COMNAVRESFORCOM INSTRUCTION 1620.1A

From: Commander, Navy Reserve Forces Command

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) Manual of the Judge Advocate General

Encl: (!) Extra Military Instruction Assignment

1. Purpose. To promulgate specific details, responsibilities, and procedures for assignment and execution of extra military instruction (EMI).

2. Cancellation. COMNAVRESFORCOMINST 1620.1

3. Background. Per reference (a), section 0103, EMI is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for and directed towards 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 (court-martial) action or nonjudicial punishment, and must be logically related to the deficiency in performance for which it was assigned.

4. Policy. EMI within Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) shall only be implemented, within the following limitations:

   a. EMI will not be assigned for more than 2 hours per day.

   b. EMI may be assigned for a reasonable time outside normal working hours.

   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 will not be assigned on a Service member's Sabbath.

   e. EMI will not be used to deprive the member of normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

5. Authority. Authority to assign EMI to be performed during working hours is not limited to any particular rank or rate. It is an inherent part of that authority over the subordinate vested in officers and chief petty officers in leadership positions. Authority to assign EMI to be performed
after normal working hours rests with the Chief of Staff. This authority is delegated to officers and chief petty officers in supervisory positions. Authority to assign EMI (during working hours or after working hours) may be withdrawn by any superior if warranted. Withdrawal of authority to assign EMI shall be documented in writing.

6. Action

a. Individuals designated below are to familiarize themselves with their responsibilities, and ensure that EMI is assigned in writing and executed in a manner consistent with the intent and guidelines set forth in paragraph 3. The following personnel are authorized to assign EMI limited to the total hours indicated utilizing enclosure (1).

   (1) Flag Officers – 40 hours
   (2) Chief of Staff and Deputy Chief of Staffs – 20 hours
   (3) All other Officers – 15 hours
   (4) Chief Petty Officers – 10 hours

b. EMI assignments after working hours shall be in writing using the format prescribed in enclosure (1). The original form will be given to the individual assigned EMI. A copy of the signed form reflecting completion of EMI will be retained in the individual’s division officer record or equivalent local file.

7. 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.

8. Review and Effective Date. The COMNAVRESFORCOM Command Master Chief is responsible for the annual review and update of this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, 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.

[Signature]
L. D. STUFFLE
Chief of staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, http://www.navyreserve.navy.mil
EXTRA MILITARY INSTRUCTION ASSIGNMENT

From: (Assigning Officer/CPO) ____________________________________________

To: (Member) __________________________________________________________

Subj: EXTRA MILITARY INSTRUCTION

1. You are directed to perform ___ hours of extra military instruction (EMI) to correct the following deficiency:

_________________________________________________________________
_________________________________________________________________

2. Your assigned task(s) will be:

_________________________________________________________________
_________________________________________________________________

3. EMI will be performed after working hours on the following schedule (time and dates), not exceed 2 hours per day:

_________________________________________________________________

4. This direction is an order. Failure to comply may result in disciplinary action.

5. Should you have any other military duties that may interfere with this order; you will notify your chain of command.

Assigning officer or CPO

I have read the above letter and understand its contents.

Member Date

Enclosure (1)