence and tardiness will not be tolerated.

i. Restricted personnel will not purchase, possess, or consume any alcoholic beverages or nonprescription drugs for the duration of restriction.

j. Restricted personnel will not purchase or use tobacco products, to include vaping, for the duration of restriction, with the exception of appropriate medical or over the counter cessation assistance products.

k. Restricted personnel will not purchase or possess any food or beverage items outside of the Galley with the exception of a water container such as a Personal Gear Issue bottle or other appropriate container. Caffeinated items, other than coffee and soda during galley hours, is prohibited.

l. No visitors or guests are allowed outside of stated visiting hours. The BEQ staff will provide access to the restricted Sailors phone for the purposes of any authorized phone calls during these hours. No other use of the phone is allowed. Restricted personnel may make calls from the lounge area or courtyard and may use their own headphones for privacy during the phone call. It is the restricted personnel's responsibility to inform the BEQ staff at first muster of the day that they wish to have access to their phone (the courtyard is defined as the breezeway below the north wing of BEQ 6301 and extends east up to the volleyball court).

m. Between musters restricted personnel may move freely within the spaces of the barracks with the exception of the vending machine areas. Use of the courtyard is authorized, if approved by the BEQ staff, for reading, letter writing, making phone calls and studying. Use of the laundry in the barracks is authorized for its intended purpose.

n. Once per week restricted personnel may enter the Navy Exchange (NEX) under escort to purchase toiletries, laundry and essential uniform items. Restricted personnel are allowed in the following places under escort: Medical, Chapel, Galley, Gymnasium, NEX and Barbershop. No other areas are authorized, including the Epicenter, beach area, Bldg. 2B/The Loft, the Brewery, McDonalds, USO, NEX Food Court, Marina and vending machine areas.

o. Males must remove all facial hair, unless they provide a valid “no shave” chit. Females may not wear makeup.

p. Restricted personnel will muster at all occasions specified by the chain of command. Daily musters will be on the Quarterdeck of BEQ 6301 in a clean Navy Working Uniform at the following times:

(1) Monday through Saturday: 0615, 0900, 1100, 1630, 1900 and 2100

(2) Sunday: 0700, 1100, 1600 and 2100


q. Visiting days and hours. Normal visiting days and hours are Sundays and religious holidays from 1230 to 1430 in a common space (barracks lounge and courtyard). The barracks Leading Chief Petty Officer (LCPO) may approve visitation during non-visiting hours/days.

r. If a restricted person wishes to attend chapel services they must inform the BEQ staff no later than 24 hours prior. The BEQ staff will make arrangements to accommodate the request.

3. Action. The NSTC Legal Department will complete enclosure (1) and counsel the Service Member upon assignment in a restricted status. The Service Member will sign enclosure (1) acknowledging receipt of restriction orders. Violations of this instruction will constitute a violation of the UCMJ, Article 92 and may result in further administrative and/or disciplinary action.

4. 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.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the CMC will review this directive annually around the anniversary of its initial issuance 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, <https://forms.documentservices.dla.mil/order/>. This directive 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 directive 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.


KERTRECK V. BROOKS
Chief of Staff

NSTCINST 1620.1A

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6 Dec 2021

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>

LETTERHEAD

1620
N02
DD Mmm YY

From: Commander, Naval Service Training Command
To: SN John A. Smith, USN

Subj: ORDER TO RESTRICTION

Ref: (a) NSTCINST 1620.1
(b) Commander's Non-Judicial Punishment of DD Mmm YY

1. Per references (a) and (b), you are hereby restricted to the limits of Naval Service Training Command, Great Lakes, BEQ 6301 from DD Month YYYY to DD Month YYYY.
2. Upon receipt of this written order, you will proceed directly to the NSTC Master-at-Arms for processing.
3. While in a restricted status, you will comply with the policies set forth in reference (a).
4. This is a lawful order. You are hereby warned that violations of the limits of your restriction or these orders, will constitute a violation of the Uniform Code of Military Justice, Article 92 and may result in further administration and/or disciplinary actions.

KERTRECK V. BROOKS
Chief of Staff

FIRST ENDORSEMENT

From: SN John A. Smith
To: Chief of Staff, Naval Service Training Command

1. I hereby acknowledge receipt of these orders and certify that I have read and understand the contents of my orders and NSTCINST 1620.1

Restrictree Signature/Date

Witness Signature/Date

Enclosure (1)