



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

NAVSUPPACTNAPLESINST 1626.1G CH-1  
N01J  
5 AUG 2022

NAVSUPPACT NAPLES INSTRUCTION 1626.1G CHANGE TRANSMITTAL 1

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

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) JAGINST 5800.7G, CH-1, Manual of the Judge Advocate General  
(b) R.C.M. 306(c) (2), MCM (2019 Ed.)

Encl: (1) Sample Extra Military Instruction Memorandum

1. Purpose. To promulgate change transmittal 1 to subject instruction, reporting changes to basic instruction and enclosure (1).

2. Action.

a. Page 1, paragraph 5b: Change "A CO may not delegate this authority unless to do so by the Chief of Naval Operations" into "A CO may not delegate this authority unless authorized by the Chief of Naval Operations".

b. Page 2, paragraph 7b(4): Change "EMI will not be assigned on a Service member's Sabbath" into "EMI will not be assigned on a Service member's religious day of observance".

c. Enclosure (1), Subject line: Change "Liberty Risk Assignment" into "Extra Military Instruction Assignment".

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. 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 be in effect for 10 years unless revised or cancelled in the interim and will be

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 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. W. STEWART<sup>cc</sup>

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples web site:

<https://cnreurfcent.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>



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-1 JUL 2021

NAVSUPPACT NAPLES INSTRUCTION 1626.1G

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

Subj: EXTRA MILITARY INSTRUCTION

Ref: (a) JAGINST 5800.7G, Manual of the Judge Advocate General  
(b) R.C.M. 306(c) (2), MCM (2019 Ed.)

Encl: (1) Sample Extra Military Instruction (EMI) Memorandum

1. Purpose. This instruction provides policies and procedures concerning the assignment of Extra Military Instruction (EMI) to military personnel attached to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. The policies and procedures herein ensure EMI is assigned consistently and in compliance with requirements set forth in references (a) and (b) and as directed by Commanding Officer (CO), NAVSUPPACT Naples.

2. Cancellation. NAVSUPPACTNAPLESINST 1626.1F

3. Applicability. This instruction applies to all military personnel under the cognizance of CO, NAVSUPPACT Naples.

4. Definition. EMI is a proven training technique used to correct a deficiency in an individual's performance of military duties. EMI is non-punitive and must be logically related to the performance deficiency for which it was assigned and may be assigned only if genuinely intended to accomplish that result.

5. Assignment of EMI. Authority to assign EMI is entrusted to Officers, Chief Petty Officers (CPOs), and Petty Officers in connection with their military duties and responsibilities. However, if warranted, a superior may restrict this authority.

a. The authority to assign EMI during normal working hours is an inherent part of the authority that Officers, CPOs, and Petty Officers have over subordinates. If warranted, any superior may withdraw the authority to assign EMI to be performed during normal working hours.

b. Only the CO, NAVSUPPACT Naples or Officer In Charge (as defined in subsection 0106(b) of reference (a)) will authorize EMI to occur outside of normal working hours. A CO may not delegate this authority unless to do so by the Chief of Naval Operations or the Commandant of the Marine Corps, as appropriate.

- 1 JUL 2021

c. Assignments of EMI will be documented via memorandum and maintained in the Division Officer's (DIVO) record. The memorandum must include the specific deficiency to be corrected and a detailed plan of corrective action. Enclosure (1) is provided for guidance and the Office of the Staff Judge Advocate (SJA) is available for consultation.

d. EMI must be supervised by a qualified supervisor.

e. All personnel seeking to assign EMI are encouraged to consult with the Office of the SJA.

6. Delegations. Absent specific written delegation from the CO, personnel seeking to issue EMI will provide the NAVSUPPACT Naples Office of the SJA advance notice of EMI assignments for CO's awareness and support, as necessary.

7. Limitations on EMI

a. The following individuals will assign EMI following the limitations below:

(1) CPOs can assign no more than a total of 10 hours of EMI.

(2) DIVOs can assign no more than a total of 15 hours of EMI.

(3) The CPO Disciplinary Review Board can assign no more than a total of 20 hours of EMI.

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

(5) All EMI exceeding 25 hours requires approval from CO, NAVSUPPACT Naples.

b. Consistent with section 0103 of reference (a) the following additional limitations apply:

(1) EMI normally will not be conducted for more than two hours per day.

(2) EMI conducted outside normal working hours will be conducted consecutively with the Service member's workday, unless the Commanding Officer determines that military exigencies require a deviation. Commanders of Reserve Component personnel will not assign EMI outside normal periods of inactive-duty training.

(3) When the deficiency is corrected, the EMI must cease.

(4) EMI will not be assigned on a Service member's Sabbath.

(5) EMI will not be used for the purpose of depriving the Service member of normal liberty to which he or she is otherwise entitled. A Service member who is otherwise entitled to normal liberty may commence normal liberty upon completion of EMI.

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8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. 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 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 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.



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[https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

SAMPLE EXTRA MILITARY INSTRUCTION (EMI) MEMORANDUM

Date

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

To: PO1 Xxxx X. Sailor, USN, XXX-XX-6789

Subj: LIBERTY RISK ASSIGNMENT

Ref: (a) NAVSUPPACTNAPLESINST 1626.1G

(b) JAGMAN CH I, Section 0103

(c) Preliminary Inquiry of DD MMM YY

1. Per reference (a) and (b), you are 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 PO2 Sailor Sailor, 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: Conflict Resolution. The EMI assigned to you below is designed to correct the deficiency in your conduct and judgment identified in paragraph (2).

a. Conflict Resolution. Your behavior that day shows you lack sufficient conflict resolution skills. Instead of using appropriate resources to resolve and de-escalate a conflict, you confronted a fellow Sailor in an unprofessional manner and used physical force to stop from leaving the area. This is not the type of behavior 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 will write a report detailing how the course helped you better understand the issue that gave rise to this EMI. You will also make written recommendations for course improvements as needed. Your report will also include ways in which you plan to integrate the lessons learned from the course into your leadership practices. The report should be typed and no fewer than 1000 words long.

4. I am confident 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, 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

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I acknowledge receipt of the above Extra Military Instruction

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PO1 Xxxx X. Sailor, USN

Date

Enclosure (1)