



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 1626.1F
N01J

17 MAY 2018

NAVSUPPACT NAPLES INSTRUCTION 1626.1F

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

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) JAGMAN 0103, 0106(b)
(b) R.C.M. 306(c)(2), MCM (2016 Ed.)
(c) OPNAVINST 3120.32D

Encl: (1) Sample EMI Memorandum

1. Purpose. To promulgate policies and procedures governing the imposition and execution of Extra Military Instruction (EMI) within the area of responsibility of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.
2. Cancellation. NAVSUPPACTNAPLESINST 1626.1E
3. Objective. To ensure that EMI is imposed in strict compliance with lawful requirements set forth in references (a) and (b) and as directed by the Commanding Officer (CO), NAVSUPPACT Naples.
4. Applicability. This instruction is applicable to all military personnel under the cognizance of the Commanding Officer, NAVSUPPACT Naples, Italy.
5. Background. Discipline and professional performance is a cornerstone of the military. A system of military justice has been established to maintain discipline and professionalism. Non-judicial measures have been provided to allow a CO flexibility in correcting minor performance failures and disciplinary transgressions. Properly assigned and executed, EMI plays an important role in instilling professionalism and discipline.
6. Definition. EMI is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for and directed toward the correction of that deficiency. It is a bona fide training technique to be used for improving the efficiency of an individual within a command or unit through the correction of some deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. It is not to be used as a substitute for judicial action (court-martial) or non-judicial action (Captain's Mast), and must be logically related to the deficiency in performance for which it was assigned. This non-punitive measure is permitted by references (a) through (c).
7. Limitations on EMI. EMI shall be conducted within the following limitations:
 - a. EMI normally will not be conducted for more than two hours per day.

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b. EMI conducted outside normal working hours should be conducted either immediately before or after the member's workday. However, if the CO or Officer in Charge (OIC) determines military exigencies prevent such an arrangement, they may direct EMI at a different reasonable time. Reserve component personnel on inactive duty training, however, may not be required to perform EMI outside normal periods of inactive duty training.

c. EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency for which it was assigned.

d. EMI should not be conducted on the member's Sabbath.

e. EMI will not be used for the purpose of depriving the member of normal liberty to which the member is otherwise entitled; that member may commence normal liberty upon completion of EMI.

f. EMI should be supervised by a qualified supervisor.

8. Assignment of EMI

a. Authority to assign EMI that is to be performed during normal working hours is not limited to any particular grade or rate, but is an inherent part of the authority over subordinates, which is vested in officers, chief petty officers and petty officers in connection with duties and responsibilities assigned to them. The authority to assign EMI that is to be performed during normal working hours may be withdrawn by any superior if warranted.

b. Authority to assign EMI to be performed after normal working hours is vested solely in the CO or OIC. Such authority may be delegated, as appropriate, to officers, chief petty officers and petty officers, in connection with duties and responsibilities assigned to them, only if authorized by regulations of the Chief of Naval Operations or the Commandant of the Marine Corps, as appropriate. Reference (c) provides the authority for this delegation.

c. The CO, NAVSUPPACT Naples, hereby delegates the authority to direct EMI outside of working hours to department heads, division officers and chief petty officers within their area of responsibility at NAVSUPPACT Naples as follows:

(1) Chief Petty Officers can assign no more than a total of ten hours of EMI.

(2) Division Officers can assign no more than a total of 12 hours of EMI

(3) Department Heads can assign no more than a total of 15 hours of EMI.

(4) The Chief Petty Officer Disciplinary Review Board can assign no more than a total of 20 hours of EMI.

(5) The Executive Officer can assign no more than a total of 25 hours EMI.

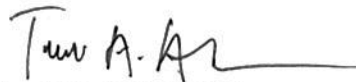
(6) Any EMI over 25 hours must be approved by the CO.

d. EMI requests will be documented via memorandum. The memorandum shall include the specific deficiency to be corrected and a detailed plan of corrective action. Enclosure (1) is provided for guidance. The memorandum will be maintained in the Division Officers Record.

e. All levels of the chain of command are encouraged to consult with the NAVSUPPACT Naples Staff Judge Advocate (SJA) for guidance in the administration of EMI. Questions regarding the interpretation of this instruction should be referred to the SJA for resolution.

9. 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.

10. 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4BB

Lists: I through IV

Electronic via NAVSUPPACT Naples web site:

https://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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[DATE]

SAMPLE EMI MEMORANDUM

MEMORANDUM

From: Security Officer, U.S. Naval Support Activity, Naples, Italy
To: MA1 John Q. Sailor, USN, XXX-XX-1234

Subj: EXTRA MILITARY INSTRUCTION ICO MA1 JOHN SAILOR, USN

Ref:(a) NAVSUPPACT NAPLES INST 1626.1F
(b) JAGMAN Ch.1, Section 0103
(c) Preliminary Inquiry of DD MMM YY

1. Per reference (a) and (b), you are hereby assigned Extra Military Instruction (EMI). The amount of time required to complete this EMI should not exceed 15 hours.

2. Reference (c) details the events of DD MMM YYYY. That day, you and MA2 Jane Doe, USN had a heated verbal disagreement in the Security Precinct while on duty and in front junior personnel. You escalated this disagreement when you began using inappropriate language and physically preventing her from leaving the room.

3. Your conduct indicates an area in which you are deficient. The EMI assigned to you below is designed to correct the deficiency in your conduct and judgement identified in paragraph (2).

a. Conflict Management. Your behavior that day shows that you lack proper conflict management skills. Instead of using the appropriate resources to resolve and de-escalate the conflict, you chose to confront, you chose to confront the Sailor in an unprofessional manner and use physical force in an attempt to stop her from leaving the area. This is not the type of behavior that is expected of a First Class Petty Officer, much less a Watch Commander. For this reason, you are directed to attend a Fleet and Family Support Center conflict resolution course. You are directed to write a report detailing how the course was effective and ways the course could be improved. You shall also include in the report how you plan to integrate the lessons learned in the course into your own leadership practices. The report should be typed and no fewer than 1000 words long.

4. I am confident that you will successfully move past this incident. I further encourage you to use the lessons learned from this incident and the training you have been assigned as tools to better yourself as a Sailor and as a leader.

5. This letter is addressed to you as a corrective measure. It will not become part of your official record. You are advised, however, that in the future you will be expected to exercise greater care and to meet the high standard of conduct required of a First Class Petty Officer in the United States Navy.

I. M. OFFICER

Copy to:
Division Officer Record

I hereby acknowledge receipt of the above Extra Military Instruction

MA1 John Q. Sailor, USN

Date

Enclosure (1)