COMNAVRESFORCOM INSTRUCTION 1620.1

From: Commander, Navy Reserve Forces Command

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) OPNAVINST 3120.32C
     (b) Manual for Courts-Martial
     (c) Manual of the Judge Advocate General, section 0103

Encl: (1) Extra Military Instruction Assignment

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

2. Background. Per reference (a), EMI is instruction in a phase of military duty in which an individual is deficient and is intended to correct that deficiency. EMI is an administrative non-punitive measure authorized by references (b) and (c) as a bona fide training technique intended to improve efficiency of a command or unit and must, therefore, be genuinely intended as such. It must not be used as a substitute for punitive action appropriate under the Uniform Code of Military Justice (UCMJ). EMI must be logically related to the deficiency to be corrected.

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

   a. EMI will not be assigned for more than two 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.

4. 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 Authority to assign EMI (during working hours or after working hours) may be withdrawn by any superior if warranted.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.

5. 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) Deputy Chief of Staff - 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.
6. **Review responsibility.** The Commander, Navy Reserve Forces Command Judge Advocate is responsible for the annual review and update of this instruction.

R. B. JOHNSON  
Chief of Staff

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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 two 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