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

NAVSUPPACT NAPLES INST 1626.1D
N01J
19 JUL 2010

NAVSUPPACT NAPLES INSTRUCTION 1626.1D

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

Subj: EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) JAGMAN 0103
(b) R.C.M. 306(c)(2), MCM
(c) OPNAVINST 3120.32 (Series)

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. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 1626.1C.

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, NAVSUPPACT Naples, Italy.

4. Applicability. This instruction is applicable to all military personnel under the cognizance of the Commanding Officer, NAVSUPPACT Naples, Italy.

5. Background. Military society has long recognized that a sense of discipline and professional performance is a vital cornerstone of military life. To foster and implement these concepts of discipline and professionalism, a multi-layered system of military justice has been established. At the initial stages of the military justice system, certain non-judicial measures have been provided to allow Commanding Officers more flexibility in correcting minor performance failures and disciplinary transgressions within their commands. EMI is a tool which plays an important role in instilling professionalism and discipline in members of the naval service. It is important that it be used properly.

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 sanctioned 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 (2) hours per day.

b. EMI may be conducted at a reasonable time outside normal working hours. 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. A member who is otherwise entitled thereto may commence normal liberty upon completion of EMI.

f. EMI must 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 that authority over their subordinates which is vested in officers, chief petty officers and noncommissioned/petty officers in connection with duties and

responsibilities assigned to them. This 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 Commanding Officer or Officer-in-Charge. 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 Commanding Officer, 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 10 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 (DRB) 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 Commanding Officer.

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 Office of the Staff Judge Advocate for guidance in the administration of EMI. Questions regarding the interpretation of this instruction should be referred to the NAVSUPPACT Naples Office of the Staff Judge Advocate Office for resolution.

R. B. RABUSE

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NAVSUPPACT NAPLES INST 5216.4Y
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https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm

[DATE]

SAMPLE EMI MEMORANDUM

MEMORANDUM

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

Subj: EXTRA MILITARY INSTRUCTION ICO MASN JOHNNY SAILOR, USN, XXX-XX-1234

Ref: (a) NAVSUPPACT NAPLES INST 1626.1D

1. Per reference (a), you are being assigned 15 hours of Extra Military Instruction (EMI).

2. You have reported late to work for a total of 10 times between March 2001 and June 2001. As a result of your tardiness, other personnel in the S-1 Division had to unload the supply truck when they were needed elsewhere.

3. As you are aware, your working hours are from 0700 to 1600. You will muster each morning at 0630 with the Chief Master-at-Arms in front of the Naval Support Activity, Naples, Italy Quarterdeck and report back to your division for daily quarters at 0700. You will complete your Extra Military Instruction from 1600 to 1730 by assisting the duty section in filing the daily order forms. You will do this for eight consecutive workdays. You will not stand EMI on your normal days off or on your Sabbath.

4. Ensure you set your alarm clock before going to sleep each night. If needed, buy an additional alarm clock for additional measures to wake yourself up, or call a shipmate and ask them to assist waking you. If there is a medical condition I may need to be made aware of, let me know. Use your chain of command as needed to correct your deficiency.

5. Any further deficiencies could result in further administrative and/or disciplinary action.

I. M. OFFICER

Copy to:
Division Officer Record