



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 1620.1B  
N00C  
12 May 2020

COMNAVRESFORCOM INSTRUCTION 1620.1B

From: Commander, Navy Reserve Forces Command

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) Manual of the Judge Advocate General

Encl: (1) Extra Military Instruction Assignment

1. Purpose. To revise specific details, responsibilities, and procedures for assignment and execution of extra military instruction (EMI) for all Sailors attached to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).
2. Cancellation. COMNAVRESFORCOMINST 1620.1A.
3. Background. Per reference (a), 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 COMNAVRESFORCOM will 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.
  - f. Sailors who are assigned EMI will be supervised by a Sailor who is at least one paygrade higher.

5. Delegation of Authority. Authority to assign EMI is delegated to the Chief of Staff (COS), with further delegation authorized to officers and chief petty officers (CPO). This delegation may be withdrawn at any time, in writing, by the COS. Individuals with delegated authority are to familiarize themselves with this instruction.

6. Action.

12. EMI assignments will 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 Sailor's division record or equivalent local file.

b. Total hours of EMI authorized at the following levels:

- (12) Flag Officers – 40 hours
- (2) COS and Deputy COS – 20 hours
- (3) All other Officers – 15 hours
- (4) Command Master Chief – 15 hours
- (5) CPOs – 10 hours

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. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N00C will review this instruction annually around the anniversary of its 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. This instruction 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 instruction 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.



J. A. SCHOMMER

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Website .aspx”

<https://www.public.navy.mil/nrh/Pages/instructions.aspx>

**EXTRA MILITARY INSTRUCTION ASSIGNMENT**

\_\_\_\_\_  
(Date)

From: (Assigning Officer/CPO) \_\_\_\_\_

To: (Member) \_\_\_\_\_

Subj: EXTRA MILITARY INSTRUCTION

1. You are directed to perform (\_\_\_\_) hours of 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 date), not to exceed 2 hours per day:

\_\_\_\_\_

\_\_\_\_\_

4. This direction is an order. Failure to comply may result in disciplinary action or other administrative proceedings.

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

Enclosure (1)